

August 14th, 2019

Notice Of Meeting

You are invited to attend the Neighbourhood Services Committee Meeting to be held on **Tuesday, 20th August 2019** at **6:00 pm** in **Boardroom, District Council Offices, Monaghan Row, Newry.**

Committee Membership:

- Councillor H Harvey (Chair)
- Councillor G Stokes (Deputy Chair)
- Councillor T Andrews
- Councillor D Curran
- Councillor W Clarke
- Councillor V Harte
- Councillor T Hearty
- Councillor L Kimmins
- Councillor O Magennis
- Councillor G Malone
- Councillor C Mason
- Councillor H McKee
- Councillor K McKevitt
- Councillor D Taylor
- Councillor J Tinnelly

Agenda

- **1.0** Apologies and Chairperson's remarks.
- 2.0 Declarations of "Conflicts of Interest".
- 3.0 Action Sheet of the Neighbourhood Services Committee Meeting held on Wednesday 19 June 2019. (Attached).

NS Action Sheet - 19 June 19.pdf

Page 1

For Consideration and/or Decision

4.0 To consider the following Notice of Motion in the name of Councillor M Gibbons re: Pilot Scheme, promoting personal use of reusable water bottles and facilitate water refill stations. (Attached).

Newry, Mourne and Down Council will introduce a pilot scheme, similar to the NI Water led initiative #Refillution, and will actively promote the personal use of reusable water bottles and facilitate water refill stations – initially in Warrenpoint & Rostrevor – and then throughout the District as part of its ongoing commitment to the environment."

- Councillor Gibbons and O'Muiri be invited to be in attendance for discussion on this item
- (NB: This Motion was referred from the Council Meeting of 1 July 2019).
- **Report Notice of Motion from Cllr Gibbons.msg.pdf**

5.0 Report on URBELAC trip. (Attached).

Report on URBELAC Trip.pdf

6.0 Scheme of Delegation report from 1 October 2018-31 March 2019. (Attached).

SchemeofDelegationReport.pdf

Facilities Management and Maintenance

- 7.0 Defective wall at Shimna river verbal update.
- 8.0 Official opening of Lough Inch Cemetery. (Attached).

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	Waste Management	
9.0	HRCs Review (Phase 1). (Attached). <i>Report - HRCs Review.pdf</i>	Page 3
10.0	Refuse Collection Fleet Business Case. (Attached). <i>Refuse collection Business Case.pdf</i>	Page 118
11.0	DAERA Provisional NI Local Authority Collected Municipal Waste Management Statistics (January to March 2019). (Attached).	
	DAERA - NI Local Authority Waste Statistics.pdf	Page 138
12.0	DAERA Household Waste Recycling Collaborative Change Programme (2019-2022). (Attached).	Desire 47
	DAERA Household Waste Recycling Change Prog.pdf	Page 176
13.0	Keep NI Beautiful - Clean Neighbourhoods Report (2018-2019). (Attached).	
	KNIB Cleaner Neighbourhoods Report.pdf	Page 187
14.0	APSE Service Awards 2019. (Attached). APSE Service Awards.pdf	Page 217
15.0	Letter dated 25 July 2019 from NIEA re: Draft NILAS Reconciliation 2018/2019. (Attached).	Page 219
	For Noting	
16.0	For Noting	
10.0	Arc21 Joint Committee Minutes 30 May 2019. (Attached). Arc21JCminutes30May19.pdf	Page 222

17.0 Arc21 Members Monthly Bulletin 27 June 2019. (Attached).

Arc21MembersMonthlyBulletin27June19.pdf

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18.0 In Committee items from Arc21 Joint Committee Minutes 30 May 2019. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

InCommitteeitemsfromArc21JCminutes30May19.pdf

Not included

19.0 Appointment of Design Team for Cemetery Extension Projects at Monkshill and Kilbroney Cemeteries. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Report Appointment of Design Team for Cemetery Extension Projects.pdf

20.0 Maintenance of Town Clocks. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Report Maintenance of Town Clocks August 2019.pdf

Not included

Not included

21.0 Maintenance works to Kilfeagan Lane. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Report Maintenance Works Kilfeaghan Lane.pdf

Not included

22.0 Tender for the receipt, storage, transfer and haulage of Mixed Dry Recyclable Waste Material. (Attached).

This item is deemed to be restricted by virtue of Paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (NI) 2014 - information relating to the financial or business affairs of any particular person (including the Council holding that information) and the public may, by resolution, be excluded during this item of business.

Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
Monthly Action Sheet	Action sheet agreed and actions removed as marked.	R Moore/RTS- PA		
	FOR CONSIDERATION			
Business Plan	Approve the annual review of the Neighbourhood Services Business Plan 2018-2019 and the Neighbourhood Services Business Plan 2019-20.	R Moore	Adopted	Y
	NEIGHBOURHOOD SERVICES WORKING GROUP		I	
Neighbourhood Services Working Group	Approve the updated Neighbourhood Working Group Terms of Reference and also the Action Sheet from the Neighbourhood Services Working Group Meeting held on 20 March 2019. Noted: Councillor Taylor advised the UUP representative would be Councillor McKee, Councillor Andrews advised the SDLP nominations would	R Moore/DSO	Sarah to send out an email to Party Leaders and raise at Party Reps Meeting 04-07-2019	Y
	Monthly Action Sheet Monthly Action Sheet Business Plan Neighbourhood Services	Monthly Action Sheet Action sheet agreed and actions removed as marked. POR CONSIDERATION FOR CONSIDERATION Business Plan Approve the annual review of the Neighbourhood Services Business Plan 2018-2019 and the Neighbourhood Services Business Plan 2019-20. Neighbourhood Services NEIGHBOURHOOD SERVICES WORKING GROUP Neighbourhood Services Approve the updated Neighbourhood Working Group Terms of Reference and also the Action Sheet from the Neighbourhood Services Working Group Meeting held on 20 March 2019. Noted: Councillor Taylor advised the UUP representative would be	Monthly Action Sheet Action sheet agreed and actions removed as marked. R Moore/RTS-PA Monthly Action Sheet FOR CONSIDERATION R Moore/RTS-PA Business Plan Approve the annual review of the Neighbourhood Services Business Plan 2018-2019 and the Neighbourhood Services Business Plan 2019-20. R Moore Neighbourhood Services Business Plan 2019-20. R Moore Neighbourhood Services Approve the updated Neighbourhood Services Business Plan 2019-20. R Moore/DSO Neighbourhood Services Approve the updated Neighbourhood Working Group Terms of Reference and also the Action Sheet from the Neighbourhood Services Working Group Meeting held on 20 March 2019. R Moore/DSO Noted: Councillor Taylor advised the UUP representative would be Noted: Councillor Taylor advised the UUP representative would be	Monthly Action Sheet Action sheet agreed and actions removed as marked. R Moore/RTS-PA Monthly Action Sheet FOR CONSIDERATION R Moore Business Plan Approve the annual review of the Neighbourhood Services Business Plan 2018-2019 and the Neighbourhood Services Business Plan 2018-2019 and the Neighbourhood Services Business Plan 2019-20. R Moore Adopted Neighbourhood Services Business Plan 2018-2019 and the Neighbourhood Services Business Plan 2019-20. R Moore Adopted Neighbourhood Services Business Plan 2019-20. R Moore/DSO Sarah to send out an email to Party Leaders and raise at Party Reps Working Group Terms of Reference and also the Action Sheet from the Neighbourhood Services Working Group Meeting held on 20 March 2019. R Moore/DSO Sarah to send out an email to Party Leaders and raise at Party Reps Meeting 04-07-2019 Noted: Councillor Taylor advised the UUP representative would be Noted: Councillor Taylor advised the UUP representative would be Noted: Councillor Taylor advised the UUP representative would be

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		FACILITIES MANAGEMENT AND MAINTENANCE			
NS/007/2019	Ulster in Bloom	Note the contents of the report dated 19 June 2019 giving an update on the Council submission to Translink Ulster in Bloom 2019.	K Scullion	In progress	N
NS/008/2019	Christmas Illuminations Group Terms of Reference	Note the contents of the above report and to agree to the Terms of Reference for the Councillors Christmas Illuminations/Celebrations Group.	K Scullion/DSO	Sarah to send out an email to Party Leaders and raise at Party Reps Meeting 04-07-2019	N
NS/009/2019	Public Conveniences Strategy	Note the content of the above report: to carry out a public consultation, starting with engagement through the local DEA Forum, on the public toilet provision within the District and to present the draft Public Convenience Strategy document to Council at the Summer/Autumn 2019 Neighbourhood Services Committee Meeting.	K Scullion	In progress	N
NS/010/2019	Flood Alleviation of drain along Newry/Portadown Canal at Lock Gate 5	Approve the Council participating in the provision of improved drainage arrangements in the area of Lock Gate Number 5 at Carnbane Industrial Estate up to a	K Scullion	In progress	N

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
1		maximum value of £15,000.	and the second second		2
NS/011/2019	Defective wall at Shimna River, Newcastle	Note the contents of the above report and, depending on the outcome of the Structural Engineer's Report, if there were emergency issues, that authority be given to officers to proceed quickly with the necessary works.	K Scullion	In progress	N
		Council Officers contact the Library Service on the opposite side of the bridge regarding cracks which had appeared in that section of wall, and to discuss necessary action.		Libraries NI have been contacted and are aware of the issue. This is a project they are working on.	Y
8		WASTE MANAGEMENT			
NS/012/2019	Refuse Collection Communications	Note the update provided on the recent improvements to the communication activities of the Council's refuse collection service, in particular specific changes to collection calendars and the on-line post code search facility.	J McBride	For Noting	Y
					0

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/013/2019	Enforcement Action Plan	Approve the Report of the Elected Member Workshop held on 22 March 2019 and to authorise Officials to develop the range of supporting actions identified in the Enforcement Improvement Plan (Executive Summary).	J McBride	Actions now being developed in accordance with the Plan. Future reports to be presented to Committee.	Y
NS/014/2019	Review of Operations at Household Recycling Centres	Approve the Guiding Principles for a suite of Policies governing access to and the usage of the Council's HRCs and approval to apply these Principles to the new Downpatrick HRC to enable new operating arrangements to be secured upon its opening.	J McBride	Final suite of Policies to be presented to Committee, 20 August 2019.	Y
NS/015/2019	Consultation responses to Extended Producer Responsibility for Packing, Deposit Return and Plastics Non Recycled Content Tax	Note the copies of the Arc21 response to three UK Government consultations on Extended Producer Responsibility for Packaging, Deposit Return and Plastics Non-Recycled Content Tax.	J McBride	For Noting	Y
NS/016/2019	Sustainability and Climate Change Forum	Approve the recommendation in the report to establish a Sustainability and Climate Change Forum and to agree to the recommended Terms of Reference, subject to a request that Officers clarify if the	J McBride/DSO	Sarah to send out an email to Party Leaders and raise at Party Reps Meeting 04-07-2019	Y

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
		Membership of the Forum could be increased to include additional Members, should the Council wish to do so. At the Monthly Meeting held on 01-07- 2019 it was also agreed that the Sustainability and Climate Change Forum would be open to any additional Members who wished to attend.			
NA/017/2019	Temporary closure of Bann Road Household Recycling Centre to facilitate the Mourne Triathlon	Temporarily close the Bann Road (Castlewellan) HRC between 09.45 to 11.45 on Saturday 24 August 2019 to facilitate the Mourne Triathlon.	J McBride	Complete	Ŷ
		IN CLOSED SESSION			
NS/024/2019	In Committee Items from Arc 21 Joint Committee Minutes 28 February 2019	Note the In-Committee Items from the Arc21Joint Committee Minutes of 28 February 2019.	R Moore	For Noting	Y
NS/025/2019	In Committee items from Arc 21 Joint Committee Minutes - 28 March 2019	Note the In-Committee Items from the Arc21Joint Committee Minutes of 28 March 2019.	R Moore	For Noting	Ŷ
NS/026/2019	In Committee items from Arc 21 Joint Committee Minutes - 25 April 2019	Note the In-Committee Items from the Arc21Joint Committee Minutes of 25 April 2019.	R Moore	For Noting	Ŷ

Minute Ref	Subject	Decision	Lead Officer	Actions taken/ Progress to date	Remove from Action Sheet Y/N
NS/027/2019	Emergency Lights Business Case	Note the content of the report dated 19 June 2019 and associated Business Case and to grant retrospective approval to accept the conclusion of the Emergency Lights Business Case that Option 1 was chosen as the preferred option. Option 1 would see the appointment, through a tender process, of a competent Contractor who would undertake this installation.	K Scullion	In Progress	N
NS/028/2019	Household Recycling Centres Contracts Business Case	Note the content of the report dated 19 June 2019 and associated Business Case and to approve the business cases (at para 2.3) to enable the procurement of new service contracts for the Council's HRCs and Landfill Sites.	J McBride	Tenders currently being prepared for issue.	Y
NS/029/2019	Safety Tiles Business Case	Note the content of the report dated 19 June 2019 and associated Business Case and to accept the conclusion of the Business Case that Option 2 was chosen as the preferred option. Option 2 would see the appointment, through a tender process, of a competent Contractor who would remove the old safety tiles and install wet-pour surfacing at identified play areas as per specifications.	K Scullion	In Progress	N

Report to:	Neighbourhood Services Committee
Date of Meeting:	20th August 2019
Subject:	Notice of Motion received from Councillor Gibbons
Reporting Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services
Contact Officer (Including Job Title):	Joe Parkes, Assistant Director Waste Management Kevin Scullion, Assistant Director Facilities Management & Maintenance Eoin Devlin, Assistance Director Health & Wellbeing

For decis	sion X For noting only
1.0	Purpose and Background:
1.1	To consider Motion referred from Council Meeting of 1 st July 2019: "That this Council will introduce a pilot scheme, similar to the NI Water led initiative #Refillution, and will actively promote the personal use of reusable water bottles and facilitate water refill stations – initially in Warrenpoint & Rostrevor - and then throughout the district as part of its ongoing commitment to the environment."
	Councillor Gibbons formally proposed the motion, which was seconded by Councillor Ó Muirí and referred, in accordance with Standing Order 16.1 (6), to the NS Committee for consideration and report.
2.0	Key issues:
2.1	The motion and issues contained therein, if adopted, will require cross- departmental working as no single Directorate or Department has responsibility for addressing the issues raised in the motion.
2.2	Should the NS committee agree to the motion, then a cross-departmental Officer working group could be used to address the initiative. This should include Officers from Sustainability, Waste Management, Facilities Management and Maintenance, and any other relevant Officers.
	The working group should meet and develop an action plan for the issues detailed in the motion and report back on the action plan.
2,3	A similar Motion was considered in 2018, on single use plastics and drinking fountains, and as such, an Officer working group was established to progress this matter. As this grouping has already been established, these Officers could also include the motion relating to water refill stations as part of their work. An update on this working group is contained within the Appendix.
	This is also a matter that could be considered by the recently established Councillor "Sustainability and Climate Change Working Group".

3.0	Recommendations:
3.1	That the Committee agree that the previously established cross-departmental Officer working group to develop action plan for motion and report back to the Sustainability and Climate Change Working Group and relevant committee (s) for approval.
4.0	Resource implications
4.1	Officer time for working group and develop action plan. Any additional resource implications will be highlighted as part of action plan.
5.0	Equality and good relations implications:
5.1	It is not anticipated that the proposal will have an adverse impact upon equality o opportunity and good relations.
6.0	Appendices
(1) (i) (i) (i) (i) (i) (i) (i) (i) (i) (i	Update on Officer Working Group – Single Use Plastics

Single Use Plastics

Update on progress

In March 2019 the Health and Wellbeing Department were tasked with actioning the Notice of Motion brought by ClIr Clarke to RTS Committee in August 2018.

An Interdepartmental Officer Working Group was established which had an initial meeting in March and further to this meeting several actions were agreed:

- All staff would receive a reusable water bottle.
- An audit of single use items currently used across council sites would be completed.
- An action plan with short and long-term actions would be developed

Subsequent to this meeting the following actions have been progressed

- In May all staff received a reusable water bottle to assist in removing single use plastics from within the organisation and to encourage staff to regularly hydrate. This is also being used to promote the Take 5 Wellbeing initiative
- Departments have returned their initial audit results and meetings with key Departments
 are currently taking place on an individual basis to discuss and agree actions.
- A meeting has taken place with Procurement and it is proposed that the next step should be a Chief Executives Bulletin advising all staff that the council is committed to becoming a Single Use Plastic free organisation and staff should ensure that single use items are eliminated across our sites as far as is possible. This bulletin is currently in draft form
- Procurement are also considering the requirements for suppliers to minimise the use of single use items in their service provision and the need to find sustainable alternatives (where appropriate).
- Meetings with Facilities Indoor Leisure and Tourism/ Events are planned in the next few weeks
- A meeting with a representative from the Marketing Team of NI Water has been set up regarding the 'Refillution' Campaign, this will allow us to decide how we can deliver this campaign across the District.
- A further meeting of the SUPs working Group will take place September to update on progress.

Report to:	Regulatory & Technical Services Committee
Date of Meeting:	20 th August 2019
Subject:	URBELAC Network (Fourth Edition): 3rd Meeting Maribor
Reporting Officer (Including Job Title):	Mr. Roland Moore (Director Neighbourhood Services)
Contact Officer (Including Job Title):	Mr. Roland Moore (Director Neighbourhood Services) or Tara Cunningham (Assistant Waste Management and Recycling Officer)

For de		
1.0	Purpose and Background	
1.1	Summary of URBELAC 4: 3 rd Meeting- Maribor. Members are asked to note the contents of the report and agree to continue to participate in the URBELAC Network and the development of manifesto on the Circular Economy. Once this manifesto is developed it is hoped that the Council should endeavour to promote and adopt some elements of circular economy into the Council area.	
2.0	Key issues:	
2.1	Background	
	The Council became a participant city in the URBELAC network (fourth edition) in November 2018. Neighbourhood Services Director Mr. Roland Moore attended the second meeting in December 2018 in Genova alongside then Chairman Cllr Mark Murnin. The third meeting was in Maribor, Slovenia (18 th - 20 th June 2019). Tara Cunningham, Assistant Waste Management and Recycling Officer was nominated to attend this meeting alongside the current Chairperson Cllr Charlie Casey.	
	URBELAC4 is a fully funded programme at minimal cost to the Council. This programme is focused on the "Circular Economy".	
	The Ellen MacArthur Foundation defines the Circular Economy as;	
	Looking beyond the current take-make-dispose extractive industrial model, a circular economy aims to redefine growth, focusing on positive society-wide benefits. It entails gradually decoupling economic activity from the consumption of finite resources, and designing waste out of the system. Underpinned by a transition to renewable energy sources, the circular model builds economic, natural, and social capital. It is based on three principles:	
	Design out waste and pollution	

	 Keep products and materials in use Regenerate natural systems
	Further background information on the Circular Economy is referenced in Section 8.0
2.2	URBELAC
	The URBELAC initiative, is a city network created in November 2010 on the basis of the interest held by both the European Commission (DG-REGIO) and the Inter-American Development Bank. The goal is in helping national, regional and local governments face the challenge of harmonising social development, urban productivity and environmental protection in the context of the increasing concentration of population in urban areas and the central role played by cities in development processes.
	The URBELAC fourth edition started last May 2018 and will end next September 2019. This edition involves 18 cities, including 9 cites from Europe and 9 cities from Latin America. Please, note that 10 out of 18 cities that will attend URBELAC-4 have already participated to previous URBELAC editions, while new 8 cities are selected specifically for this edition.
	The European cities participating to this fourth edition are as follows: Bordeaux (FR), Edinburgh (UK), Genova (IT), Maribor (SL), Milan (IT), Murcia (ES), Vienna (AU) and Viseu (PT). While, Latin America cities are: Buenos Aires (AR), Cali (CO), Campo Grande (BR), Cuenca (EC), Guadalajara (MX), Hermosillo (MX), Montevideo (UY), Providencia (CL), San Salvador (SA).
	Further information on the programme is contained within the appendixes.
2.3	Key Objective
	The main outcome from the programme and the continuation of this programme is to develop a Manifesto on the Circular Economy by all participants, which regions or cities will endeavour to promote within their own area at the end of the programme.
	Professor Laura Gavinelli has been commissioned to discuss and sum up all the findings on circular economy through URBELAC to date. She will be writing the manifesto which will be a practical toolkit for cities wishing to adopt the principles of circular economy.
2.4	Agenda
	The agenda is attached appendix 1. Some changes were made to participants and timings however it remained broadly similar.
	A summary of the meeting is attached in appendix 2 this should be read in conjunction with appendix 1.
2.5	Next Steps
	For each of the participant cities to continue contact and sharing or ideas and/or circular economy practices. For Newry, Mourne and Down District Council continue to play an active role in the development of the manifesto by answering the questions posed by Laura by the end Sept 2019.

	For Newry Mourne and Down District Council to attend the next meeting in November 2019 to help shape the manifesto as detailed in 2.3. At this point, it is unlikely that our Council will be requested to host a meeting within this current programme.	
3.0	Recommendations	
3.1	 The Council continue it's commitment to the URBELAC (4th Edition) and attendance at the next meeting in Hermosillo (Nov 2019). The Council continue to play an active role in the development of the manifesto by answering the questions posed by Laura by the end Sept 2019. Once completed the Council will endeavour to promote some elements of circular economy within the Council area. 	
4.0	Resource implications	
4.1	The programme is funded by the European Commission and IDB. There are minimal costs for Council but do require ongoing commitment and Officer time.	
5.0	Equality and good relations implications	
5.1	No adverse implications	
6.0	Rural Proofing implications	
6.1	No adverse implication	
7.0	Appendices	
	Appendix 1 – Agenda for the second meeting 18-20 June 2019 Appendix 2 – Summary of meeting. Please note presentations are not included due to their size but where indicated are available.	
8.0	Background Documents	
	European Commission – Circular Economy https://ec.europa.eu/growth/industry/sustainability/circular-economy_en_	
	Invest NI - Resource Efficiency and the Circular Economy https://www.investni.com/features/resource-efficiency-and-the-circular-economy.html	
	ReNEW report into the Circular Economy in NI http://www.wrap.org.uk/sites/files/wrap/ReNEW%20CE%20Employment%20Report.pdf	
	Ellen MacArthur Foundation	







"Circular Economy"

Maribor, Italy, 18th – 20th June 2019

Objectives of the meeting in Maribor:

Tuesday - 18th June 2019 - 08h:30 - 18h:00

Place: Hotel City Maribor Ulica Kneza Koclja 22, 2000 Maribor, Slovenija +386 2 29 27 000

Time	Issue	
8:30-9:00	Registration of participants	
9:00–9:20	Opening words: Municipality of Maribor Mr. Saša Arsenovič, Mayor of the city of Maribor (to be confirmed) Welcoming by European Commission and IDB	
	Mr. Ramon Sanchez, DG REGIO – European Commission	
	Ms. Ophelie Chevalier, Inter-American Development Bank	
	Working Methodology and thematic groups	
	Mr. Vincenzo Zappino, URBELAC Coordinator	
9:20-10:30	 Section 1 – Last news on Circular Economy by URBELAC cities Presentation of the latest news on the circular economy projects/programs implemented by the participant cities. The aim of this section is to inform URBELAC participants about new projects / programs on circular economy implemented by URBELAC cities. Bordeaux: Bordeaux Métropole 2050 Campo Grande: Economic and Ecological Zoning for Urban Planning: model and outputs Cuenca: Cuenca's Green Belt project Hermosillo: Action Plan: Hermosillo, diversified, innovative and sustainable city Montevideo: The re-use of materials in the public spaces Duration: 15 minutes per city 	
10:30 - 10:45	Coffe break	
10:45–12:45	Section 2 – Special guests Moderator: Vincenzo Zappino Languages: ES, EN, PT	

	 Mr. Francesco Lembo – Project Manager at ACR+ (Association of Cities and Regions for sustainable Resource management - "Municipalities-led circular economy case studies in Europe" (to be confirmed). Q&A section Mr. Jay Navarro – "Interconnection between circular and sharing economy" Q&A section
12:30-14:00	Lunch buffet
14:00-16:00	 Section 3: Circular economy in Maribor Mr. Tadej Žurman, company Deltaplan d.o.o. – <u>pkg.tadej@gmail.com</u> (project: Wcycle model for the city of Maribor). <i>(to be confirmed)</i>. Mrs. Nuša Lazar, company Nigrad d.d. – <u>nusa.lazar@nigrad.si</u> (Nigrad is the municipal construction company partner in the H2020 project Cinderela) <u>https://www.cinderela.eu/</u> <i>(to be confirmed)</i>.
16:00 - 16:15	Coffe break
16:15-18:00	Section 4: Speed-dating between cities One-to-one meetings between participants to exchange information on specific issues related to the best practices of each city. 15 minutes for each meeting.
ii) Share new iii) Exchange ir	I out last news of URBELAC cities on circular economy. circular economy projects implemented by other cities and institutions around Europe nformation between participants about their best practices and new projects that are izing with the other URBELAC cities.

Wednesday - 12 December 2018 - 09h:00 - 18h:00.

Place: Hotel City Maribor

Ulica Kneza Koclja 22, 2000 Maribor, Slovenija +386 2 29 27 000

Time	Issue
09:00-10:45	Section 5 – Circular economy models
	Ms. Ana Cruz – Institute of Housing and Urban Portuguese Rehabilitation "How to run a Circular Economy Road-Map: practical examples" Q&A questions
	Moderator: <i>Vincenzo Zappino</i> Languages: ES, EN, PT
10:30 - 10:45	Coffe break
10:45-11:45	Section 5 – Private and Public Partnerships to boost circular economy

	 Mr. Jonas Engberg – Sustainability Manager at Ikea (to be confirmed). "How private and public sector can collaborate for implementing circular economy policies and strategies" Q&A questions Moderator: Vincenzo Zappino Languages: ES, EN, PT
11:45-12:00	Short introduction on the best practices of Maribor that will be visited during the afternoon
12:00-14:00	Lunch buffet
14:00-18:00	Section 6- Visit to the best practices of Maribor Sorting plant from the Municipal waste management company
	 Urban gardens from the project Urban soil 4 food Electric cars in Maribor

Thursday, 13th December 2018 - 09h:00 - 12h:30

Place: Hotel City Maribor

Ulica Kneza Koclja 22, 2000 Maribor, Slovenija +386 2 29 27 000

Time	Issue		
09:00-12h:00	Section 7 – Study on the circular economy models applied by cities		
	Technical section with Dr Laura Gavinelli Open discussion of participants to organise the study on the circular economy model applied by URBELAC cities.		
	Moderator: Vincenzo Zappino Languages: ES, EN, PT		
	Coffee break available during discussion		
12:00-12h:30	Conclusions on URBELAC meeting in Maribor Open discussion between participants Q&A section		
	Return of participants to their cities of origin		

SPECIAL GUESTS - BRIGRADIN

Prof. Laura Gavinelli (University of Milan - Bicocca / CRIET)

Laura Gavinelli is a Research Fellow at the University of Milan-Bicocca, Di.SEA.DE - Department of Business Economics and Law for Economics. At Di.SEA.DE he teaches Marketing Management and Communication Management for the Master's Degree in Business Economics. After a degree in Foreign Languages and Literature with an economic background and a post-graduate specialization in Marketing, she received her Ph.D. in Business Administration. From 2004 to 2010 he collaborated with Centrimark, the Marketing Research Center of the Catholic University of Milan. Since 2010 she is collaborating with CRIET Interuniversity Research Center in Territorial Economics, for which she coordinated the Milan and Brianza Business Observatory from 2011 to 2015.

Ms. Ana de Campos Cruz

Ana has a Degree, a Post-graduate Specialization and a Master Degree in Law and she is the Director of the North Management Direction of the Institute of Housing and Urban Rehabilitation, Public Institute. She is a Law Invited Assistent Professor at the University of Aveiro – ESTGA, and author of several scientific law papers, mainly in public law, and was speacker at conferences. She was Administrator of "Porto Vivo, SRU - Urban Rehabilitation Society of Porto Downtown, SA" and Administrator of "Viseu Novo, SRU - Urban Rehabilitation Society of Viseu, SA", until February and May 2019, respectively.



URBELAC Network (Fourth Edition): 3rd Meeting Maribor, Slovenia

(18th-20th June)

Tuesday 18th June

9:00-12:00

The group were welcomed by the deputy Mayor of Maribor.

Carolina Piedrafita from the **IDB** explained that this project was to support cities in the transition from linear to circular economy. To help make savings and regulate the role of cities. It is also to disseminate knowledge and share best practice. The ultimate aim of the programme is to design a conceptual framework that can be shared and used by cities worldwide.

Paolo Marengo project manager with ACR+ (Association of cities and regions for sustainable resource management) spoke about several projects that he is currently involved in. ACR+ has more than 90 members including Belfast City Council, Zero Waste Scotland and the Southern Waste region. The projects include;

<u>Blue island project</u>- this project has 14 partners who are benchmarking/baselining marine litter on beaches and investigating its correlation to tourism. They hope to be able to perform different actions to improve and study their effects.

<u>EWWR (European week for waste reduction)</u>- the biggest Europe-wide initiative promoting the implementation of awareness-raising actions about sustainable resource and waste management during a single week. It encourages a wide range of audiences (public authorities, private companies, schools, civil society as well as citizens themselves) to get involved. The <u>URBAN-WASTE</u> project aims to help develop strategies aimed at reducing the amount of municipal waste production as well as strategies to further develop re-use, recycling, collection and disposal of waste. In doing so URBAN-WASTE will adopt and apply the urban metabolism approach to support the switch to a circular model where waste is considered as resource and reintegrated in the urban flow.

ACR+ have introduced a charter of commitment for its partners. The signatories recognise the role of tourism and its contribution to the local economy but at the same time highlighted the fact that tourism must be kept within the boundaries of sustainable and the local and regional authority must provide appropriate waste management solutions. *Presentation available*

Latest news on URBELAC Projects

Campo Grande- Catiana Sabadin spoke about their project to restructure and reuse road materials in the construction of new roads. This project run in partnership with the local university has identified savings and is currently carrying out trials using this reclaimed material. *Presentation available*

Cuenca- This city has introduced a greenbelt. The city has switched to 100% electric buses and taxis and now use 51% more recycled compost than they did in 2013. They are considering purchasing public bicycles. They have also built several sustainable public buildings which incorporate natural light, reusable energy, recycled and reused construction materials, zero plastic. The city motto is "I can't change the world but where I live I can make a difference"

Hermosillo- Eduardo Hinojosa Robles discussed the fact the city is built around a large hill and they have decided to use it to blend culture and biodiversity for the community. Their motto is "Hermosillo is shining" and their projects have a lot of similarities with those in Cuenca. Employed local college to do mannequin challenge to make video of their plans. Worth seeing. *Presentation available*

Providencia- Patricio and Maurisio are heavily involved in the city Hub for circular economy generating ideas and employment to help the city. They have over 2 million users in the city and have introduced many projects including "stop and repair workshops, local markets and the banning of single use plastics city wide. Over 2000 catering businesses will be affected and whilst they have 6 months to implement after this time there will be fines of up to \$400 for those establishments that don't comply. This city Hub has many examples of circular economy that could be investigated further by our region.

Cali- This city has recently made 1180 recyclers employees of the city. They are sponsored by Smurfit Kappa and have now gained the trust of a very vulnerable group of people. Recycling is improving but there is a need for public policy to take this further. Presentation available

Moerwijk- Jay Navarro spoke about this city in The Hague which have introduced "Made in Moerwijk" where recycled materials are being used to model furniture, bags and belts. It is backed both politically and socially and employs more than 20 people. The city has worked with universities to try to create a new "mainstream" that takes all the SD goals into account people, profit and planet. They have also introduced community gardens, local markets and environmental mindfulness. They are now in the process of professionalising social enterprise by providing funding for ideas to become properly developed and have a business plan. One example is a hotel using its orange peel waste to be made into soap which is then being supplied back to the hotels to be used by the guests. Excellent presentation and utube videos. *Presentation available*

14:00-16:00

Wycycle- Tadej Zurman spoke about some different projects which are ongoing in Maribor including Greencycle, Urban Soil 4 Food this project is aimed at producing soil for urban gardens from organic waste and increasing the supply of locally produced food, while helping reduce CO2 emissions.

<u>Cinderela project</u>- C&I waste is a huge problem and cannot now be transported more than 30km to "close the circle" Secondary raw materials being used in construction. This project was discussed in detail and it was found that there is legislation that all construction projects must have 30% recycled materials. Need same legislation/enforcement before similar initiatives could happen here.

Site visit: Walk around Maribor to visit the new proposed pedestrian zone and the network of electric charging points the city are currently funding but will soon have to start charging for.

Wednesday 18th June

09:00-12:30

Ana de Campos Cruz from the Portuguese Institute of Housing and Urban Rehabilitation spoke about the role of cities to develop sustainable development. "Problem ME solution WE" We need to add a 4th R to reduce reuse and recycle and that is reject. Ana spoke very comprehensively about the different measures that can be used to improve the circular economy and sustainable development. These included

- Green taxes
- Green procurement
- Involving all stakeholders
- Assessing current situation and trying to build on what is already being done.
- Defining priorities and identifying actions

She then gave a few examples of projects clothes designer Patagonia have introduced "wornwear" they will repair your clothes and when they have finally reached the end of their life they will recycle them back into new products. "Pinatex" is a natural leather alternative made from cellulose fibres extracted from pineapple leaves. It has been used in the manufacture of such products as bags, shoes, wallets, watch bands, and seat covers. Lastly, Ana talked about cigarette butts that are being recycled and used to make bricks to build houses. *Presentation available*

Anita Ravlic spoke about the **Bordeaux 2050** plan and compared it to some of the work that has been ongoing in Paris. Some of their priority issues were the recovery of bio-waste, responsible construction and consumption and food. They have set up 2 types of help in the city. The first type is without funding but allows the start-up space/ land to locate their business. They also help with introductions and networking i.e. reuse and repair workshops and a glass deposit scheme. The 2nd is where they provide funding for the activity. I.e. a green festival with zero single use plastics. *Presentation available*

Fernando Marques spoke about the city of **Viseu** in Portugal and a number of different ongoing projects. They have a network of warehouses that centralise companies who produce construction and demolition waste. This C&D waste can be reused throughout the network. They also map buildings so that they can predict what will become available.

They have developed a reward system for communities who recycle. Residents get credit for the material they dispose of correctly and annually they are given a credit statement they can then vote on where/what in their community they would like this credit to be spent on. I.e. street furniture, playground etc, greenspace, community building etc.

Viseu is known as the garden city of Portugal. Greenspace and gardens are extremely important and they city have reviewed their regulations and concentrated on the use of sustainable materials, practices and water management. *Presentations available*

14:00-16:00

Site visit: Delegates were taken to the city materials reprocessing facility (MRF). This recycling plant was recycled constructed and opened in July 2018 it is owned by Snaga. The

fully- automated facility will sort more than 50% of mixed municipal waste into secondary raw materials using sensors, employs only a small number of people for the quality checking process at the end. The machines have the capacity to be able to sort 17 different types of plastic. The facility was not working during the visit, however delegates were given a full walk around and each process was comprehensively described.

Speed dating session: One on one meetings between participants. Additional conversation was held with Providencia regarding the ban on single use plastic. Also, conversation with Klemen from Maribor about the circular economy projects ongoing especially ones funded by the EU- including <u>Melinda Project</u>- Main result is the implementation of a new model to boost the low carbon mobility behaviours, through the analysis of the factors that impact on the demand and the offer of mobility, using a trans-sectorial and social innovation approach. <u>Greencycle</u> - Circular economy deployment will save energy, water, recover critical raw materials, reduce transport, boost the eco-innovation, create green jobs and benefit to low income citizens and <u>Climate-KICS</u> a European knowledge and innovation community - supported by the European Institute of Innovation and Technology, working to accelerate the transition to a zero-carbon economy and identify and support innovation that helps society mitigate and adapt to climate change.

Thursday 20th June

09:00-12:30

Professor Laura Gavinelli joined the group to discuss and sum up all the findings on circular economy through URBELAC to date. She will be writing a paper which will be a practical toolkit for cities wishing to adopt the principles of circular economy. She asked us to have a discussion on the CE to map how far on each city is with implementing their program and then to discuss what makes a circular city. What are the drivers, trend topics, challenges and then when implementing the plan what should be the goals, actions and needs. Laura will collate the information received and the presentations and produce several questions for each city in the URBELAC project to complete so a draft roadmap can be produced. The aim is to finalise the manifesto by Spring 2020. *Presentation available*

Report to:	Regulatory and Technical Services	2
Date of Meeting:	20 August 2019	
Subject:	Scheme of Delegation Report	_
Reporting Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services	
Contact Officer (Including Job Title):	Roland Moore, Director of Neighbourhood Services	

For d	lecision For noting only x	
1.0	Purpose and Background	
1.1	 Attached is a schedule of decisions and authorisations delegated to Roland Moore, Director of Neighbourhood services under the following categories: 1. Engaging consultancy assistance below the delegated level of £2,000. 2. Decision to commence formal restructuring within a Department or Departments 3. Consultation responses other than technical responses where officers asked for Members views. 4. Decisions arising from external report on significant Health and Safety at Work. 5. In cases of emergency, the allocation or awarding of Financial Assistance to external groups or organisation below the delegated level of £300; and 6. Other decisions such as those with political media or industrial relations implications that Directors consider Members should be aware of. 	
2.0	Key Issues	
2.1	None	
3.0	Recommendation	
3.1	That the Committee note the report.	
4.0	Resource Implications	
4.1	Not applicable.	
5.0	Equality and good relations implications	
5.1	The Council will have due regard to the need to promote equality of opportunity between the nine equality categories. Council will also seek to promote Good Relations between people of different Religious Belief, Political opinion and Ethnic Origin.	
6.0	Rural Proofing implications	
6.1	Officers confirm due regard to rural needs has been considered.	
7.0	Appendices	
7.1	Schedules	

SCHEME OF DELEGATION (Use of Council Land)

Council Land Requested/Details of Event	Dates	Fee Waived/Paid/Discounted/NA
Request to use Crossmaglen Square for car wash	20 October 2018	NA.
Request to use corner of Irish St and English St, Downpatrick and Newcastle promenade for filming.	10 November 18	NA
Request to use grassed area in Lower Square, Castlewellan for Fairground rides for Castlewellan Fair.	13 March 2019	NA
Request to use Crossmaglen Square for car wash.	29 June 2019	NA

SCHEME OF DELEGATION (Works)

Works carried out	Date	Cost
Upgrade drainage at Warrenpoint HRC to redirect wastes between foul sewer and storm drain, as required.	Works completed December 2018	£20,000

SCHEME OF DELEGATION (Other Decisions)

Conferences

Name of Attendees	Details of Conference/visit	Date of Conference/visit	
R Moore J McBride K Scullion P Whyte and P Jennings	Benchmarking visit to Scotland	25 th – 26 th February 2019	

Approval of price variation

Date	Details
4/3/19	Agree reduction in cost of burial due to person previously living here and unclear communication with member of staff. Cost to open Grave for resident £210, for non- resident £600. £210 charged.

Report to:	Neighbourhood Services Committee
Date of Meeting:	20th August 2019
Subject:	Official Opening of Lough Inch Cemetery
Reporting Officer (Including Job Title):	Kevin Scullion, Assistant Director Facilities Management & Maintenance
Contact Officer (Including Job Title):	Gail Kane, Head of Facilities Management

Confirm how this Report should be treated by placing an x in either: -

For decision X For noting only

1.0	Purpose and Background	
1.1	The purpose of this report is to recommend that the recently completed phase 2 of Lough Inch Cemetery be opened for burials and that prior to this an official opening be held on site to mark the opening of Phase 2. Please see Appendix 1 for a plan showing the extension of the cemetery.	
2.0	Key Issues	
2.1	 Development works commenced in May 2018 for Phase 2 of Lough Inch Cemetery, Ballynahinch, with practical completion in July 2019. The extension provides 237 new burial plots. Now that works have been completed, it is proposed that an Official Opening Ceremony take place with the Chairperson, local Clergy and Rowallane Councillors being invited. It is not proposed that a blessing or dedication ceremony take place as this is a Municipal Cemetery open to all denominations. As such individual graves will be dedicated at the time of any interment. Due to existing ground conditions it is proposed that only two burials will be permitted in each of the new burial plots. 	
3.0	Recommendations	
3.1	 It is recommended to proceed with an Official Opening Ceremony for the new Section in Lough Inch Cemetery, Ballynahinch, as detailed within this report. It is recommended to permit only 2 burials per plot in Lough Inch Cemetery within Phase II of the Cemetery. 	
4.0	Resource implications	
4.1	Officer time and costs to arrange official opening ceremony.	
5.0	Equality and good relations implications	
5.1	It is not anticipated that the proposal will have an adverse impact upon equality of opportunity and good relations.	
6.0	Rural Proofing implications	
6.1	Due regard to rural needs has been considered.	
7.0	Appendices	

	Appendix 1 C17-17-03B - Proposed Site Layout of Lough Inch Cemetery Extension
8.0	Background Documents These are documents on which the report, or an important part of the report, is based upon and have been relied upon to a material extent in preparing the report.
3.1	None



Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	20 August 2019
Subject:	Review of operations at Household Recycling Centres (HRCs) – Phase 1
Reporting Officer:	Johnny McBride, Assistant Director: Waste Management (Acting)
Contact Officers:	Joe Parkes, Assistant Director: Waste Management Liam Dinsmore, Head of Waste Processing & Enforcement

For	Decision X For Noting Only	
1.0	Purpose & Background	
1.1	The purpose of this report is to seek approval from the Committee to a recommended suite of policies governing access to and the usage of the Council's HRCs. Members will recall the Committee agreed to guiding principles at its Meeting in June 2019; this has enabled the finalisation of the policies. The content of these policies has been informed from discussions with Elected Members at previous Committee Meetings (November 2018 & June 2019) and an Elected Member workshop (January 2019).	
1.2	The primary rationale for these policies is to secure standardisation across all ten (10) of the Council's HRCs, as well as to reduce the amount of (non-recyclable) residual waste currently being receipted and processed through these facilities.	
2.0	Key Issues	
	HRC Performance	
2.1	The key issue for Members to be aware is that, due to significant policy differences, HRC performance varies between legacy DDC and legacy NMDC sites, specifically in relation to th amount of residual waste receipted and processed. Members will be aware the cost to process this type of waste stream (c. £120 per tonne) is significantly more expensive than recyclable waste streams (average of c. £80 per tonne). Accepting high levels of residual waste also undermines the Council's efforts to improve upon its current 50% recycling rate.	
2.2	Appendix I provides an analysis of productivity across the Council's ten (10) HRC sites for 2018-19. The key finding for Members to consider is that the total amount of waste (kgs.) disposed per household in legacy DDC is nearly twice that of legacy NMDC. These policies attempt to reduce the amount of residual waste processed at HRCs and support future improvements to the Council's recycling efforts.	
	Policy Scope	
2.3	A summary of the proposed policies is provided at Appendix II . The policies cover: i. General access & usage;	
	 ii. Construction / DIY materials; iii. Commercial waste (including the introduction of a permit system); and iv. Re-Use. 	

2.4	A summary of the proposed permit system is provided at Appendix III . Appendix IV provides best practice guidance from WRAP, which has been used to inform the Council's policy proposals.	
2.5	Subject to Member approval, the 1 October 2019 is recommended as an implementation date for these policies (except for the commercial permit system where an implementation date of the 1 November 2019 is recommended).	
2.6	To support implementation, a communications plan is currently being developed in conjunction with Marketing & Communications, which will be implemented in the run up to the implementation of these policies. A period of grace of thirty-one (31) calendar days will also be applied to unable HRC users to become familiar with the new policy environment.	
2.7	Members are also asked to note that matters relating to opening hours, servicing arrangements and workforce planning will be addressed as part of Phase II of the review. The intention is to present recommendations to the Committee in the Autumn 2019.	
	Issues raised by the Committee (19 June 2019)	
2.8	Members will recall that at the last Meeting the following issues were raised in relation to the guiding principles. A response to these issues is set-out at below:	
	 Re-examine the 25 Kgs limit for the receipt of rubble waste - rubble waste is categorised as Industrial Waste and cannot be accepted at a HRC sites where loads exceed 25kgs (in accordance with the NIEA license). Any variation to this has the potential to significantly increase residual waste tonnages, thereby increasing costs and undermining recycling efforts; and Re-examine the proposed limit for the number of household doors (4) – Appendix II includes a proposal to increase the maximum number from four (4) to eight (8) doors per household. 	
	Downpatrick HRC – Opening Arrangements	
2.9		
2.10	As part of these arrangements, Officers are also identifying the probable financial liabilities that will be incurred attached to the termination of the lease at the (soon to be former) Cloonagh Road facility. Members will be appraised of these once identified.	
3.0	Recommendations	
3.1	Members are asked to consider and agree to the:	
	 New policies (provided at Appendix II) governing access to and the usage of the Council's HRCs, with an effective implementation date of the 1 October 2019 (1 November 2019 for the commercial permit system); and Approval to schedule the official opening of the new Downpatrick HRC facility on a date in late September / early October 2019. 	

4.0	Resource Implications	
4.1	There are several resource implications arising from this specific report. The primary resource issue for Members to consider is that reducing the tonnage of (non-recyclable) residual waste receipted and processed via the Council's HRCs will have a positive impact on budgets, as well as the Council's recycling rate.	
4.2	Based on the figures for 2018-19 for the three (3) legacy DDC HRC facilities, the potential reduction in tonnages has been estimated at c. 1,000 tonnes (residual waste). This figure has already been used, during the 2019-20 rate estimates process, to reduce the corresponding budget requirement for the same period.	
4.3	There are also likely to be several human resource implications arising from the implementation of the new policies, however these will be addressed at Phase II of the review A report on Phase II will be tabled at a Committee Meeting in the Autumn (2019).	
5.0	Equality & Good Relations Implications	
5.1		
6.0	Rural Proofing Implications	
6.1	Due regard to rural needs has been given to the review of operations at HRCs and a rural needs impact assessment has been completed. A copy of the rural needs impact assessment i attached at Appendix VI .	
7.0	Appendices	
	 Appendix I – HRC productivity analysis (2018-19); Appendix II - summary of the proposed HRC policies; Appendix III – summary of the proposed permit system; Appendix IV – WRAP guidance; Appendix V – equality screening report; Appendix VI – rural needs impact assessment report; and Appendix VII – schedule of charges for 2019-20. 	

	Legacy Newry	Legacy Down	NMDDC	Difference
Number of Households	40000	30000	70000	1
Waste for recycling at sites p.a (tonnes)	7427	5060	12487	-2367
Waste for disposal at sites p.a.(tonnes)	3364	4486	7850	1122
Total waste collected p.a (tonnes)	10791	9546	20338	-1245
Kgs recycled per household p.a	186	169	184	-17
Kgs disposed per household p.a	84	150	112	65
Total Kgs per household p.a	270	318	299	48
% Segregation efficiency	69	53	61	-16

REVIEW OF OPERATIONS AT HOUSEHOLD RECYCLING CENTRES - POLICY SUMMARY

General Access & Usage	Notes
No Commercial Waste	Not accepted at any HRCs excluding (new) Downpatrick HRC in addition to Kilkeel & Camlough HRCs. Latter two already designated for this purpose ¹ .
Vehicle Access (non-commercial HRC sites)	No access for >1.95 metres height & >3.5 Tonnes GVW. Access to be restricted via the erection of 1.95 metre height barriers at non-commercial HRCs. Vans < 1.95 metres height, <3.5 tonne GVW & trailers will be managed via permit system. No access for horseboxes & high-sided trailers.
Wheeled Bins	Not accepted at any HRCs
Pre-sorting of Waste	Encouraging site users to pre-sort waste into (recyclable & non-recyclable) waste streams
Daily Limits	8 x bags non-recyclable & recyclable waste; 5 x bulky items; 25 kgs rubble waste ² ; 1 x trailer of grass; 1 x van (<3.5 tonne GVW); and 2 x mattresses ³
Tyres	Hazardous waste. Only accepted at designated commercial waste HRCs (Downpatrick, Kilkee & Camlough) to facilitate household / garage clear-outs. Receipt & processing of tyres will incur a charge of £1.50 per tyre (up to a maximum of 4 x tyres). Commercial vehicle tyres will not be accepted.

¹ Please refer to Commercial Waste section

² Please refer to Construction / DIY materials section

³ Please refer to Re-Use section

Construction / DIY Materials	Notes
Paint	Hazardous waste. Max 10 litres paint (per visit) to facilitate household / garage clear-outs. Accepted at all sites excluding Crossmaglen, Hilltown & Newtownhamilton HRCs. Limiting the opportunity to dispose / process paint due to high costs.
Plasterboard	Hazardous waste. Only accepted at Downpatrick & Kilkeel HRCs. Maximum of 5 sheets per household per annum. Will incur a charge of £20.00 for disposal of maximum of 5 sheets.
Rubble Waste	Maximum 25 kgs rubble waste defined in legislation as industrial waste. License requirements de not provide for additional quantities.
Doors	Restricted to a maximum of 8 doors per household per annum
Kitchens	Restricted to fitted carcasses, doors & worktops for each household every 6 months (no revisit within 6 months)
Bathrooms	Restricted to fitted ceramics, taps & shower glass for each household every 6 months (no revisit within 6 months). Tiles will be considered as part of maximum rubble allocation.
Oil Tanks / Drums	Hazardous waste. Not accepted at any HRCs

Commercial Waste	Notes
Vehicle Access (commercial HRC sites only)	Vehicles > 1.95 metres height & > 3.5 tonne GVW, as well as twin-axle trailers permitted but only via permit system.
Charges	Legislative requirement for charging for commercial waste receipted at HRCs. Agreed schedule of charges for 2019-20 will apply to all relevant HRCs.
Trade Waste Customers	No charges to be applied to smaller quantities of fully recyclable waste (up to a maximum of 8 bags) for existing Trade Waste customers, excluding wood. The processing & disposal of wood incurs a cost to the Council. Larger quantities will be charged at the agreed schedule of rates.
Charities ⁴	Considered as domestic waste for which a charge can be levied. Proposal to give registered charitable organisations access to all HRCs, subject to be vehicle access controls, on two allocated days per week. All fully recyclable materials to be receipted with no charge and non-recyclable material to be charged for at agreed schedule of rates.
Daily Limits	Restricted to a maximum of 1 tonne per day.
Commercial Operators	Hazardous / industrial wastes from commercial operators not accepted (i.e. paint, tyres, rubble plasterboard, bathrooms etc.) Wood waste derived from kitchens will be charged as per agreed schedule of charges.
Commercial Fridges	Not accepted at designated HRCs
Fluorescent Tubes	Hazardous waste. Not accepted at designated HRCs.
Liquid Waste	Hazardous waste. Not accepted at designated HRCs.

⁴ Currently confirming provisions with the Council's legal officer.

Re-Use	Notes
Mattresses	Storage facilities now available at all HRCs for the receipt of mattresses for re-use purposes. Maximum of 2 mattresses per visit. Subject to completion of six-month pilot exercise.
Access to Re-Use Materials	Where expressions of interest received, partner organisations will be assigned specific days to inspect / collect materials / items stored. External funding has been secured to provide a storage area at each HRC. Subject to completion of review in 2020.

OPERATION OF PROPOSED PERMIT SYSTEM - POLICY SUMMARY

Domestic Permit Policy Objectives

- To facilitate entrance to and usage of HRCs by householders who operate commercial-type vehicles (i.e. vans) and trailers, less than 1.95 metres (height); and
- Deter unauthorised use by Trade / Commercial Waste sources.

Permit	Notes
Permit Type (Multiple Use)	Householders who operate a commercial-type vehicle and who are resident in the District will be entitled to apply for a permit, entitling a maximum of 12 visits per year (12 months from issue) to any one of the Councils HRC sites.
Permit Type (Single Use)	Householders who hire or borrow a commercial-type vehicle (i.e. for a house clearance etc.) will be entitled to apply for a permit, entitling a maximum of 3 visits over a 2-month period (from issue). Proof of hire will be required to be presented at the HRC. Only one single-use permit will be issued during any given 12-month period.
Permit Conditions	 Residents must apply for a permit before access to HRCs can be granted; Only residents of Newry, Mourne & Down DC can apply for a permit; A permit will only be issued upon the receipt of a signed application form, as well as accepted Terms and Conditions of use; The signed application form must include: Proof of residency & address (i.e. rates bill from LPS); Vehicle registration number; Proof of vehicle registration at address (i.e. V5 document); and Photograph of vehicle-type. Permits are not transferable to other residents or other vehicles; Permits must be presented for inspection when requested for by HRC Operatives. Entry will be denied unless presented; HRC Operatives reserve the right to inspect waste to identify the potential for Trade / Commercial waste; Vehicles with a commercial livery will be challenged by HRC Operatives; and

	 Vehicles cannot be registered against more than one address. 	
Vehicle-Types Not Requiring Permits	Permits are not required for the following vehicle-types: Hatchback; Saloon; Estate; MPV; SUV; Coupe; Sports; Vehicles modified for disabled use; and Convertible.	

Back to Agenda

Commercial Permit Policy Objectives

Minimise unauthorised use by Trade / Commercial Waste sources.

Permit	Notes
Permit Type (Multiple Use)	Businesses who operate a commercial-type vehicle and who are resident in the District will be entitled to apply for a permit, entitling a maximum of 12 visits per year (12 months from issue) at any one of the Councils designated commercial HRC sites (Camlough, Downpatrick & Kilkeel).
Permit Type (Single Use)	Businesses who hire or borrow a commercial-type vehicle will be entitled to apply for a permit, entitling a maximum of 3 visits (restricted to one visit per day) over a 2-month period (from issue). Proof of hire will be required to be presented at the relevant HRC. Only one single-use permit will be issued during any given 12-month period.
Permit Conditions	 Businesses must apply for a permit before access to HRCs can be granted; A permit will only be issued upon the receipt of a signed application form, as well as accepted Terms and Conditions of use; The signed application form must include: Proof of residency & address (i.e. rates bill from LPS); Waste Carriers' License (NIEA issued); Vehicle registration number; Proof of vehicle registration at address (i.e. V5 document); and Photograph of vehicle-type. Permits are not transferable to other businesses or other vehicles; Permits must be presented for inspection when requested for by HRC Operatives. Entry will be denied unless presented; HRC Operatives reserve the right to inspect waste; Any business claiming waste deposited is non-commercial / trade waste must sign a disclaimer; Three levels of charge apply for commercial / trade use; Level 1, Level 2 and Level 3¹;

Please refer to Appendix VIII

Small Business Support	 Hazardous and Industrial Waste will not be accepted; and Vehicles cannot be registered against more than one address. Small businesses will be permitted to dispose of fully-recyclable waste (i.e. cardboard, paper, metals) up to a maximum of one cubic yard at any of the Council's HRCs provided height restrictions (<1.95 metres) are met. Small businesses will be encouraged to use the Council's kerbside collection service. 	
	 Businesses /Trade use will be charged at Level 2 for larger loads of fully recyclable waste; Where a business is in possession of a Permit and whose vehicle(s) comply(ies) with site access requirements (<1.95 metres height inclusive of any external fittings e.g. roof racks / ladders etc.) will be entitled to access any of the Councils HRC sites to dispose of small loads of recyclable materials at no cost; No access will be permitted for non-licensed materials. 	



Final Report

Commercial & Industrial Waste and Recycling Drop-Off Centres Guide



Commercial & Industrial Waste and Recycling Drop-off Centres Guide

Project code: RCY134-001

Research date: December 2017 to February 2018

Date: March 2019

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Our mission is to accelerate the move to a sustainable resource-efficient economy through re-inventing how we design, produce and sell products; re-thinking how we use and consume products; and re-defining what is possible through reuse and recycling.

Find out more at <u>www.wrap.org.uk</u>

Updated by: Eunomia Research & Consulting Limited in 2018. Original guide prepared for WRAP by Ricardo AEA in 2010 and updated in 2013.

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Executive summary

Collections of commercial and industrial (C&I) waste and recyclable materials are widely available in much of the UK. However, the small quantities and/or types of waste produced by small and medium enterprises/businesses (SMEs) may not suit the types of service being offered locally. The charging systems of collection contractors may also make it uneconomical for SMEs to segregate their recyclables for collection.

SMEs wishing to access waste and recycling services require a solution that is convenient, enables them to comply with their legal Duty of Care, and is affordable. C&I waste and recycling 'drop-off centres' can provide additional opportunities for SMEs to recycle specific material streams, by allowing them to deposit materials at a time and a frequency that suits them. These facilities can potentially accept a much wider range of materials compared to a collection system.

'Drop-off centre' is the term used for a site to which a business can take its waste and recycling, as opposed to having it collected from its premises. Such sites can be located at Household Waste and Recycling Centres (HWRCs) or Waste Transfer Stations (WTSs). They can also be dedicated business waste/recycling centres or areas within industrial/business parks; and they may be provided by public, private or civil society (third sector) operators.

For local authorities there are several key considerations when looking to set up a C&I waste and recycling drop-off centre including:

- Benefits and drivers
- Legislation: Planning, permitting, compliance and charging
- Materials to accept
- Additional costs
- Accepting payment from customers
- Measuring and monitoring
- Addressing operational barriers

We have used case study evidence from local authority HWRC and WTS C&I drop-off centres operating in the UK, and drawn on the lessons learnt from these authorities in overcoming the common barriers encountered when setting up such services.

For local authorities, this guide provides:

- the key information to consider when developing a C&I drop-off centre for SMEs;
- signposts to where additional advice and information can be found to aid business case development and decision making.

The guide will be useful to local authorities that are considering setting up a C&I drop-off service as part of existing HWRC and/or WTS provision. It does not cover the

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development of HWRCs for use by households, or charges to householders for use of community recycling centres.

We have set out information in a logical sequence; however, many of the decisions to be made will be co-dependent on other 'steps'. It will be helpful to read the whole document in order to understand these co-dependencies. Also presented are relevant practical ideas, tips and hints from operational facilities.

This guide has been written primarily for England, and while it may be useful to operators in all nations, care should be taken to ensure that local regulations, policies and other circumstances are considered.

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Glossary and terms of reference

Drop-off Centre is the term used to specify a site to which a business can take its waste and recycling, as opposed to having it collected from its premises. Such sites are known to be located at Household Waste and Recycling Centres (HWRCs) or waste transfer stations; or can be dedicated business waste/recycling centres or areas within industrial/business parks.

Commercial and Industrial (C&I) waste is the term used throughout the document to describe all waste/materials produced by SMEs within the commercial and/or industrial sectors.

Commercial waste comes from a property used for the purposes of trade or business.

Controlled waste encompasses household, industrial and commercial waste.

Industrial waste is generated by an industrial activity, such as workshops, factories, laboratories, mills, and waste from construction or demolition works.

Organisation is the term used within the guide to refer to potential operators of C&l drop-off centres including local authorities, private sector contractors and civil society (third sector) waste management organisations.

Residual waste is the term used to describe waste/materials which are not re-used or recycled. It is commonly also referred to as refuse or black sack rubbish.

Small and medium sized enterprises (SMEs) are defined by the EU. Businesses with fewer than 10 staff and a turnover of less than €2 million, are a sub-set of SMEs and are termed **micro businesses**. For the purposes of this guide, we have considered that the waste and recycling to be managed at drop off centres will usually be generated by **micro businesses**, such as builders, plumbers, gardeners, small retailers and caterers¹.

¹ http://ec.eurapa.eu/growth/smes/business-friendly-environment/sme-definition_en

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- Angus Council
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- Dorset Waste Partnership
- East London Waste Authority
- Hampshire County Council
- Kent County Council
- Norfolk County Council
- Northumberland County Council
- Somerset Waste Partnership
- Staffordshire County Council
- SUEZ
- Suffolk County Council
- The Highland Council
- Warwickshire County Council

1.0 Introduction

In June 2017 a survey of members of the National Association of Waste Disposal Officers (NAWDO) was carried out by WRAP to gather evidence from local authorities about their policies on charging for non-household waste at Household Waste & Recycling Centres (HWRCs), and for allowing SMEs to access HWRC services. The survey is part of the government's work on the Litter Strategy for England, which includes the review and updating of this guidance document.

WRAP HWRC Survey

- A total of 55 local authorities responded.
- 15 authorities allow SMEs access to HWRCs either to generate additional income, to provide a service for SMEs or to legitimise SME behaviour where they were already using the HWRCs to dispose of their waste.
- 39 do not allow SMEs access to HWRCs. However, this is not necessarily because they do not want to provide the service but rather because there are a number of barriers to them being able to do so.

The barriers are:

- How to measure material quantities where the is no access to a weighbridge
- Congestion on site and site layout
- How to accept payment
- The site is too small
- Council policy not wanting SMEs to use the HWRC
- Council policy not wanting to introduce charging.

Using the survey results to inform the update to this guide

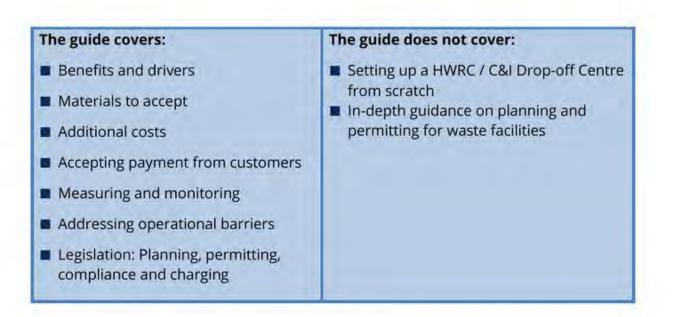
- The 15 local authorities that allow SMEs access to their HWRCs were surveyed to find out how they overcame the barriers identified by the 39 local authorities that don't offer this service.
- The responses and information gathered from them has been used throughout this document to provide examples of solutions to these barriers.

1.1 Scope of this Guide

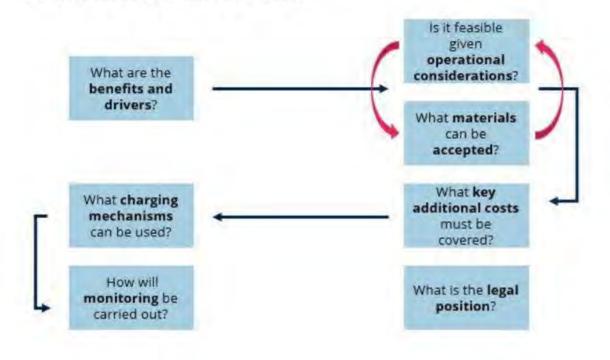
Who is this guide aimed at?

This guide is aimed at senior officers within local authorities, their contractors and other partners who already operate Household Waste and Recycling Centres (HWRCs) or Waste Transfer Stations (WTS), and who are considering or planning to open up these facilities to accept C&I waste from SMEs. Readers are assumed to have good knowledge of the subject matter.

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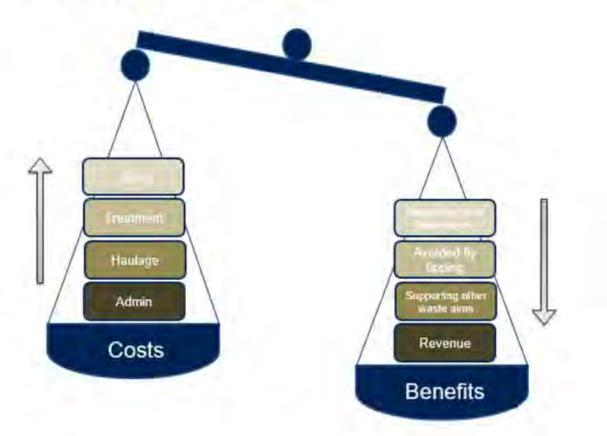


The guide is arranged in a logical sequence to take the reader through steps to achieving the acceptance of C&I Waste at an HWRC:



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The diagram below demonstrates the balance between the costs and benefits of offering the service. This section outlines the key benefits and drivers for local authorities in allowing SMEs to use HWRC/WTS services. In Section 3.0 we will be taking a look at the likely additional costs involved.



1.2 Generating income to protect HWRC services for households

Allowing SMEs to use HWRCs can provide a means of generating income to support the service, and prevent sites from closing or having their opening hours reduced. Of the 15 respondents to the WRAP HWRC Survey 2017 who allow SMEs to use their HWRCs, seven stated that this was to generate income to support the service.

1.3 Managing existing SME behaviour

A 2010 Defra survey² revealed that approximately 40% of English micro businesses use household waste and recycling services (kerbside collections and HWRCs) to dispose of or recycle their waste. For local authorities looking to expand their services at HWRCs, this may be legitimising current practice to some degree, but with the knock-on benefit of enabling SMEs to meet their Duty of Care while providing some benefit back to the

³ Recycling activities in SMEs – a survey, Defra 2010 http://candd.defra.gov.uk/Default.aspy?Menu=Menu&Module=More&Location=None&Compl

http://randd.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&Completed=0&ProjectID=16965

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authority in the form of income from service charges, rather than continuing as a cost burden.

1.4 Increasing access to waste and recycling services for SMEs

Some SMEs may find it difficult to access waste and recycling services if:

- they produce waste of certain types, such as garden or plumbers waste;
- where the waste may be at multiple sites other than their trading premises; or
- there may only be very small quantities (for instance, a new pump for a boiler) making regular collection services unsuitable.

In addition, the limited waste streams and nature of the pricing structure of collection services may make a separate collection for residual waste and recycling uneconomical, thus limiting the opportunities that SMEs have for recycling.

An additional benefit for local authorities could be that it strengthens the council's recycling ethos through enabling businesses to recycle the same materials that they do as householders, and additional materials from their businesses.

In future, EU municipal recycling targets will extend to many kinds of commercial waste, in addition to household waste. It is not yet certain that the new, higher recycling targets that have been agreed, will apply in the UK due to Brexit, or whether local authorities will be set recycling targets where they have not been in the past. However, the prospect of this legislation may make the issue of how to increase the recycling of C&I waste more pressing for local authorities in future.

1.5 Reducing fly-tipping

The estimated cost of clearance of the 1,002,000 incidents of fly-tipping reported by English local authorities in 2016/17 was £57.7 million³. Household waste, white goods, demolition, garden and commercial wastes were found to be most frequently fly-tipped. Improved access to cost effective waste and recycling facilities may help reduce the number of incidents of fly-tipping, and provide a cost benefit to local authorities.

1

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/652958/Flytipping_201617_statistical_release_F INAL.pdf

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2.0 What materials should be accepted?

2.1 What am I allowed to accept?

You should refer to your Environmental Permit to check which materials you can accept at your site. A standard rules permit will generally allow a limited tonnage of waste to be received on the site, including a wide range of packaging, garden wastes, construction and demolition waste, and other materials as shown in Figure 1. Hazardous materials such as asbestos or clinical waste can only be accepted if a specific permit is in place to allow this. A site's planning conditions may also limit either the quantity or types of waste that may be received.

Figure 1 A wide range of C&I waste materials can be recycled or disposed of at HWRCs on The Isle of Wight. Source, Amey, Afton Marsh HWRC



2.2 What do I have room for?2.2.1 Identifying demand locally

In order to predict the likely types and quantities of material received from SMEs, it is important to gain an understanding of the needs of local businesses, as well as their

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current arrangements and what other service providers operate within the area. To inform the design of your service, you could gather information on the following points:

- the number and type of potential customers in your local area;
- what SMEs are doing with their waste/recycling currently and what they pay;
- what types of and how much waste they are producing; and
- what services and information they need or want.

Market research, either through formal survey work or through informal conversations with potential customers, is an effective tool for information gathering on expected quantities.

When assessing what space is available to accept C&I waste, consideration will need to be given to the quantity of additional material that would be expected to be received on site and its containment.

The quantity received will be influenced by a number of factors, including the rurality of the site, what types of businesses operate in the area, and whether there are more affordable or more convenient alternative services nearby. However, a number of local authorities that participated in the survey said that the amount of C&I waste received on an annual basis made up only a small proportion of their overall tonnage, the highest being only around 1.5%. Table 1 gives an indication of tonnage throughputs experienced by a number of local authorities for the year 2017.

Local authority	Annual tonnage of C&I waste across all sites (2017)	Number of sites	Average tonnage per site per year	
Norfolk County Council	114	.7	16 15	
Somerset Waste Partnership	150	10		
Hampshire County Council	160	26 11	6	
Suffolk County Council	450			
Buckinghamshire County Council	1000	10	100	

Table 1 Example tonnage throughputs

A common approach for sites that found throughput to be low was to utilise containers and bays already in place for household waste. To ensure that trade and household tonnages were kept separate, records of trade waste received to site were taken and

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then deducted from overall tonnages at the end of each reporting period. Figure 2 shows garden waste being unloaded into a bay from commercial and domestic vehicles.

Figure 2 Shared Garden Waste Bay at HWRC. Source: Eunomia, LB Richmond HWRC, 2012



2.2.2 Customer type

The businesses most likely to use a trade waste drop-off service are small businesses and sole traders, as they are less likely to have a contract in place to collect their waste. Sites currently in operation have found that users are often from the following sectors:

- Building, glazing and gardening;
- Retail;
- Small manufacturers;
- Hotels and restaurants; and
- Professional and service sectors.

It is important to be aware that the types of businesses using the service can have implications for service design. Tonnage throughput is likely to vary by season when a significant portion of business comes from seasonal sectors such as gardening or the hotel trade. Business type can also determine what kinds of materials are accepted on site.

2.2.3 Which materials to accept

Discussions with potential customers can help to inform which sectors are likely to use the service, and which materials should be accepted. As a minimum it would be expected that a provision for standard dry recyclable materials, such as paper, card, glass, metals and plastics, would be made, yet there could also be benefits to accepting other materials as well.

Most businesses are likely to require an outlet for residual waste, as well as common trade specific materials. For example, Hampshire County Council found that over the course of a year, garden waste from professional gardeners accounted for around a third of all trade waste accepted at site. Builders are also a common user of trade drop-off services, so accepting building waste such as rubble and WEEE would appeal to a significant portion of the market.

Pricing structures and similar mechanisms can be used to incentivise or discourage collection of certain materials. Local authorities can **differentiate** their charges so long as they are **reasonable and adequately cover** their costs. The example below details how Warwickshire County Council uses a permitting scheme to incentivise the capture of recyclables. Similarly, Norfolk County Council charges a high price on materials such as plasterboard that are costly to dispose of, whilst providing lower prices for recyclable materials.

Some of the main considerations for which materials to accept include:

- What materials do businesses want to recycle/ dispose of?
- How will making provision for a wide range of materials help to extend the customer base?
- Which materials will provide a net financial benefit or cost?
- What space is currently available for additional containers?

Practical Example: Warwickshire County Council - Commercial recycling permits

Warwickshire County Council provides annual permits for traders wishing to recycle certain materials. The permit, which costs £40 for 12 months, allows businesses unlimited use of the centres to recycle cardboard, glass containers, recyclable paper, plastics, metal and textiles.

Whilst Warwickshire found that its standard drop-off service for other materials, which is charged for by the tonne, was a service with a relatively small amount of take up, the permit scheme proves to be popular, offering a 'win-win' situation. The authority has seen an increase in recyclable tonnage throughput and businesses are able to use an affordable and convenient service.

2.3 Increasing recycling and re-use opportunities

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Practical Example: Somerset Waste Partnership

The <u>Somerset Waste Partnership</u> and <u>Surrey County Council</u> provide advice for businesses on their websites on how to reduce their waste and recycle more. Both sites have a selection of tips, advice on Duty of Care and posters which can be downloaded for use. Examples of documents can be found in <u>Appendix C.</u>

If SME services are to be provided at, or adjacent to, HWRCs with existing re-use areas, then it may be possible to include re-usable business items, depending on space at the site. If tradesmen such as plumbers, small builders and house clearers use the site regularly, then offering reclamation services may be a sensible option.

Working in partnership may be another way that you can access the market and provide a comprehensive service to customers. For example, many local authorities work closely with civil society organisations to provide household recycling, re-use and repair activities such as computer and furniture refurbishment and resale. Could similar opportunities be developed for C&I waste?

Practical Example: Warwickshire County Council Re-use Centres

Age UK Warwickshire operates re-use Shops at eight of the council's nine HWRCs. As well as accepting good quality re-usable items from householders the re-use shops also take good quality re-usable items from businesses. Items are accepted at the discretion of the shop staff and have included office furniture, shelving and racking.

3.0 Key additional costs

For the adaptation or expansion of an existing site, inevitably there will be some expenditure required. This section outlines some of the typical areas of cost. We have provided high-level information on items to consider but, of course, your actual costs will depend on individual circumstances.

3.1 Set up costs - adding C&I to existing HWRC services

Existing sites will have most of the expensive capital items already in place, such as containers, hard standing and fencing, which a new site would require investment in. However, there may be additional capital expenditure required when existing sites are used, which, relative to other costs, is low.

Additional capital costs could include:

- Additional equipment, such as containers, bays or new machines, depending on the amount of 'new' waste taken to the site.
- New signage to ensure C&I waste areas are clearly marked and that site prices, rules and processes are clearly communicated. A site information board is likely to cost around £500 including installation.
- Monitoring and enforcement systems such as an ANPR (Automatic Number Plate Recognition) or vehicle barriers. Approximately £18,000 for a basic package.
- IT systems such as payment machines or devices to record customer and tonnage data - IT costs at two HWRC sites in London cost £2,700, with £88 per month spent on internet provision and upkeep.
- Weighing equipment: the cost of a platform scale, which is suitable for weighing bulk bags, starts at around £500 for a basic model. These types of scales would need to be located in a covered area as they need to be kept dry and out of direct sunlight. A full weighbridge is likely to cost in excess of £40,000 for pit mounted, and roughly half that figure for surface mounted.
- Vehicle barrier for re-routing traffic: standard manual barrier can cost from £500 excluding installation.

3.2 Key additional operating costs to consider

Additional operating costs at existing sites are likely to be quite small. This is because, as most of the infrastructure is already in place, there should be only minor increases in expenditure.

Existing operational costs could increase

These include:

Additional staff, such as a weighbridge operator or additional site attendants. There may also be additional staffing costs in the form of administration required to process paperwork and compile tonnage reports.

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- Training, both initially and ongoing, to ensure that staff separate materials, as needed, and enforce legislative responsibilities such as ensuring all traders have a valid carriers license and duty of care.
- Additional repairs and maintenance to equipment and infrastructure due to increased throughput. This may also include ongoing maintenance, calibration and certification of weighting equipment where this has been introduced.
- Additional security, which may be required if cash is being handled on site.
- Marketing and communication costs, which could include a new website or other digital marketing strategies, leaflets and flyers, and staff time.
- Additional container and / or haulage costs associated with an increase in material tonnage through the site.

4.0 Charging mechanisms

4.1 Practical solutions to allow charging

Practical solutions have been devised by local authorities to allow them to charge SMEs so that they can have access to C&I drop-off centres. The WRAP HWRC Survey found that of the 15 local authorities that allowed SMEs to use their HWRCs:

- 6 charged by weight (all had access to a weighbridge);
- 6 allowed some recyclables to be dropped off for free;
- 8 charged by item/volume;
- 1 used pre-paid sacks; and
- 1 used an annual permit scheme.

The following section looks at the two most common barriers to accepting SME waste at HWRCs and offers some potential solutions:

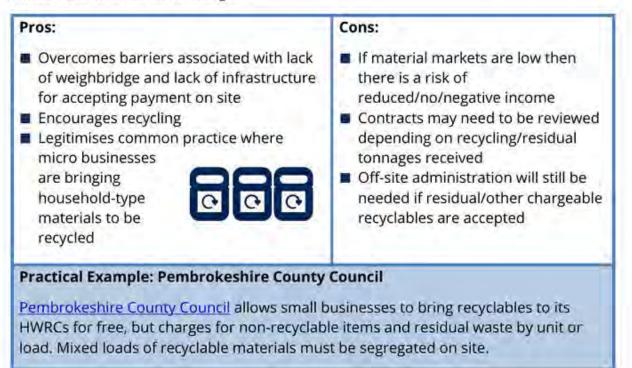
- How to measure the quantity of waste brought; and
- How to accept payment.

4.1.1 Barrier: No method of accepting payment on site

Solution: Free recycling

No charge is levied for materials separated for recycling where income is made from the sale of the material. A charge could be made for residual waste and other materials (if accepted) by using pre-paid sacks for example.

Where free recycling is offered, it is advised that some level of inspection is carried out by site operatives to discourage users from depositing contaminated recyclables that would otherwise attract a charge.



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Note: Pembrokeshire also uses pre-paid sacks for smaller quantities of residual waste.

Solution: Pre-paid sacks

The customer buys sacks from the authority to store their materials in and take to the drop-off centre. This could be mixed recyclables, or for segregated recyclables or residual waste, depending on what materials are accepted.

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- Overcomes barriers associated with lack of weighbridge and lack of infrastructure for accepting payment on site
- Ideal for customers who generate small quantities of waste



Cons:

- More suited to a commercial mixed recycling waste stream or residual waste:
 - Mixed recycling requires sorting to maximise revenue.
 - Residual waste a cost, not revenue.
- Staff need to monitor that the sacks are deposited and not emptied at the centre for re-use

Practical Example: Warwickshire County Council

Warwickshire County Council provides pre-paid sacks - ideal for small amounts of non-recyclable business waste.

Pre-paid sacks for non-recyclable waste can be purchased at four HWRCs and can be used at all but one HWRC within set commercial waste operating days and times. Sacks are 80 litre in size and are sold in batches of 20 at a cost of £60 (equivalent of £3 per sack).

4.1.2 Barrier: No weighbridge

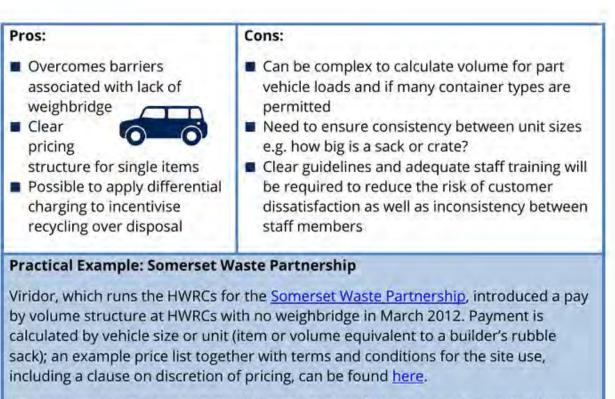
Where a weighbridge is not available, consideration should be given to the purchase or hire of a platform scale. This is a relatively low cost option that will allow items such as sacks of waste or recyclables to be weighed, enabling customers to be charged on a weight basis. Other items may still need to be charged for on a container or volume basis, depending on the material and the quantity. For example, if waste is brought to a site uncontained, then charge by volume will be more appropriate.

Solution: Pay by item, container or volume

The customer is charged a fixed price per item e.g. fridge, per container type e.g. sack, or by volume e.g. small van load/part load. Payment options are discussed further in Sections 4.2 and 4.3.

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Business users can bring commercial waste to the sites using a wide variety of vehicle types, including a van up to 3.5T GVW.

Solution: Subscription

The customer pays an annual/six-monthly fee at a rate determined by quantity/material.

Pros:

- Easy to administer, one-off payment, which is managed off-site (i.e. at a central office)
- Overcomes barriers associated with lack of weighbridge and lack of infrastructure for accepting payment on site
- Guaranteed annual income



Cons:

- Depending on the fee structure, customers that visit the centre less frequently and/or with less materials may be subsidising other customers
- Potential to issue a subscription for a set number of visits or a set amount of time e.g. pay in advance for a pass card which is valid for 10 trips and stamped each time it is used

Practical Example: Warwickshire County Council

Warwickshire County Council provides Commercial Recycling Permits for recyclable business waste.

Businesses can purchase a permit which allows them to take a range of recyclable materials into any of Warwickshire's HWRCs as often as they like. The permit is available on application to the council, lasts for 12 months and costs £40. Payment is currently made by card or cheque and can be made over the phone. The scheme is

currently administered by use of paper forms, but they intend to move it online in the future.

Solution: Linked with commercial waste collections

The customer pays for a commercial residual waste collection from the local authority and is able to dispose of recyclables for free at local HWRCs and Household Bring Sites.

Pros:	Cons:
 Easy to administer, providing customers can prove they pay for the commercial collection service Overcomes barriers associated with lack of weighbridge and lack of infrastructure for accepting payment on site May be an incentive to become a collection customer – particularly micro SMEs who produce limited quantities of material 	 Limited to customers of the local authority's commercial waste collection Customers must be able to recycle enough to reduce their residual waste bin size before they see a cost benefit Recycling collections may be more convenient for some customers

Practical Example: The Highland Council

The Highland Council provides this additional service for its commercial waste collection customers to encourage them to recycle more and reduce the size of their residual waste bin. Customers receive a waste transfer note which allows them to deposit an amount of recyclable material equivalent to their contract amount at a local HWRC or bring site for free.

4.1.3 Identification of business users

Where a charge is made to SMEs using HWRCs, it is important to be able to identify business users from householders to ensure that they are accessing the site legitimately. It is often easier to identify some types of business users owing to the types of vehicles used and many schemes common at HWRCs are based on this.

Options include:

- Use of ANPR to detect regular users;
- Use of permit systems and disclaimer forms for trailers and vans;
- Use of meet-and-greet staff and/or height barriers; and
- Staff training and awareness on how to identify and manage C&I users.

It is important to consider how policies are enforced and how staff will be supported in doing this.

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4.2 Price setting - What to charge to ensure a viable service To provide a viable service, the charges levied for the use of the service must cover the additional costs of providing the service. This should include consideration of the income from material sales (recycling and re-use) and possibly from the sale of sacks etc; and the costs associated with treatment/disposal gate fees, capital, and operational costs. We recommend that you regularly review your costs and revenue to assess the service's viability, see Section 5.0.

The key additional capital and operational costs are discussed in 3.0. The sale of recyclable materials, and the treatment and disposal of non-recyclable materials, will most likely already be covered by existing contracts with either material off-takers or the incumbent HWRC contractor. However it is recommended that contracts be examined and adjusted as appropriate. Information regarding contracts and material markets in relation to HWRCs can be found in <u>Section 6 of WRAP's HWRC Guidance</u>, much of which is applicable to C&I waste.

4.3 Options for accepting payment

4.3.1 Taking payment and registering customers

WRAP's HWRC Survey highlighted taking payment and registering customers as one of the main barriers to allowing SMEs access to HWRC services, with 56% of the authorities that did not allow SME access citing how to accept payment' as a barrier. Issues included not wanting to handle cash on site, and insufficient or lack of Wi-Fi signal or mobile data to allow the use of electronic payment options. This section provides recommendations based on examples from local authorities who have overcome this barrier.

There are three main options:

- On site payment using cash, card, cheque;
- Payment on account; and
- Pre-payment using pre-paid sacks or subscription.

On site payment

Some centres provide an 'at point of use' service whereby the customer can turn up (and pay) without pre-registering. However, documentation regarding the payment transaction needs to confirm that the customer has complied with any Duty of Care requirements, which may slow down the process. SUEZ Recycling & Recovery UK, waste services contractor for South Gloucestershire Council, accept C&I waste at their two co-located Waste Transfer Stations and operate a system that allows users to pay at the point of use as well as on account. Regular cash users are encouraged by site staff to set up an account to enable the user to access the service at the rate applied to account customers which is more favourable. C&I waste is not accepted at the other HWRC sites across South Gloucestershire.

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Cash and cheques

Barriers:

- Issues with security of both staff and the cash/cheques on site
- Daily secure transfer required
- Administrative burden to authority banking and finance systems
- Open to abuse, and there may be issues with auditing and bounced cheques

Solutions:

- Credit/Debit card/App
- Where electronic payments are not possible, move to pre-paid and account options

Credit/Debit Card/App

Barriers:

- Incurs a fee per transaction
- Processing equipment can be costly (hand held card swipes have a monthly hire fee of around £17)
- No signal or internet connection on site

Solutions:

Consider pre-paid and account options

Practical Example: Staffordshire County Council

<u>Staffordshire County Council</u> provides recycling and waste disposal services at 13 of their 15 HWRCs. The core customer base is tradesmen e.g. small builders. Customers simply report to the weighbridge on site and a staff member then assesses their load. Payment is by card only - no cash or payment on account.

Payment on account and prepayment options

For these options customers are required to register with the authority before they can start using the service. This ensures that waste carriers licences can be checked and waste transfer notes organised in advance. The table below outlines the key advantages and considerations of pre-use registration.

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Account (pay on invoice)

Barriers:

- Administration required in handling the account and recording centre use
- Payment terms e.g. pay as you go for 'new' customers, 15 days, 30 days, etc.
- The delay in receiving actual payment if terms are based on use after the service e.g. 30 days
- Finance administration including credit control
- Potential for bad debt
- The need for systems to identify customers and attributing their account with the correct details e.g. via vehicle registration, swipe cards etc.

Solutions:

Consider pre-paid options

Practical Example: Angus Council

Angus Council started accepting C&I waste from SMEs at its HWRCs in 1996. C&I waste is accepted at all seven HWRCs, none of which has a weighbridge. The quantity of C&I waste is calculated on the basis of vehicle size. Users can buy a waste disposal ticket online, selecting from four sizes of vehicle options. The ticket is then emailed to the user who is required to print the email before taking their waste to the HWRC.

5.0 Monitoring and continuous improvement

It is important to monitor and evaluate your service in order to ensure that:

- Your service remains competitive;
- Customers' changing demands are being met; and
- The service is operating as efficiently and cost effectively/profitably as it could be.

Table 2 provides a summary of what should be monitored and why. It also provides some suggestions about how this might be achieved.

Table 2 Monitoring for continuous improvement

What?	Why?	How?
Health & Safety	Statutory	Site Health & Safety policies and procedures put in place and enforced.
Operating costs, material income/ income and charges	 Viability and sustainability of service Debt management Budget forecasting Setting charges 	 Clear accounting Debtors lists Material price comparison
Customer numbers – daily and seasonally	 Service uptake Planning and scheduling of operational resources 	 ANPR Customer records Customer surveys
Material tonnages	 Understand performance Budgetary information WasteDataFlow Calculate recycling rate Planning and scheduling of operational resources 	 Weighbridge Volume to weigh conversion
	 Negative financial consequences 	 Staff observation Feedback from reprocessors
Residual waste composition	 Identify target materials for recycling/re-use 	Compositional analysisStaff observation
Customer satisfaction	 Maximise income Customer retention Health & Safety 	 Customer and site staff feedback, customer & staff surveys

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What?	at? Why? How?	
Customer profile	 Marketing purposes 	 Customer sign up, site surveys
Changes in law/regulations	 Ensure continued compliance 	 Environment Agency/DEFRA/CIWM
Sales & marketing	 Impact of campaigns 	TonnagesCustomer numbersSite surveys

The following guides have useful information on monitoring:

- Section 3 of WRAP's HWRC Guidance;
- Chapter 7 of WRAPs Commercial and Industrial Collections Guidance; and
- WRAP's guidance on monitoring and evaluating household recycling services.

Much of this guidance contains information which is applicable to C&I waste and recycling services.

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6.0 Addressing operational barriers

6.1 Options for measuring waste accepted from SMEs

Measuring the quantity of different materials being accepted onto your site from SMEs is an integral part of understanding and managing your service. In the HWRC Survey this was cited by 28 authorities as a barrier to working out appropriate charges and therefore a barrier to accepting C&I waste. This section provides an overview of the key operational barriers experienced by local authorities, together with potential solutions and practical examples. Results from local authorities on the HWRC survey indicate that:

- 6 have weighbridges;
- 3 have separate bays;
- 9 estimate tonnages;
- 1 uses an app that generates material costs and tonnages; and
- Some use transfer notes and 'average weights testing' to monitor tonnages.

Where a weighbridge is available, its use for C&I customers will mean that an accurate record of tonnage can be recorded. It should be noted that it is illegal to operate a chargeable weighbridge without a Certificate of Competence - more information can be found here: <u>https://www.gov.uk/weighbridge-operator-certificate</u>. See Section 3.0 for more details.

Practical Example: Buckinghamshire County Council

Buckinghamshire has 10 HWRCs, five of which have weighbridges. <u>Only these sites</u> are listed on the council's commercial waste pages as accepting C&I waste. Where there are several separated waste streams in the vehicle, these are weighed and tipped separately. This allows trade tonnages to be recorded into WasteDataFlow.

From an operational perspective, local authorities considering accepting C&I waste at HWRCs, mixed with household waste, could review how best to estimate the tonnages of each in order to accurately report to WasteDataFlow. There are a number of alternative ways of estimating the separate tonnages when a weighbridge is not available. Details on the legal requirements of data recording are provided in Section 8.6.

6.1.1 Item, unit or volume based weights

Items and units require an agreed average weight per item or unit to be used. The <u>Furniture Reuse Network Product Weight Protocol</u> maybe useful as a source of information on the weights of 200+ furniture and electrical items.⁴ For units such as a 'builder's rubble sack' these can be determined by calculating the average weight of a

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¹ The protocol can be purchased from Reuse Network by emailing <u>info@reuse-network.org.uk</u>, with an annual licence fee of £300+VAT.

sack of each material accepted over a period of time. Where volume is known, the weight can be calculated using an agreed bulk density for each material.

Practical Example: Norfolk County Council

Norfolk County Council accepts C&I waste from SMEs at seven HWRCs, none of which has a weighbridge. Materials are recorded and charged on a volume basis. The percentage fill of each material within the vehicle is recorded for each size of vehicle accepted on site, up to a limit of 3.5tonnes GVW. This information is then provided to head office where administration staff calculate the weight of material accepted using a mass balance approach. The C&I tonnage is deducted from the total HWRC site tonnage to arrive at the commercial tonnage figure for reporting purposes.

6.1.2 Average weights

Where C&I material can be brought to site without payment or permits, a figure must be calculated for household / non-household split. This could be calculated by user surveys where all materials brought onto site by customers are weighed for a set period. A ratio of household tonnage to non-household tonnage can then be calculated and applied to tonnage figures for reporting purposes. If the customer base changes substantially this will need to be taken into consideration.

Practical Example: Angus Council

<u>Angus Council</u> started accepting C&I waste from SMEs at its HWRCs in 1996. It has used a system of percentage split of household to commercial waste since that time.

C&I waste is accepted at all seven HWRCs, none of which has a weighbridge. The quantity of C&I waste is calculated by applying a % split to each material stream accepted, based on the proportions of commercial to household waste that has been observed since 1996.

6.2 Health & Safety and security

Health & Safety is an integral consideration when planning, operating and evaluating your site and is important for those who use the site and for those working at the site. While Health & Safety should always be a priority, with suitable systems in place, it should not prohibit the acceptance of C&I waste at HWRCs.

While any change in site use requires a review of site risk assessments and of Safe Systems of Work, consideration should be given to the potential for increased risks on site associated with:

- Potential increase in traffic flow, vehicle movements and on-site parking;
- Allowing larger vehicles access to the site; and
- Manual handling unloading vehicles and depositing materials into site containers.

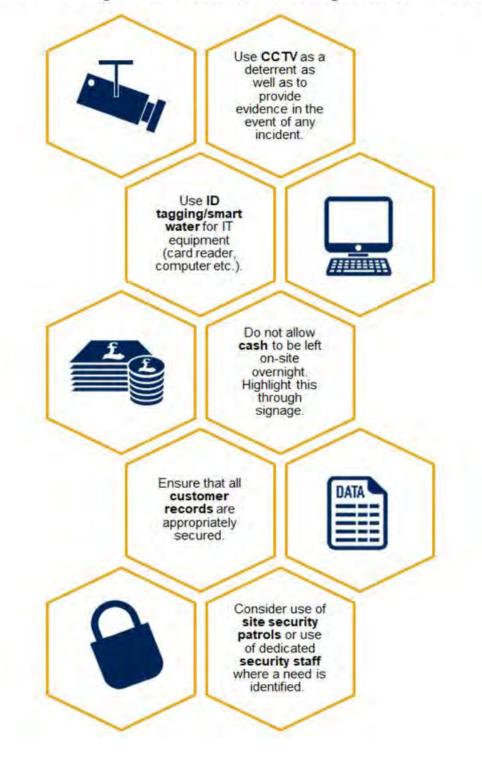
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The <u>Waste Industry Safety and Health Forum (WISH)</u> has been established to 'identify, devise and promote activities to improve industry health and safety standards'. Together with the <u>Health and Safety Executive (HSE)</u>, WISH has developed a number of guides which may be useful.

Useful Health & Safety Guidance

- HSE Civic Amenity (CA), Bring Sites and HWRCs
- Managing Health & Safety at Civic Amenity Sites (Waste 26)
- Safe Transport at Waste and Recycling Sites (Waste 09)
- Safety at 'bring sites' in the waste management and recycling industries (Waste 11)

Security is important in order to protect your facilities, equipment, materials, staff, and customers. Any liability could result in significant financial and reputational damage. WRAP's HWRC Survey 2017 cited 'how to accept payment' as a barrier to allowing SMEs to access HWRCs, with cash handling being a concern. Where on-site payment and/or cash handling is to be introduced, the following should be considered:



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6.3 Signage

Clear and appropriate signage at facilities is important to direct users around the site; communicate health and safety messages; and tell users how to use the facilities e.g. what materials to put where, and what is considered a potential contaminant.

Figure 3 HWRC signage showing clearly defined routes for Commercial and Household Customers.

Source: Eunomia, LB Richmond HWRC, 2012



Signage should be reviewed to ensure that it provides appropriate additional information for SME users, without being overwhelming.

> Depending on your proposed site layout, this may include additional exterior signage to communicate:

 Directions onto the site where these differ from household users;

Opening hours for SMEs;
 Services available for
 SMEs; and

SME specific site rules and cautions e.g. report to the weighbridge/pull over into the SME area etc.

Additional SME on-site signage could include:

- Directions to the dedicated SME area; and
- Scale of charges and charging policy.



It is recommended that the <u>Recycle Now</u> <u>logo</u> and associated iconography continues to be used for SME signage as it is widely used and recognised. More information on this is in Section 7.1.

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6.4 Optimum site layout and avoiding congestion

Getting the layout right and controlling congestion is important for a number of reasons, including health and safety, better traffic flow and improved customer experience. WRAP's HWRC Survey 2017 highlighted site congestion and layout as key barriers for 27 authorities to allowing SMEs to access HWRCs. Recommendations for overcoming these barriers include:

- Restricting the size of trailers where turning space is limited;
- Restricting the size of vehicles entering the site to 3.5 tonnes GVW;
- Using the pricing structure to discourage large quantities of waste being delivered (and by extension the use of large vehicles);
- Allowing 'unusual vehicles' such as large horseboxes by appointment only;
- Having a webcam on site so that users can see in real time how busy it is and plan their attendance accordingly;
- Only allowing SMEs to use sites Monday to Friday;
- Height barriers and meet-and-greet staff; and
- A holding area for taking payment and checking Duty of Care documentation.

Practical Example: Buckinghamshire County Council

Buckinghamshire County Council has recently installed a <u>webcam facility</u> on all sites so customers (including traders) can see when sites are busy. Traders are also familiar with peak times so they avoid these. Each year, a satisfaction survey is undertaken throughout October. The last survey found that most customers do not need to wait, and where there is a waiting period, this is five minutes or less (survey covers all site users).

6.5 Provision of additional storage capacity



Where additional storage capacity is required due to an increase in site throughput (as a result of allowing SMEs to access a HWRC), consideration will need to be given to the provision of either additional containers or additional haulage, or both.

Where space is not available for additional material in bays or additional containers, these will need to be emptied or changed over. This will result in a requirement for additional haulage capacity and potential increase in vehicle movements to and from the site, which may be a planning consideration. Where space is available and additional material and containers can be accommodated, this may be a viable option. However, both options will result in additional costs to the operator.

Containers chosen to store materials must be fit for purpose and appropriate for the waste materials. Different types of waste container range in size from wheeled bins to 40 cubic yard roll-on-roll-off skips. Some examples are shown in Figure 4.

Points to consider when choosing additional containers

Material accepted: the number and types of materials accepted influence the container type

Size of HWRC: small sites may require more frequent emptying of smaller containers

Health & Safety: there will be additional health and safety considerations due to new container types being used on site

Figure 4 A variety of containers for C&I waste types. Source: Eunomia, Duns HWRC, 2017



6.6 Opening times



It is important for sites to be open at hours that are convenient to your customers. Some centres operate different opening times for SMEs and for householders. For example, Hampshire County Council and Warwickshire County Council only allow SMEs to access the HWRCs during week days and not at the weekend or Bank Holidays, while householders may access the

HWRCs throughout the week. The London Borough of Hounslow's SpaceWaye Recycling

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<u>Centre</u> is open to trade customers for one hour less in the afternoon than it is for householders.

Further information may be found within:

Section 4 of the WRAP HWRC Guidance – Site operation and infrastructure

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7.0 Other information & advice

7.1 Promoting C&I Drop-off centres to SMEs

Increasing the use of a drop-off centre will be self-generating e.g. through enquiries and word of mouth, particularly if your service is appreciated by customers. For the service to be successful, it is important to be proactive with sales and promote the service effectively, especially when launching it for the first time. However, it is also important that this is kept manageable and in-line with the scale of use that is expected, so as not to spend resources disproportionately. Key elements to consider include:

- Developing specific, measurable, achievable, realistic and time-bound (SMART) aims and objectives for any marketing activities;
- Identifying the target audience e.g. sectors and materials, geographical area etc.;
- The key messages that you want to communicate e.g. flexible opportunities to recycle etc.;
- Using a mix of channels suitable for the locality and target audience;
- Developing communications materials; and
- Putting in place simple evaluation tools to measure the impact of your promotion, without the evaluation becoming a job in itself.

The success of your promotion will depend on a wide range of interconnected factors, for example: the clarity of promotional literature, the effective placement of advertising, the accuracy of postal and e-mail databases, the timing of activities, and the target audience's perception of your service offering. There are some key points to consider:

- No single technique will be effective on its own – a mix of channels and techniques may work with different types of companies or in different situations at different times;
- Publicising the service before it begins accepting waste from SMEs (as early as two months prior);
- The need for ongoing promotion;
- Making contact with the key decision-maker in a company - this may take repeated attempts;
- Using partner organisations (or other local authority departments) to raise awareness of and publicise the site; and

Figure 5 Front cover of Hampshire County Council's Leaflet on Trade Waste



For the first time, Hampshare's Household Waste Recycling Centres (HWRCs) are pleased to welcome businesses and traders, from St October 2016, minut of the county's HWRCs will offer a here by the load, quark and convenient recycling and waste disposal service. To find out move go to, www.avoid.co.uk/bangmine/hwwr/timedo oc.uk (2003 Se7 4640.



Simple messaging that focuses on a couple of key points e.g. cost savings and convenience.

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Additional information may also be found in the <u>WRAP Good practice guide for</u> providing recycling services to SMEs.

In terms of branding and brand awareness, it is important to have a consistent brand identity across all your marketing and communications materials whether it is onsite signage, your website, or leaflets. Materials should

incorporate the **Recycle Now** branding as mentioned in Section 6.3. The widely recognised, and consumer-tested, Recycle Now branding (as well as other marketing materials and photographs) can be downloaded for free <u>here</u>. All that is needed to access the materials (including downloadable artwork) is your e-mail address.

7.2 Options for C&I third party tipping

Some **private sector waste management companies** that provide commercial waste collection and skip hire services also offer third party tipping at their **Waste Transfer Stations.** It may be useful therefore for local authorities to signpost SMEs to these services, especially where large volumes or particular waste streams cannot be accepted at HWRC sites. The Somerset Waste Partnership provides information and links on its Business Waste Services page under 'Other facilities offered for business waste in Somerset' to local private sector waste and recycling companies that provide third party tipping.

Waste Transfer Stations operated by local authorities can be used to accept waste directly from SMEs. For example Bath and North East Somerset Council allows SMEs to drop off waste for recycling and disposal at its <u>Bath Transfer Station</u>. Oxford County <u>Council's</u> HWRC contractor W&S Recycling Ltd accepts SME waste at its WTS adjacent to the Redbridge HWRC.

For authorities looking to introduce C&I waste/recycling bring services at WTSs that are run by private waste management companies, contracts will need to be examined and adjusted as appropriate.

Dedicated drop-off centres are designed for the specific purpose and accept defined materials determined by local market requirements, for example WEEE, furniture and construction, and demolition waste.

They may be co-located with other businesses such as **builder's merchants** so that businesses can drop off their waste and buy new supplies at the same time. One example is <u>Thorncliffe Building Supplies Ltd</u> which operates a 'one stop shop' in Ewloe



near Mold, North Wales where there is also a builder's merchants and skip & waste management company on the one site.

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8.0 What the law says

The management of material that is classed as waste is governed by a mixture of legislation and guidance. Household waste, commercial waste, and industrial waste are all forms of 'controlled waste' and, as such, are all subject to additional regulations concerning who is allowed to transport and to manage them.

This section provides an overview of key legislation to be aware of when considering whether to allow businesses to deposit waste at a site. Readers should be aware that this section has been written with reference to English law. Northern Ireland, Scotland and Wales often have different legislation, although in most cases the effects of the respective legislation are similar. Key differences are explained in Appendix A.

This section of the guide is not intended to be definitive. When considering offering a drop-off service to businesses, it is recommended that further independent advice is sought from your legal team should any specific questions of law arise.

Figure 6 shows the main questions that an organisation is likely to need to answer when considering allowing SMEs to access sites, and the key legislation that relates to each. The remainder of this section explores some of the legislation in more detail. Further information can be found in Appendix B.

ure 6 Summary c	s ney registation
	•Planning legislation (principally in the Town and Country Planning Act 1990)
How must your	•Planning conditions for your site
site operate?	•Environmental Permitting (England and Wales) Regulations 2016
	Permit rules for your site
	•Environmental Protection Act 1990 and Controlled Waste
What materials	(England and Wales) Regulations 2012
can you	•Defines what is commercial/industrial waste
accept?	•Environmental Permitting (England and Wales) Regulations 2016
accepti	•Your permit will specify types of waste you can receive
	•Environmental Protection Act 1990
What are your	•Control of Pollution (Amendment) Act 1989
Duty of Care	•Waste (England and Wales) Regulations 2011
obligations?	•Waste carrier licence
	•Waste transfer note
	•Waste (England and Wales) Regulations 2011 supported by:
Which	•Statutory guidance on the Waste Hierarchy
materials must	•Waste Regulations Route Map on TEEP
be separated?	Waste Regulations Route Map on TEEP
	•Environmental Protection Act 1990 and Controlled Waste
What can you	(England and Wales) Regulations 2012
charge for?	•Defines which wastes can be charged for
	•Complex areas include construction and demolition waste and waste from student lets
What data	•For all operators of permitted sites: Environmental Permitting (England and Wales) Regulations 2016
must you	 For local authorities: The Waste and Emissions Trading Act 2003 (Amendment etc.) Regulations 2013 supported by WasteDataFlow
record?	

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8.1 Waste definition

The different types of controlled waste are defined according to the type of premises at which they were produced, subject to Schedule 1 of the Controlled Waste (England and Wales) Regulations 2012.

- Household waste comes from domestic premises, and a few other types of premises such as places of worship and buildings used principally for public meetings.
- Commercial waste comes from premises that are wholly or mainly used for trade, business, sport or recreation – excluding industrial waste.
- Industrial waste comes from factories, mines, quarries and a few other types of premises, including agricultural premises and public transport premises. Construction and demolition waste is a type of industrial waste.

Full details of the types of waste that fall within each category can be found in <u>Section 75</u> of the Environmental Protection Act (EPA) 1990 and <u>Schedule 1 of the Controlled Waste</u> (England and Wales) Regulations 2012.

A key point for local authorities to note is that whereas waste disposal authorities must allow **local residents** to deposit most kinds of household waste free of charge, they can open HWRCs for the deposit of 'household or other controlled waste by other persons on such terms as to payment (if any) as the authority determines'. (EPA 1990, S.51 (3)). Local authorities should make sure they have considered what types of waste they may charge for when planning to open an HWRC to C&I waste.

8.2 Planning permission

Like all developments, waste sites are subject to <u>the planning system</u>. There can be planning issues, even if C&I drop off services are being offered at an established site. New sites will need to go through the process of obtaining planning permission from the local authority. A drop-off site will require planning permission, which must be in place **before** an environmental permit can be obtained, and so planning needs to be considered early on in the process. You can obtain advice on planning permission and submit applications online at <u>https://www.planningportal.co.uk/</u>. Key points to consider include:

- What activities does it permit? Are there any limits, for example, on the materials that can be accepted?
- Are there any other relevant restrictions which may pose an issue if the site is opened up to new customers, such as limits on vehicle movements or operating hours?

8.3 Permitting

Most drop-off sites will require an environmental permit; only a few low-risk waste handling operations can operate under waste exemptions. When considering opening a new or established site to accept C&I waste, do check whether doing so may require a new or amended permit. The appropriate permit will need to be granted before the site starts to accept waste (see the <u>Planning section</u>).

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The law governing environmental permits is set out in the <u>Environmental Permitting</u> (<u>England and Wales</u>) <u>Regulations 2016</u>, with advice on interpreting the law available <u>here</u>. The permitting considerations that may need to be taken into account will vary depending on:

- Whether the drop-off centre is new or part of an existing waste management facility;
- the types and quantity of waste being accepted;
- how long the waste is being stored; and
- how it is secured.

There are two types of environmental permits – 'standard rules' and 'bespoke'. The type that is required will depend on where the centre is located and the operations to be undertaken. Most drop-off centres should be able to be covered by a standard rules permit, which is cheaper and quicker to obtain.

Both types of permit require that the site has a technically competent manager. This person (usually a site supervisor) must demonstrate continuing technical competence through an 'approved scheme'. The approved scheme in the UK was jointly developed by the Chartered Institution of Wastes Management (CIWM) and the Waste Management Industry Training & Advisory Board (WAMITAB).

Application and annual charges are made for environmental permits, and your organisation should take these into account as part of your business plan. A standard rules permit will be lower cost than a bespoke permit.

8.4 Compliance requirements

It is important as a waste site operator that you fulfil your own legal obligations, and help your customers fulfil theirs. The main compliance requirements are summarised in Figure 7.

quirements
•Check C&I customers are registered as waste carriers (S.34, Environmental Protection Act 1990
• Make sure there is a Waste Transfer Note covering every load of controlled waste received, which is kept for at least 2 years (reg 35, Waste (England and Wales) Regulations 2011)
•Make sure there is a Consignment Note covering every load of hazardous waste received (Hazardous Waste (England and Wales) Regulations 2005)
 Make sure any waste that is to be landfilled has been pre-treated in order to reduce its volume of hazardous nature, facilitate its handling or enhance recovery
• Make sure you encourage recyclable waste streams to be separated (reg 12, Waste (England and Wales) Regulations 2011)
 Provide facilities to allow glass, metal, paper and plastic to be kept separate (reg 13 and 14, Waste (England and Wales) Regulations 2011)

These requirements are explored in more detail in Appendix B.

8.5 Charging

Local authorities (like private operators) may charge to accept waste deposited by businesses. However, unlike private operators, they are required to accept household waste from local residents free of charge. A key exception is construction and demolition waste, which is classed as industrial waste.

Local authorities should take care over how the regulations on charging are applied. Waste deposited by landlords raises particular issues, which will need close consideration and a clear policy for staff to operate. Where a landlord is arranging the

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clearance of premises after a tenancy has ended, the resulting waste is not considered to be household waste. Also, the landlord **might not** be a resident of that local authority area, which may be relevant in terms of a local authority's policy on access to an HWRC more generally. However, if the waste is not construction or demolition waste, originates from domestic premises used wholly for the purposes of living accommodation, and is being deposited by a landlord **resident in the area**, it may not be permissible to charge for it as it may be regarded as household waste.

8.6 Data recording

Any operators with an environmental permit must complete waste returns to tell the Environment Agency about the waste they have received or removed from their site. This requirement will apply to waste dropped off by SMEs. Information about submitting site returns can be found <u>here</u>.

In addition to these requirements, local authorities are obliged under <u>The Waste and</u> <u>Emissions Trading Act 2003 (Amendment etc.) Regulations 2013</u> to submit information to the Environment Agency each quarter regarding the amount of municipal waste they manage. This information is submitted via the web based system WasteDataFlow. C&I waste received at HWRCs must be included in these returns. However, waste that is not from households must be identified separately from household waste. Guidance on completing WasteDataFlow returns can be found <u>here</u>.

Appendix A – Key regulatory differences across the UK

Many issues relating to waste management are devolved to Scotland, Wales and Northern Ireland. As a result, their waste legislation is gradually diverging from legislation in England. However, at present, in many cases, this means that legislation in each country is different by name but has the same substantive effect, and so far the practical implications are quite limited. Nevertheless, users of this guidance in Scotland, Wales and Northern Ireland should be mindful of potential differences.

The regulatory differences with the greatest potential bearing on the interpretation of the guidance above are set out in Table 3 below:

Aspect of regulation	England	Scotland	Wales	Northern Ireland
Key environmental regulator	Environment Agency Created by the Environment Act 1995	Scottish Environmental Protection Agency Created by the Environment Act 1995	Natural Resources Wales Created by the Natural Resources Body for Wales (Establishment) Order 2012	Northern Ireland Environment Agency NIEA is an executive agency of the NI Department of Agriculture, Environment and Rural Affairs
Environmental permitting	System of environmental permits replaced waste management licenses and exemptions in 2007 See: The Environmental Permitting	Mostly retains system of waste management licenses and exemptions See: the Waste Management Licensing (Scotland) Regulations	As England	Retains system of waste management licenses and exemptions See: The Waste Management Licensing Regulations

Table 3 Key Regulatory Differences

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Aspect of regulation	England	Scotland	Wales	Northern Ireland
	(England and Wales) Regulations 2016	2011 and Pollution Prevention and Control (Scotland) Regulations 2012		(Northern Ireland) 2003 as amended
Source separation requirements	Source separation requirements limited to applying Waste Hierarchy, and the separation of glass, metal, paper and plastics by waste collectors, subject to the technically, environmentally and economically practicable ("TEEP") test. Waste (England and Wales) Regulations 2011 as amended	Waste Hierarchy as England The Waste (Scotland) Regulations 2011 Source separation requirements explicitly extend to food waste as well as dry recyclables. Duty is placed on producers, as well as collectors. The Waste (Scotland) Regulations 2012	As England Welsh Ministers took powers under the Environment (Wales) Act 2016 to introduce regulations to require greater source separation of commercial waste. No such regulations have yet been produced.	Waste Hierarchy as England The Waste Regulations (Northern Ireland) 2011 Separate collection requirements broadly as England, but S.20 of the Northern Ireland regulations classes commingled dry recycling as a form of separate collection.

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Appendix B – Specific compliance requirements

Duty of Care

Anyone that produces, stores, transports, treats or disposes of waste must take 'all measures reasonable in the circumstances' to prevent or minimise pollution of the environment or harm to human health. This forms part of what is known as the Duty of Care, which is defined by <u>S.34 of the EPA 1990</u> and applies to all controlled waste (i.e. household, commercial and industrial waste). Your key responsibilities are to:

- Check that any business customers using the site are registered waste carriers. A check on the customer's waste carrier licence could either be made when they register to use the site or when they arrive at the site. There is a public register of waste carriers in England <u>here</u>.
 - An organisation or person must register as an <u>upper tier</u> waste carrier if it transports controlled waste as a commercial venture (even if only occasionally) or if it transports construction or demolition waste
 - An organisation or person must register as a <u>lower tier</u> waste carrier if it:
 - is a charity or voluntary organisation;
 - transports waste it has produced itself (unless this is construction or demolition waste, in which case it is upper tier); and/or
 - collects only certain kinds of waste, such as waste from mines, quarries or farms.
 - There is no need to register if an organisation carries only its own waste, and does not do so normally and regularly, so long as it is not construction or demolition waste
- Put in place a system to issue/receive waste transfer notes or (where required) hazardous waste consignment notes:
- Complete a waste transfer note when controlled waste is transferred from one party to another, as required by <u>regulation 35 of the Waste (England and Wales)</u> <u>Regulations 2011</u>. Advice is available on the <u>.gov.uk website</u>. Generally, a transfer note will need to be completed each time a customer drops off waste; however, if an arrangement is made for the customer to drop off regular quantities and types of waste, an annual waste transfer note could be used:
 - The regulations include specific rules on the information a waste transfer note must record. The easiest way to ensure these requirements are met is to use the standard waste transfer note that can be found <u>here</u>.

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- Retain transfer notes for two years for audit purposes. (The same obligation also falls on the customer dropping off the waste).
- Receive a consignment note for each load of hazardous waste it receives (if relevant). The requirements for consignment notes are set out in <u>Part 6 of the Hazardous</u> <u>Waste (England and Wales) Regulations 2005</u>.
 - Hazardous wastes include healthcare wastes, chemical wastes (e.g. printer toner), waste electrical equipment, and solvents.
 - A consignment note must be retained for five years.

Pre-treatment requirements

Following the principles of the waste hierarchy, if you plan to send non-hazardous waste to landfill, it must be treated first. In this context, treatment means:

"Physical, thermal, chemical or biological processes (including sorting) that change the characteristics of waste in order to reduce its volume or hazardous nature, facilitate its handling or enhance recovery".

The most common option for treatment is separation for recycling. Typically, this will have been done before the waste arrives at your site. Your organisation should be able to demonstrate that waste received at your drop-off centre for landfill disposal has been treated before you receive it, unless you plan to treat it. It is good practice for a statement on pre-treatment to be incorporated into the waste transfer notes covering the waste you receive.

Specific guidance on pre-treatment of waste for landfill is available here.

Waste (England and Wales) Regulations 2011

In the context of C&I waste and recycling drop-off centres, three main relevant requirements flow from the Waste Regulations.

- Regulation 12 requires any establishment involved in waste production or management to take 'all such measures available to it as are reasonable in the circumstances' to apply the waste hierarchy. A drop-off centre is likely to achieve compliance with this obligation by:
 - Providing facilities for recycling a wide range of materials
 - Ensuring that it only receives waste that is accompanied by a waste transfer note which declares that the producer has applied the waste hierarchy (see section on Duty of Care)
 - Following guidance on how to apply the waste hierarchy, which is available here.

- Regulation 13 requires that waste collectors collect glass, metal, paper and plastic in separate streams, where this is necessary and practicable. Since a drop-off centre is not a waste collector, this rule does not have a direct bearing on such a site's operations.
- However, Regulation 14 states that where glass, metal, paper/card or plastic have been collected separately, they should not then be mixed together. If you propose to receive these materials from businesses, it would be advisable to offer receptacles to allow these materials to be deposited separately from one another, unless an analysis has been carried out to show that doing so is not necessary to improve recovery.

Advice on the meaning of the key terms in the Waste Regulations can be found in the Waste Regulations Route Map.

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Appendix C - Local Authority examples

Figure 8 Somerset Waste Partnership Business Recycling Directory

Right click the image and select 'open hyperlink' to view the document

Business Recycling Directory for Somerset



This directory is produced by Somerset Waste Partnership (SWP) which is the local authority teams managing household waste and recycling services on behalf of all councils in Somerset.



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Figure 9 Surrey County Council Business Waste Guide

Right click the image and select 'open hyperlink' to view the document

Managing your waste A guide for Surrey businesses



WRAP - Commercial & Industrial Waste and Recycling Drop-Off Centres Guide 53

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Newry, Mourne and Down District Council Policy Screening Form

Policy Information	Deviation of an antile sector ball Deviation
Name of the policy	Review of operations at Household Recycling Centres
Is this an existing, revised or new policy?	Revised
What is it trying to achieve (aims/outcomes)	The aim and objective is establishment of guiding principles in relation to Council's Household Recycling Centres (HRCs). The primary rationale is to secure standardisation across all HRCs, as well as to reduce the amount of (non-recyclable) residual waste currently being receipted and processed through these facilities. The principles address the following areas: General access & usage; Construction / DIY materials; Commercial waste; and Re-Use.
Are there any Section 75 categories which might be expected to benefit from the intended policy?	No
If so, explain how.	
Who initiated or wrote the policy?	Head of Waste Processing, Enforcement and Business Support
Who owns and who implements the policy?	Neighbourhood Services Directorate, Head of Waste Processing, Enforcement and Business Support

Implementation factors

	Yes	No
Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?	x	
If yes, are they Financial		х
If yes, are they Legislative	X	
If yes, and they are Other please specify:		

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

	Yes	No
Staff		
Service users	x	
Other public sector		

organisations		
Voluntary/community/trade unions	x	
Other, please specify:	All users of household recycling centres	-

Other policies with a bearing on this policy

What are they	
Who owns them	

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

Section 75 Category	Details of ne	eds/experie	nces/priorit	ies			
Religious belief	LGD	All usual	Catholic	Protestant	Other	None	
		residents	entione	and other Christian	religions	literite	
	Northern Ireland	1,810,863	817,385 (45.14%)	875,717 (48.36%)	16,592 (0.92%)	101,169 (5.59%)	
	Newry, Mourne & Down	169,211	122,544 (72.42%)	40,273 (23.8%)	861 (0.5%)	5533 (3.3%)	
	(Source: Census Data 2011 - Religion or Religion Brought Up In: KS212NI).						
Political opinion	Elected political party representation is an approximate barometer of political opinion of people within the Council area.						
	1			lected membe	rs is as follo	ws:	
	Sinn Féin		16	seats			
	SDLP			seats			
	Independents			seats			
	Ulster Unionis			seats			
	Democratic U	nionist		seats			
	Alliance		2 :	seats			
Racial group	According to the 2011 Census, 1.8% (32,400) of the usually resident population of Northern Ireland belongs to minority ethnic groups; this is more than double the proportion in 2001 (0.8%).						
	The minority e	thnic langua	ge profile wit	hin the area se	erves as a p	ossible	

	The compositie Council area is	s noted by NISRA (201	in the Newry, M 1) as follows:	lourne and Down Distri
	Area Main languag Newry, Mourr	e of residents in	Number	Percentage %
	District LGD			
	English		156794	97.15
	Polish		2100	1.18
	Lithuanian		836	0.47
	Irish		367	0.24
	Portuguese		86	0.05
	Slovak		134	0.08
	Chinese		121	0.07
	Tagalog/Filipi	no	55	0.03
	Latvian		208	0.25
	Russian		109	0.06
	Malayalam		87	0.05
	Hungarian		74	0.04
	Other		755	0.46
	2011 is as follo		New	D area at Census Day
	Age Pr 0-4 5-7	ofile NI 12438 6766	32 2	ry, Mourne & Down 12721 6876
	Age Pr 0-4 5-7 8-9	ofile NI 12438 6766 4362	32 2 5	ry, Mourne & Down 12721 6876 4595
	Age Pr 0-4 5-7 8-9 10-14	ofile NI 12438 6766 4362 11903	32 2 5 34	ry, Mourne & Down 12721 6876 4595 12287
	Age Pr 0-4 5-7 8-9 10-14 15	ofile NI 12438 6766 4362 11903 2462	32 2 5 34 0	ry, Mourne & Down 12721 6876 4595 12287 2599
	Age Pr 0-4 5-7 8-9 10-14 15 16-17	ofile NI 12438 6766 4362 11903 2462 5144	32 2 5 34 0 0	ry, Mourne & Down 12721 6876 4595 12287 2599 5260
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19	ofile NI 12438 6766 4362 11903 2462 5144 5018	32 2 5 34 0 0 1	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24	ofile NI 12438 6766 4362 11903 2462 5144 5018 12601	32 2 5 34 0 0 1 .3	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29	ofile NI 12438 6766 4362 11903 2462 5144 5018 12601 12409	32 2 5 34 0 0 1 1 1 3 99	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34	ofile NI 12438 6766 4362 11903 2462 5144 5018 12603 12409 37394	32 2 5 34 0 0 1 1 3 99 47	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34 45-59	ofile NI 12438 6766 4362 11903 2462 5144 5018 12603 12409 37394 34785	32 2 5 34 0 0 1 1 3 3 99 17 50	rry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122 32556
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34 45-59 60-64	ofile NI 12438 6766 4362 11903 2462 5144 5018 12601 12409 37394 34785 9429	32 2 5 34 0 0 0 1 1 1 3 99 17 50 0	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122 32556 8624
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34 45-59 60-64 65-74	ofile NI 12438 6766 4362 11903 2462 5144 5018 12601 12409 37394 34785 9429 14560	32 2 5 34 0 0 1 1 1 3 99 17 50 0 0 0 0	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122 32556 8624 12817
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34 45-59 60-64 65-74 75-84	ofile NI 12438 6766 4362 11903 2462 5144 5018 12603 12409 37394 34785 9429 14560 8672	32 2 5 34 0 1 .3 09 17 50 00 147 50 00 147 50 00 14	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122 32556 8624 12817 7453
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34 45-59 60-64 65-74 75-84 85-89	ofile NI 12438 6766 4362 11903 2462 5144 5018 12601 12409 37394 34789 9429 14560 8672 2116	32 2 5 34 0 0 1 13 99 17 50 00 13 99 147 50 00 15	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122 32556 8624 12817 7453 1849
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34 45-59 60-64 65-74 75-84	ofile NI 12438 6766 4362 11903 2462 5144 5018 12603 12409 37394 34785 9429 14560 8672	32 2 5 34 0 0 1 13 99 17 50 00 13 99 147 50 00 15	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122 32556 8624 12817 7453
	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34 45-59 60-64 65-74 75-84 85-89 90+ The table belowed and Down area	ofile NI 12438 6766 4362 11903 2462 5144 5018 12603 12409 12409 37394 34785 9429 14560 8672 2116 1023 ow illustrates the mari	32 2 5 34 0 0 1 .3 .99 17 50 00 4 5 1	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122 32556 8624 12817 7453 1849 829 e of the Newry, Mourne
Marital status	Age Pr 0-4 5-7 8-9 10-14 15 16-17 18-19 20-24 25-29 30-34 45-59 60-64 65-74 75-84 85-89 90+ The table belo	ofile NI 12438 6766 4362 11903 2462 5144 5018 12601 12409 37394 34785 9429 14560 8672 2116 1023 ow illustrates the mari	32 2 5 34 0 0 1 1.3 99 17 50 00 4 5 1 tal status profile	ry, Mourne & Down 12721 6876 4595 12287 2599 5260 4570 11570 11805 35122 32556 8624 12817 7453 1849 829

	Aged 16+		
	years Single (never married or never registered a same-sex civil partnership) Aged 16+ years	47722	517393 (35.14%)
	Married: Aged 16+ years	65255	680831 (47.56%)
	In a registered same-sex civil partnership: Aged 16+ years	102	1243 (0.09%)
	Separated (but still legally married or still legally in a same-sex civil partnership): Aged 16+ years	4697	56911 (3.98%)
	Divorced or formerly in a same-sex civil partnership which is now legally dissolved	6271	78074 (5.45%)
	Widowed or surviving partner from a same-sex civil partnership: Aged 16+ years	8408	97088 (6.78%)
Sexual orientation		nsus 2011 indicates the lesbian, gay or bisext	nat between 2% and 10% of the ual.
	There are no offici	al statistics in relation	to the number of gay, lesbian or

	HM Treasury s themselves as	hows tha gay, lest e) (LGB1	at betw bian, b	een 5% - 7% o isexual or ´tran	r, research condu f the UK populati s´ (transsexual, t proportion of the p	on identify ransgendered
Men and women	The gender p	rofile for	the Ne	ewry, Mourne ar	nd Down LGD is	as follows:
generally	LGD		Male		Female	
	Northern Irel	land		887323	923540	
	Newry, Mour and Down L		0.1	83866	85345	
Disability	Down District (limits their day	Council a -to-day a	rea ha ctivitie	ve a long-term s;	ople in the Newry health problem c	or disability tha
	LGD	All usu resider		Long-term health problem or disability: Day-to-day activities limited a lot	Long-term health problem or disability: Day-to-day activities limited a little	Long-term health problem or disability: Day-to-day activities not limited
	Northern	181086	53	215232	159414	1436217
	Ireland			(11.89%)	(8.8%)	(79.31%)
	Newry, Mourne and Down	171533		19579 (11.4%)	14102 (8.22%)	135530 (79.01%)
	 In Northern Ireland the profile of people with a disability is cited as follows: More than 1 in 5 or 21% of the population in Northern Ireland has a disability The incidence of disability is higher in Northern Ireland than any other part of the UK 1 in 7 people in Northern Ireland have some form of hearing loss 5,000 sign language users who use British Sign Language (BSL) and/or Irish Sigh Language (ISL) In Northern Ireland there are 57,000 blind people or people with significant visual impairment 52,000 people with learning disabilities 					
Dependants.	 52,000 people with learning disabilities (Source: Disability Action) 			and / or a 7.5% of which are defined as full-time		

has declined from 50% in 1981 to 37.5% in 2011.

There are 5,466 lone parent households with dependent children in Newry, Mourne and Down which equates to almost 9% of number of total households in the District and is the fourth highest in Northern Ireland, after Belfast (17,036), Derry and Strabane (6,337) and Armagh, Banbridge and Craigavon (6,337). Half of the parents in lone parent household in Newry, Mourne and Down are unemployed, almost a quarter are in full time employment and over a quarter are in part time employment. 89% of the parents in lone parent households are female compared to 11% who are male.

In 2012, the teenage conception rate was 1.02 per 1,000 mothers, which is the third lowest in N.Ireland before Lisburn and Castlereagh and Fermanagh and Omagh.

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious belief	No needs/experiences/priorities have been identified
Political opinion	No needs/experiences/priorities have been identified
Racial group	Potential use, knowledge and understanding of the principles and implementation of the service for people whose first language is not English.
Age	No needs/experiences/priorities have been identified
Marital status	No needs/experiences/priorities have been identified
Sexual orientation	No needs/experiences/priorities have been identified
Men and women generally	No needs/experiences/priorities have been identified
Disability	Potential access to information in alternative formats and access issues related to using the household recycling centres.
Dependants	No needs/experiences/priorities have been identified

Screening Questions

 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 grounds?

Section 75 category	Details of policy impact	Level of impact? Major/minor/none
Religious belief		None
Political opinion		None
Racial group	Users of the household recycling centres whose first language is not English may have difficulty understanding of the principles including those related to pre-sorting of waste, daily limits and matters regarding hazardous waste such as tyres, oil tanks, fluorescent tubes and liquid waste.	Minor Council will seek to mitigate impact through relevant and appropriate signage and documentation regarding the rules in operation at the centres.
Age		None
Marital status		None
Sexual orientation		None
Men and women generally		None
Disability	People with disability may experience potential access issues related to information regarding the principles of operation and unloading waste from vehicles.	Minor Council will seek to mitigate impact through relevant and appropriate signage and documentation regarding the rules in operation at the centres. While it is not Council's responsibility to assist customers to unload waste from vehicles there may be potential for assistance on-site.
Dependants		None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 category	If Yes, provide details	If No, provide details
Religious belief		No
Political opinion		
Racial group		As stated, Council will seek to
Age		mitigate impact through

1		4
ы	<u> </u>	

Marital status	relevant and appropriate
Sexual orientation	signage and documentation
Men and women generally	regarding the rules in operation
Disability	at the centres.
Dependants	While it is not Council's responsibility to assist customers to unload waste from vehicles there may be potential for assistance on-site.

To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?

Good relations category	Details of policy impact	Level of impact? Major/minor/none
Religious belief Political opinion	It is not anticipated the proposals will adversely	None
Racial group	impact upon good relations.	

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes, provide details	If No, provide details
Religious belief		No
Political opinion		
Racial group		It is not anticipated the proposals will adversely impact upon good relations.

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? (For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

None

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

Screening Decision

In light of your answers to the previous questions, do you feel that the policy should (please underline one):

1. Not be subject to an EQIA (with no mitigating measures required)

2. Not be subject to an EQIA (with mitigating measures /alternative policies)

3. Not be subject to an EQIA at this time

4. Be subject to an EQIA

If 1. or 2. (i.e. not be subject to an EQIA), please provide details of the reasons why:

The outcome of screening the review of operations at household recycling centres is that it not be subject to an EQIA (with no mitigating measures required).

If 2. (i.e. not be subject to an EQIA), in what ways can identified adverse impacts attaching to the policy be mitigated or an alternative policy be introduced?

In light of these revisions, is there a need to re-screen the revised/alternative policy? Yes / No. If No, please explain why

If 3. or 4. (i.e. to conduct an EQIA), please provide details of the reasons:

Timetabling and prioritising EQIA

If 3. or 4, is the policy affected by timetables established by other relevant public authorities? NO

If YES, please provide details:

Please answer the following questions to determine priority for timetabling the EQIA. On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for EQIA.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	

Social need

Effect on people's daily lives

Relevance to a public authority's functions

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for EQIA. This list of priorities will assist you in timetabling the EQIA. Details of your EQIA timetable should be included in the quarterly Section 75 report.

Proposed date for commencing EQIA:

Monitoring

Effective monitoring will help identify any future adverse impacts arising from the policy which may lead you to conduct an EQIA, as well as help with future planning and policy development.

Please detail proposed monitoring arrangements below:

The guiding principles will be reviewed in line with the Council's agreed policy review cycle i.e. every four years (as per Council's Equality Scheme commitment 4.31), or sooner as necessary, to ensure that it remains up-to-date with legislative advancements etc.

Approval and Authorisation

Screened by:	Position/Job Title	Date
Liam Dinsmore	Head of Waste Processing, Enforcement and Business Support	7/8/2019
Approved by:		

Note: The completed policy screening template, signed off by the appropriate policy lead within the Council, and approved by the senior manager responsible for the policy, should be forwarded to the Head of Corporate Policy who will arrange for it to be included in the Council's Quarterly Report on Screening and made available on the Council's website.

NMDDC Rural Needs Impact Assessment (RNIA) Template

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Newry, Mourne and Down District Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Review of operations at Household Recycling Centres

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy	Strategy	Plan
Adopting a	Policy	Strategy	Plan
Implementing a	Policy	Strategy	Plan
Revising a	Policy	Strategy	Plan
Designing a Public Service	X		
Delivering a Public Service	X		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Review of operations at Household Recycling Centres

Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

The aim and objective is to establish guiding principles in relation to Council's Household Recycling Centres (HRCs). The primary rationale is to secure standardisation across all HRCs, as well as to reduce the amount of (non-recyclable) residual waste currently being receipted and processed through these facilities. The principles address the following: General access & usage; Construction / DIY materials; Commercial waste; and Re-Use.

Back to Agenda

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	Y		J

F. What definition of 'rural' is the Public Authority using in r Strategy, Plan or Public Service?	espect of the Policy,
opulation Settlements of less than 5,000 (Default definition).	X
ther Definition (Provide details and the rationale below).	
definition of 'rural' is not applicable.	
etails of alternative definition of 'rural' used.	
ationale for using alternative definition of 'rural'.	
easons why a definition of 'rural' is not applicable.	

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes X

No

If the response is NO GO TO Section 2E.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

As stated in 1E, the aim and objective is to establish guiding principles in relation to Council's Household Recycling Centres (HRCs). The primary rationale is to secure standardisation across all HRCs, as well as to reduce the amount of (non-recyclable) residual waste currently being receipted and processed through these facilities. The principles address the following: General access & usage; Construction / DIY materials; Commercial waste; and Re-Use.

In terms of impact Household Recycling Centres are available for use by people living in rural and urban areas, and it is not anticipated the proposed principles of operation will have an adverse impact upon people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas <u>differently</u> from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

In terms of impact Household Recycling Centres are available for use by people living in rural and urban areas, and it is not anticipated the proposed principles of operation will impact differently on people in rural and urban areas.

2D. Please indicate which of the following rural policy areas Public Service is likely to primarily impact on.	the Policy, Strategy, Plan or
Rural Businesses	
Rural Tourism	
Rural Housing	
Jobs or Employment in Rural Areas	
Education or Training in Rural Areas	
Broadband or Mobile Communications in Rural Areas	
Transport Services or Infrastructure in Rural Areas	
Health or Social Care Services in Rural Areas	
Poverty in Rural Areas	
Deprivation in Rural Areas	
Rural Crime or Community Safety	
Rural Development	
Agri-Environment	
Other (Please state) Recycling - environment	

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

	eps to identify the social and economic needs of vant to the Policy, Strategy, Plan or Public Service?
Yes X No If the respons	e is NO GO TO Section 3E.
	wing methods or information sources were used / the social and economic needs of people in rural
Consultation with Rural Stakeholders	Published Statistics
Consultation with Other Organisations	Research Papers
Surveys or Questionnaires	Other Publications
3C. Please provide details of the meth social and economic needs of pe	hods and information sources used to identify the
social and economic needs of per of organisations, titles of publicat consultations undertaken etc.	hods and information sources used to identify the ople in rural areas including relevant dates, names tions, website references, details of surveys or
3C. Please provide details of the meth social and economic needs of per- of organisations, titles of publicat consultations undertaken etc. he principles have been developed followin January 2019, and the subsequent completi reviously considered by Newry, Mourne an	hods and information sources used to identify the ople in rural areas including relevant dates, names tions, website references, details of surveys or ng an Elected Member (Councillor) workshop, held on the ion of Phase I of the review. A report of that workshop was ad District Council's Regulatory & Technical Services
BC. Please provide details of the methods of organisations, titles of publications undertaken etc. he principles have been developed following January 2019, and the subsequent completions	hods and information sources used to identify the ople in rural areas including relevant dates, names tions, website references, details of surveys or ng an Elected Member (Councillor) workshop, held on the ion of Phase I of the review. A report of that workshop was ad District Council's Regulatory & Technical Services
BC. Please provide details of the method social and economic needs of per- of organisations, titles of publications consultations undertaken etc. he principles have been developed followin January 2019, and the subsequent completion reviously considered by Newry, Mourne and Consultations	hods and information sources used to identify the ople in rural areas including relevant dates, names tions, website references, details of surveys or ng an Elected Member (Councillor) workshop, held on the ion of Phase I of the review. A report of that workshop was ad District Council's Regulatory & Technical Services
BC. Please provide details of the method social and economic needs of per- of organisations, titles of publications consultations undertaken etc. he principles have been developed followin January 2019, and the subsequent completion reviously considered by Newry, Mourne and Consultations	hods and information sources used to identify the ople in rural areas including relevant dates, names tions, website references, details of surveys or ng an Elected Member (Councillor) workshop, held on the ion of Phase I of the review. A report of that workshop was ad District Council's Regulatory & Technical Services
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BC. Please provide details of the method social and economic needs of per- of organisations, titles of publications consultations undertaken etc. he principles have been developed followin January 2019, and the subsequent completion reviously considered by Newry, Mourne and Consultations	hods and information sources used to identify the ople in rural areas including relevant dates, names tions, website references, details of surveys or ng an Elected Member (Councillor) workshop, held on the ion of Phase I of the review. A report of that workshop was ad District Council's Regulatory & Technical Services
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3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

Having given due regard to rural needs Council has not identified specific social and economic needs directly related to this review of operations of our household recycling centres.

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

In terms of social and economic needs Council has given consideration to information related to population, multiple deprivation, access to services (broadband provision and transport), economy, income and employment, housing, crime and health and wellbeing.

Having given due regard to rural needs Council has not identified specific social and economic needs directly related to this review of operations of our household recycling centres.

	Has the development, adoption, implementation or revising of the Policy, Strate or Plan, or the design or delivery of the Public Service, been influenced by the needs identified?	
	Yes No X If the response is NO GO TO Section 5C.	
	Please explain how the development, adoption, implementation or revising of t Policy, Strategy or Plan, or the design or delivery of the Public Service, has bee influenced by the rural needs identified.	
-	e response to Section 5A was YES GO TO Section 6A.	

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

As outlined within section 4A, in terms of social and economic needs Council has given consideration to information related to population, multiple deprivation, access to services (broadband provision and transport), economy, income and employment, housing, crime and health and wellbeing.

Having given due regard to rural needs Council has not identified specific social and economic needs directly related to this review of operations of our household recycling centres.

SECTION 6 - Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled.

Rural Needs Impact Assessment undertaken by:	Liam Dinsmore
Position:	Head of Waste Processing, Enforcement and Business Support
Department / Section:	Neighbourhood Services / Waste Management
Signature:	
Date:	
Rural Needs Impact Assessment approved by:	
Position:	
Department / Directorate:	
Signature:	
Date:	

Ag fteastal ar an Dún agus Ard Mhacha Theas Serving Down and South Armagh



Comhairle Ceantair an Iúir, Mhúrn agus an Dúir 116 Newry, Mourne and Down District Council

PROPOSED WASTE MANAGEMENT CHARGES 2019/2020

1. *BIN PURCHASE

BIN PRICES	BLACK (RESIDUAL BIN)	BLUE & BROWN RECYCLING BINS (Domestic & Trade)
140 litre bin collected from Depot	£38.75	£19.00
240 litre bin collected from Depot	£40.80	£20.00
360 litre bin collected from Depot	£85.70	£42.00
660 litre bin collected from Depot	£283.50	£141.75
1100 litre bin collected from Depot	£320.25	£160.12
140 Litre bin delivered	£43.75	£24.00
240 Litre bin delivered	£45.80	£25.00
360 Litre bin delivered	£95.70	£52.00
660 Litre bin delivered	£313.50	£171.75
1100 Litre bin delivered	£350.25	£190.12
Axles & Wheels collected from depot (140 litre & 240 litre)	£12.25	£12.25
Axles & Wheels fitted (140 litre & 240 litre)	£16.30	£16.30
Lid delivery & fitting (only available Greenbank 140 litre & 240 litre)	£13.25	£13.25

2. *Bulky Household Waste £10.20 (maximum 5 items)

3. *HRC Commercial Charges (Camlough & Kilkeel Sites Only)

Car Boot	£6.40
Car Full	£29.60
Small van up to 1.5 GVW	£29.60
Small trailer up to 2 x 1.5 1.5 m	£29.60
Large van assumed weight 0.84 tonne	£91.80
Large trailer ie horsebox/silage trailer	£91.80
Commercial recyclable waste (max 6 x bags or equivalent)	FREE

* Note: Prices are V.A.T. inclusive

Ag freastal ar an Dún agus Ard Mhacha Theas Serving Down and South Armagh



Comhairle Ceantair an Iúir, Mhúrn agus an Dúir 117 Newry, Mourne and Down District Council

4. **Trade Waste Residual Bins

140 litre bin collected	£4.15
240 litre bin collected	£5.07
360 litre bin collected	£7.11
660 litre bin collected	£13.29
1100 litre bin collected	£21.56

5. **Trade Waste Dry Recyclable

140 litre bin collected	£3.19
240 litre bin collected	£3.40
360 litre bin collected	£4.55
660 litre bin collected	£8.89
1100 litre bin collected	£13.59

6. **Trade Waste Organic

140 litre bin collected	£3.19

** Note: Collection charges are V.A.T. exempt

7. Caravan Trade Waste Collection Charges: -

1100L Black Bin	£7.00	240L Black Bin	£1.40
1100L Blue Bin	£3.75	240L Blue Bin	£1.25

8. Charities

Charities to pay for purchase of bin, but receive free collection service for 1x240L black, 1x240L blue & 1 x 140L brown per fortnight. Anything over this usage is subject to charges.

Version: 08/02/19 Increase as part of Rates Estimates 19/20

Report to:	Neighbourhood Services (NS) Committee		
Date of Meeting:	20 August 2019		
Subject:	Refuse Collection Fleet Business Case		
Reporting Officer:	Johnny McBride, Assistant Director: Waste Management (Acting)		
Contact Officers:	Joe Parkes, Assistant Director: Waste Management Liam Dinsmore, Head of Waste Processing & Enforcement		

_	
1,0	Purpose & Background
1.1	The purpose of this report is to seek Committee approval to a strategic business case for the Refuse Collection fleet. This strategic case provides a rationale for size of the current fleet supporting the Council's refuse collection service.
2.0	Key Issues
	Refuse Collection – Fleet Capacity
2.1	The Council currently operates a fleet of forty-nine (49) vehicles to support its forty-two (42) refuse collection routes across the entire District. Forty-two (42) refuse collection routes equates to a total of 2,184 weeks (i.e. 42 routes x 52 weeks) of collections (based on the current fortnightly collection regime). This is also considered the required fleet capacity to provide the service.
2.2	The key issue for Members to consider is that although spare capacity (c. 364 weeks) currently exists (difference of 7 vehicles x 52 weeks), when the age profile of the current fleet (11 of the 49 vehicles do not comply with the Council's fleet renewal policy) is factored into resource planning, the current level of spare capacity is not considered sufficient ¹ . This has both negative customer service and financial implications ² .
2.3	The cost of maintaining the current level of spare capacity equates to approximately £225,000 per annum. This is largely facilitated by vehicle rental. This is expected to increase to approximately £252,250 per annum due to anticipated increases in the incidences of unplanned maintenance.
2.4	An analysis of the costs of retaining year 8 vehicles has identified potential savings of approximately £27,250 per annum, when compared with the costs of continuing with vehicle

¹ This is likely to remain a challenge until the entire fleet complies with the 7+1 years renewal policy, a direct result of anticipated increases in unplanned maintenance (vehicle breakdown & repairs) due to vehicle age. Should all refuse collection vehicles comply with this policy then spare capacity of 314 weeks is required. This equates to a reduction of 50 weeks.

² Between 2015-16 to 2018-19 the Council expended £665,100 on vehicle rental across its entire fleet, which includes the refuse collection fleet. Vehicle downtime also has financial implications attached to the use of casual overtime to support a missed bin collection service.

	rental (please refer to previous paragraph). It is therefore recommended Members approve
	the business case to enable these operational savings to be accrued.
	Refuse Collection Fleet Business Case
2.5	Members are also asked to note this business case is an important enabler for other (supporting) business cases, specifically in relation to future vehicle replacement and vehicle rental (if required) in the Refuse & Cleansing section, as well as any subsequent procurement exercises.
2.6	A requirement will exist for it to be continually reviewed and updated as operational changes are made to the Refuse Collection service. This includes the routes review.
2.7	A copy of the business case is provided at Appendix I .
3.0	Resource Implications
3.1	There are resource implications attached to this report. The key issue for Members to consider is that the approval of this strategic business case establishes a baseline for the operation of the current refuse collection fleet.
3.2	Annual savings of c. £27,250 per annum are identified immediately, however this business case also provides an enabler to the realisation of future operational savings attached to other areas including future vehicle procurement, vehicle rental and casual overtime. These cannot be quantified at this stage but will be identified in separate (supporting) business cases.
4.0	Recommendations
4.1	Members are asked to consider and agree to the:
	Refuse Collection Fleet Business Case
5.0	Equality & Good Relations Implications
5.1	There are no equality and good relations arising from this specific report.
6.0	Rural Proofing Implications
6.1	There are no rural proofing implications arising from this specific report.
7.0	Appendices
	Appendix I – Refuse Collection Fleet Business Case



Business Case

Refuse Collection Fleet Resource

1. Executive Summary

1.1. Purpose of Document

The purpose of this document is to detail the business case for the current provision of fleet in the Refuse & Cleansing section and to consider options to enable the provision of a refuse collection fleet that meets the needs of the service.

1.2. Background

Since the commencement of Newry, Mourne & Down Council in April 2015 the fleet available the Refuse & Cleansing section has increased from 37 vehicles to 49 vehicles (an increase of 12 vehicles).

No business case has been provided for this increase in fleet.

There are currently 42 routes in the Refuse & Cleansing section. (See Appendix I)

The number of refuse collection routes has increased, from April 2015, by nine routes as a result of the expansion of the brown bin collection scheme, the amalgamation of the Ballyward area and operational changes in the legacy Down area.

Details of the current fleet in the Refuse & Cleansing section are provided at Appendix II.

Spare vehicles are used to cover vehicles that are not available due to planned maintenance (MOT preparation, PSV preparation, servicing, six weekly safety inspections and tachograph calibration) and unplanned maintenance (vehicle breakdowns).

Not having a sufficient fleet resource results in bins not being collected on the scheduled collection day and unscheduled additional overtime undertaking a "catch up" service. Thereby, creating both important customer service and financial implications.

A route optimisation exercise will shortly be undertaken. As part of this exercise the optimum size of the refuse collection fleet will be reconsidered.

1.3. High Level Benefits to be Achieved

The creation of a business case for the current size of the fleet will:

- Provide good governance via the basis for other supporting business case, including vehicle replacement;
- Establish a baseline fleet resource level for the Refuse & Cleansing section providing a framework for future analysis of fleet size as a result of operational changes and the route optimisation exercise;
- Identify the level of capacity required to ensure the delivery of a consistent refuse collection service with associated customer service improvements; and
- Identify the best options for the supply of the spare fleet capacity required to ensure
 a consistent refuse collection service.

1.4. Implementation Options

The options considered as part of this business case are as follows:

OP1: Do Nothing

Continue to operate existing refuse collection fleet resource levels with no rationale or business case justification.

OP2: Create a business case identifying the required fleet resource level

Provide a rationale for the current refuse collection fleet resource level. This demonstrates good governance. Information can be utilised to determine future planning decisions with regard to fleet resource.

 OP3: Create a business case identifying the required fleet resource level and carry out an analysis of how best to provide this level of resource.

Provide a rationale for the current refuse collection fleet resource level and identify the best option for the provision of the spare fleet.

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1.5. Selected Option

The preferred option is **OP3**: Create a business case identifying the required fleet resource level and carry out an analysis of how best to provide this level of resource

OP3 is the only option that allows the identified key objectives to be met.

2. Business Case

2.1. Strategic Rationale for Business Case

Key objectives of the 2015-19 Corporate Plan include the transformation and modernisation of the Council, providing accessible as well as value for money services and protecting our natural and built environment¹.

An outcome of the Community Plan is that all people in Newry, Mourne and Down will benefit from a clean, quality and sustainable environment. One of the measures of the level of quality living environment is the recycling rate achieved by the Council.

A key Performance Improvement Plan objective for 2018/19 is to create a cleaner, greener, more attractive District and the identified supporting actions to achieve this objective includes increasing the recycling rate and reviewing and optimising the refuse routes.

All of the strategic objectives are directly impacted by the provision of the refuse collection fleet.

2.2. Business Case Objectives

The purpose of this business case is to enable management in the Refuse & Cleansing section to plan, manage and deliver a value for money refuse collection service through

¹ Alignment with the new Corporate Plan (2019-23) will be secured upon its finalisation and agreement with the Council.

identifying the current, and required resource levels for a key resource (fleet) and how best to provide this.

Going forward this will enable the Refuse & Cleansing section management to better plan and deliver refuse collection services.

The key objectives are provided below:

O1 Identify current fleet resource level in the Refuse & Cleansing section;

O2 Analysis of current fleet resource level to identify if current resource sufficient; and

O3 Identify and analyse options for the supply of the identified fleet resource level.

2.3. The Case for Change

2.3.1. Existing arrangements

The Refuse & Cleansing section currently operates a fleet of 49 vehicles. A list of the current refuse collection fleet is provided in appendix two.

Appendix three provides an analysis of the fleet in both the Newry and Down areas.

2.3.2. Weaknesses in existing arrangements

The fleet has increased by 32% (increase of 12 vehicles) since 2015 but no business case has been provided for this increase.

There is no spare provision for a bulky vehicle in either area.

There is no spare provision of a MacPac in the Down area

23% of the current fleet does not comply with the Council's Fleet Renewal Policy.²

² Fleet Renewal Policy (November 2014)

2.3.3. Business Needs

Having a fleet that meets the needs of the Refuse & Cleansing section is considered essential as the Council develops its refuse collection arrangements to maximise improvements to the recycling rate and ensure a value for money refuse collection service to the public.

Having a clear business case that identifies a sufficient fleet resource level for the current collection arrangements will enable future decisions to be made from a position of clarity.

With 42 refuse rounds there are 2,184 weeks of vehicle capacity required for the Refuse & Cleansing section annually. There are 364 weeks of additional capacity provided by the spare fleet to cover planned and unplanned maintenance.

If the Council adhered to its Fleet Renewal Policy it would be reasonable to allow vehicle downtime of 3.5 weeks for planned maintenance and 3 weeks for unplanned maintenance per vehicle. This requires a spare capacity of 312 weeks which means the current resource level would be sufficient to meet the needs of the service.

For RCV's the renewal policy is 7 years+1. This means that RCV's should be in full service for seven years with an additional year as a spare vehicle. This would be the industry norm across local government in the UK (APSE survey).

Vehicles retained by the Council beyond the replacement period are highlighted in red text in Appendix II. 11. Of the current 49 vehicles (23%) do not comply with the Council's renewal policy for RCV's.

As a consequence of not complying with the Fleet Renewal Policy the amount of unplanned maintenance is likely to rise significantly. As a result the current level of spare capacity is **not** sufficient.

To increase flexibility in the fleet, and address the lack of spare provision for bulky lorry and MacPac vehicles, it is proposed to replace a large van with a Luton Body Van with tail lift that will be suitable for bulky collections, creating a spare bulky vehicle, and

replacing a Mechanical Sweeper³ with a MacPac vehicle, primarily to be used by the Cleansing section but available as a spare as and when required by the Refuse & Cleansing section.

2.4. Key Benefits

This business case will deliver a number of important business benefits, including:

- Enhanced ability for management in the Refuse & Cleansing section to manage the fleet resource levels through periods of change;
- Better customer experience, through a more reliable refuse collection service; and
- Improved interaction between fleet and Refuse & Cleansing section.

These benefits combined all increase the potential for reductions in waste disposal costs as a consistent, reliable service is one of the key drivers in encouraging recycling.

3. Options Analysis

3.1. Options

The options considered to address the lack of business case for the size of the current refuse vehicle resource where:

OP1: Do Nothing

Continue to operate existing refuse collection fleet with no rationale or justification

OP2: Create a business case identifying the required fleet resource level

³ The recommendation to replace a Mechanical Sweeper with a MacPac will only be finalised upon the completion of a Cleansing Review.

Identifying the required vehicle resource level in the Refuse & Cleansing section demonstrates good governance. Information can be utilised to determine future planning decisions with regard to fleet resource

OP3: Create a business case identifying the required fleet resource level and carry out an analysis of how best to provide this level of resource.

As well as identifying the required fleet resource level for the Refuse & Cleansing section OP3 will identify the preferred options for the provision of the identified fleet resource level.

3.2. Preferred Option

The preferred option is **OP3** which is the only option that meets the identified key objectives.

4. Options Evaluation

4.1. Fleet Requirements

There is an identified need for 42 vehicles to be available to the Refuse & Cleansing section at all times.

4.2. Need for Spare Fleet Capacity

Section 2.3.3 identifies the need for a spare capacity as a result of planned and unplanned maintenance required for vehicles including safety inspections, servicing, PSV preparation and breakdowns.

There is a lack of spare capacity for both bulky collection vehicles and MacPac vehicles. This is being addressed by changing some of the vehicle types being purchased as part of the Five-Year Capital Budget Plan for Replacement Vehicles (November 2018) to increase flexibility within the existing fleet.

The current spare capacity of 312 weeks would be sufficient if the Council adhered to the 7+1 replacement rule for RCV's. 23% of the Council refuse collection fleet does not currently adhere to this rule. Allowing an additional week of unplanned

maintenance for these vehicles takes the spare capacity required to 384 weeks which exceeds the current spare capacity of 364 weeks. Complying with the Fleet Renewal Policy will enable the current spare capacity to be sufficient to cover both planned and unplanned maintenance.

4.3. Spare Capacity Provision

Spare vehicle capacity is currently provided from within existing fleet resource with 7 spare vehicles being utilised out of a total refuse collection fleet of 49 vehicles.

An option exists to reduce the fleet to 42 vehicles and hire in spare capacity as and when required.

The costs of maintaining the current level of spare capacity within the existing fleet is approximately £225,000 per annum. (See **Appendix IV**)

Utilising the downtime figures for planned and unplanned maintenance from 2.3.3. (6.5 weeks per vehicle) results in a cost of approximately £218,050 per annum for the hire of vehicles.

The addition of an additional week of unplanned maintenance, because of the age of the fleet, increases the cost of hiring in a spare fleet capacity to £252,250 per annum.

Operationally hiring in spare fleet as and when required is likely to have a significant impact on service delivery. Retaining a spare capacity within the existing fleet means that the spare capacity is available and ready for use immediately. This means an unplanned breakdown can be responded to quickly. If hiring vehicles in as a result of a breakdown it is likely to take, as a minimum, one day before an alternative vehicle is available.

The hire market for RCV's in Northern Ireland is relatively small with limited supply. It is unlikely that any local supplier would have the capacity required to supply the Council and ensure minimal service disruption.

Both operationally and economically the preferred option is to maintain spare capacity within the Council's own refuse collection fleet. If the Fleet Renewal Policy is adhered to there may be an economic argument for hiring in the spare fleet as required.

Appendix I: Existing Refuse Collection Rounds (NMDDC)

Legacy NMDC Refuse Collection Rounds

Route	Driver	Loader 1	Loader 2
1	1	1	1
2	1	1	1
3	1	1	1
4	1	1	1
5	1	1	
6	1	1	
7	1	1	1
8	1	1	
9	1	1	1
10	1	1	1
11	1	1	1
12	1	1	
13	1		
14	1		
15	1	1	1
16	1	1	
17	1	1	1
18	1	1	1
19	1	1	1
20	1	1	
21	1	1	
22	1	1	
23	1		
Bulky	1	1	
Total	24	21	11

Route	Driver	Loader 1	Loader 2
U1	1	1	1
U2	1	1	1
U3	1	1	1
U4	1	1	1
R1	1	1	
R2	1	1	
R3	1	1	
R4	1	1	
Commercial	1	1	1
MacPac	1	1	
Spare 1	1	1	1
Spare 2	1	1	1
Bulky	1	1	
Compost 1	1	1	1
Compost 2	1	1	1
Compost 3	1	1	
Compost 4	1	1	
Compost MacPac	1	1	1
Total	18	18	9

Legacy DDC Refuse Collection Rounds

Appendix II: Current Refuse Collection Fleet Details

Registration	Year	Type/Number	Manufacturer	Location
ASZ 3031	2017	HGV/1	Mercedes - RCV	Newry
ASZ 6501	2017	HGV/2	Mercedes - RCV	Newry
ASZ 6502	2017	HGV/3	Mercedes - RCV	Newry
ASZ 7138	2017	HGV/4	Mercedes - RCV	Newry
ASZ 7139	2017	HGV/5	Mercedes - RCV	Newry
BSZ 5976	2018	HGV/6	Mercedes - RCV	Newry
CSZ 3163	2018	HGV/7	Mercedes - RCV	Newry
CSZ 3165	2018	HGV/8	Mercedes - RCV	Newry
CSZ 3166	2018	HGV/9	Mercedes - RCV	Newry
KXZ 3777	2017	HGV/10	Dennis Eagle Euro	Newry
MJZ 5708	2007	HGV/11	Mercedes - RCV	Newry
RJZ 7101	2010	HGV/12	Mercedes - RCV	Newry
SJZ 4057	2011	HGV/13	Dennis Elite RCV	Newry
SJZ 4058	2011	HGV/14	Dennis Elite RCV	Newry

Registration	Year	Type/Number	Manufacturer	Location
TJZ 6559	2012	HGV/15	Dennis Elite RCV	Newry
TJZ 7520	2012	HGV/16	Farid Body on DAF	Newry
UJZ 7894	2013	HGV/17	Mercedes - RCV	Newry
VJZ 5742	2013	HGV/18	Dennis Elite RCV	Newry
VJZ 5743	2013	HGV/19	Dennis Elite RCV	Newry
VJZ 9349	2014	HGV/20	Dennis Elite RCV	Newry
WJZ 9921	2015	HGV/21	Mercedes - RCV	Newry
WJZ 9922	2015	HGV/22	Mercedes - RCV	Newry
XEZ 5743	2009	HGV/23	Dennis Elite RCV	Newry
XEZ 5744	2009	HGV/24	Dennis Elite RCV	Newry
FJZ 7713	2	BUL/1	Bulky Lorry	Newry
KXZ 3519	2017	MAC/1	Isuzu MacPac	Newry
VJZ 9083	2014	MAC/2	Isuzu MacPac	Newry
GRZ 2638	?	MAC/3	Isuzu MacPac (LT Hire)	Newry

Registration	Year	Type/Number	Manufacturer	Location
ASZ 3033	2017	HGV/25	Mercedes - RCV	Strangford Rd
ASZ 6500	2017	HGV/26	Mercedes - RCV	Strangford Rd
BV58 OUK	2008	HGV/27	Mercedes - RCV	Strangford Rd
CSZ 6691	2019	HGV/28	Mercedes - RCV	Strangford Rd
CSZ 6692	2019	HGV/29	Mercedes - RCV	Strangford Rd
NJZ 5187	2008	HGV/30	Mercedes - RCV	Strangford Rd
PJZ 2755	2009	HGV/31	Mercedes - RCV	Strangford Rd
SHZ 6053	2014	HGV/32	Mercedes - RCV	Strangford Rd
SJZ 3403	2011	HGV/33	Mercedes - RCV	Strangford Rd
SJZ 3488	2011	HGV/34	Mercedes - RCV	Strangford Rd
UJZ 5984	2013	HGV/35	Mercedes - RCV	Strangford Rd
UJZ 5985	2013	HGV/36	Mercedes - RCV	Strangford Rd
WJZ 3917	2014	HGV/37	Mercedes - RCV	Strangford Rd
WJZ 9923	2015	HGV/38	Mercedes - RCV	Bann Rd
WJZ 9924	2015	HGV/39	Mercedes - RCV	Strangford Rd

Registration	Year	Type/Number	Manufacturer	Location
WJZ 9925	2015	HGV/40	Mercedes - RCV	Bann Rd
CSZ 6693	2019	HGV/41	Mercedes - RCV	Strangford Rd
CSZ 6694	2019	HGV/42	Mercedes - RCV	Strangford Rd
SJZ 4061	2011	BUL/2	Iveco Flat Back	Strangford Rd
UJZ 3578	2012	MAC/4	Isuzu MacPac	Strangford Rd
JXZ 3328	2016	MAC/5	Isuzu MacPac	Strangford Rd

Appendix III: Fleet Analysis

Vehicle Type	Legacy NMDC Area		Legacy DDC Area	
	Vehicles	Routes	Vehicles	Routes
RCV	24	21	18	15
Bulky	1	1	Ĭ.	1
MacPac	3	2	2	2

Appendix IV: Cost Analysis

Table 1 Cost of Spare Fleet (Year 8 Vehicles)

Cost Type	Cost for RCV (£)	
Wages	£2,500	
Overtime	£1,000	
Vehicle Hire	£2,000	
Internal Maintenance	£12,000	
External Maintenance	£2,000	
MOT/Tax	£737	
Diesel	£10,000	
Recovery Costs	£1,000	
Service Impacts	£1,000	
Total Running Cost (per vehicle)	£32,237	

Table 2 Cost of Hiring Spare Fleet

Financial impact of anticipated increase in unplanned maintenance

Cover to be provided	6.5 weeks x 42 vehicles	273 weeks of cover
MacPac Cover (10%)	28 weeks @ £350 per week	£9,800
RCV Cover	245 weeks @ £850 per week	£208,250
	Total Cost	£218,050
Cover to be provided	7.5 weeks x 42 vehicles	315 weeks of cover
MacPac Cover (10%)	31 weeks @ £350 per week	£10,850
RCV Cover	284 weeks @ £850 per week	£241,400
	Total Cost	£252,250

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Northern Ireland Local Authority Collected Municipal Waste Management Statistics

Quarterly provisional estimates for January to March 2019



A living, working, active landscape valued by everyone





A National Statistics publication

Northern Ireland Local Authority Collected Municipal Waste Management Statistics

Quarterly provisional estimates for January to March 2019 139

National Statistics

National Statistics status means that our statistics meet the highest standards of trustworthiness, quality and public value, and it is our responsibility to maintain compliance with these standards.

These statistics were first designated as National Statistics, and underwent a full assessment against the Code of Practice, in January 2014 by the UK Statistics Authority https://www.statisticsauthority.gov.uk/publication/statistics-on-the-environment-and-waste-management-in-northern-ireland

No official compliance checks have been completed since, however, we have continued to comply with the Code of Practice since designation and have made the following improvements:

- Added more value by consulting on the report in 2015 prior to the 26 councils covered being reorganised into 11 new councils <u>https://www.daera-</u> <u>ni.gov.uk/publications/changes-quarterly-ni-local-authority-collected-municipal-waste-</u> <u>management-statistics</u>
- Ongoing quality assurance of the data contained within the report by reviewing methods on a quarterly basis.
- Improved statistical output by creating a time series of Northern Ireland local authority collected municipal waste management statistics to accompany the report and tables, available at https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-time-series-data This dataset is also available on Open Data NI https://www.opendatani.gov.uk/dataset/northern-ireland-local-authority-collected-municipal-waste-management-statistics along with a time series of materials collected at Northern Ireland local authority waste management sites https://www.opendatani.gov.uk/dataset/materials-collected-municipal-waste-management-statistics along with a time series of materials collected at Northern Ireland local authority waste management sites https://www.opendatani.gov.uk/dataset/materials-collected-at-northern-ireland-local-authority-waste-management-sites-time-series-data
- Improved statistical output by creating infographics to accompany the report and tables <u>https://www.daera-ni.gov.uk/articles/northern-ireland-local-authority-collected-</u> municipal-waste-management-statistics

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Key Points for Northern Ireland

- Northern Ireland's councils collected 228,142 tonnes of LAC municipal waste between January and March 2019, 2.5 per cent higher than the 222,490 tonnes collected during the same three months of 2018. Household waste accounted for 88.4 per cent of total LAC municipal waste. Belfast and Fermanagh & Omagh produced the smallest quantity of household waste per capita at 98kg each, whilst the largest quantity per capita was recorded in Antrim & Newtownabbey at 129kg.
- The household waste preparing for reuse, dry recycling and composting rate was 47.2 per cent between January and March 2019, an increase on the 43.6 per cent recorded during the same three months of 2018. At council level, rates varied from 41.4 per cent in Lisburn & Castlereagh to 52.8 per cent in Antrim & Newtownabbey.
- The LAC municipal waste energy recovery rate was 21.5 per cent, an increase on the 19.7 per cent reported for January to March 2018. The highest rate was recorded in Newry, Mourne & Down at 49.6 per cent and the lowest was 5.4 per cent in Ards & North Down.
- The latest quarterly landfill rate for household waste is 28.4 per cent, a further reduction on the 34.0 per cent recorded during the same three months of 2018.
- There were 39,681 tonnes of biodegradable local authority collected municipal waste (BLACMW) sent to landfill between January and March 2019. This was 14.2 per cent lower than the 46,270 tonnes sent between the same three months of 2018, and accounted for a smaller proportion of the permitted annual allowance allocated to councils for sending BLACMW to landfill, 16.9 per cent between January and March 2019 compared to 18.6 per cent in the equivalent quarter of 2018.

Reader Information

This document may be made available in alternative formats, please contact us to discuss your requirements.

Purpose

This is a quarterly publication which reports provisional figures on the key measurements of local authority collected municipal waste for councils and waste management groups in Northern Ireland.

Next Updates

- Provisional figures for April to June 2019 will be available on 24 October 2019.
- Finalised data for 2018/19 are scheduled to be published on 28 November 2019.
- The scheduled dates for all upcoming publications are available from the GOV.UK statistics release calendar: https://www.gov.uk/government/statistics

Introduction

This report presents information on the quantities of local authority collected municipal waste managed in Northern Ireland between January and March 2019. It provides information on the quantities and rates of local authority collected waste arisings, sent for preparing for reuse, for dry recycling, composting, energy recovery and sent to landfill. Some of these measurements are key performance indicators (KPIs). These are used to assess progress towards achieving waste strategy targets at council, waste management group and national level, and where appropriate this is highlighted in the tables and charts.

The 26 councils covered by previous reports were reorganised into 11 new councils from 1 April 2015. This is the sixteenth release of waste data collected on an 11 council basis. During this period in Northern Ireland, 8 of the 11 councils were split into two Waste Management Groups (WMGs) with 3 councils unaffiliated to any group. WMGs produce, develop and implement Waste Management Plans for their areas of responsibility and are an important part of the data submission process. The group with the largest share of the population is arc21 with 59 per cent. The North West Regional Waste Management Group (NWRWMG) has 16 per cent of the population with the remaining 25 per cent residing in councils belonging to no waste management group.

There were six councils in arc21: Antrim & Newtownabbey; Ards & North Down; Belfast; Lisburn & Castlereagh; Mid & East Antrim; and Newry, Mourne & Down. NWRWMG contained two councils: Causeway Coast & Glens; and Derry City & Strabane. The remaining three councils were not members of any WMG: Armagh City, Banbridge & Craigavon; Fermanagh & Omagh; and Mid Ulster.

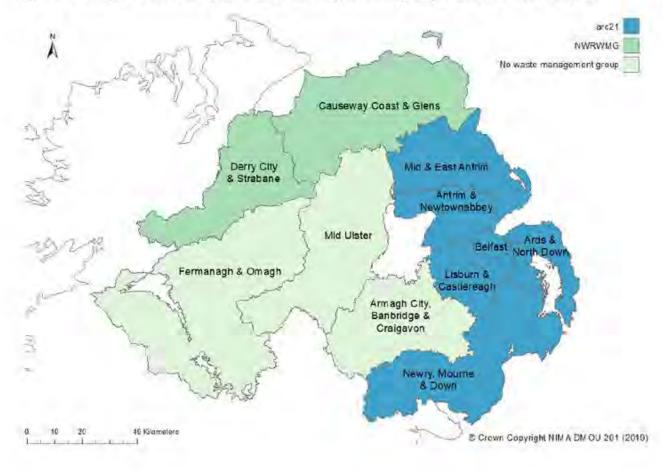


Figure 1: Map of councils and waste management groups in Northern Ireland

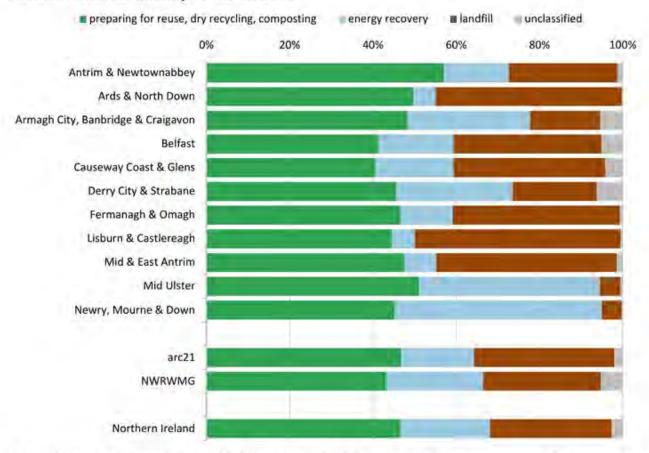
Overview

This report is split into five sections, each of which cover local authority collected (LAC) municipal and, where appropriate, household waste:

- waste arisings (pages 5-7),
- reuse, dry recycling and composting (pages 8-12),
- energy recovery (pages 13-15),
- landfill (pages 16-18), and,
- biodegradable landfill (pages 19-20).

The purpose of this overview is to show at a glance the proportions of the total LAC municipal waste arisings sent for preparing for reuse, dry recycling, composting, energy recovery and landfill between January and March 2019.

Figure 2: LAC municipal waste preparing for reuse, dry recycling, composting, energy recovery and landfill rates by council and waste management group Northern Ireland, January to March 2019



At the Northern Ireland level, 46.6 per cent of LAC municipal waste was sent for preparing for reuse, dry recycling and composting between January and March 2019. Energy recovery accounted for 21.5 per cent and 29.2 per cent was landfilled. This left 2.7 per cent unaccounted for which was likely to involve moisture and/or gaseous losses, much of which is as a result of a drying process involving mixed municipal waste and operated by a contractor used to varying degrees by several councils. Unclassified waste is calculated as a residual amount of municipal waste after municipal waste sent for preparing for reuse, dry recycling, composting, energy recovery and landfill have been accounted for. Each of the rates is discussed in detail in the appropriate section of the report.

These figures are an improvement on the same quarter last year when 43.2 per cent of LAC municipal waste was sent for preparing for reuse, dry recycling and composting, 19.7 per cent was sent for energy recovery and 34.6 per cent was landfilled.

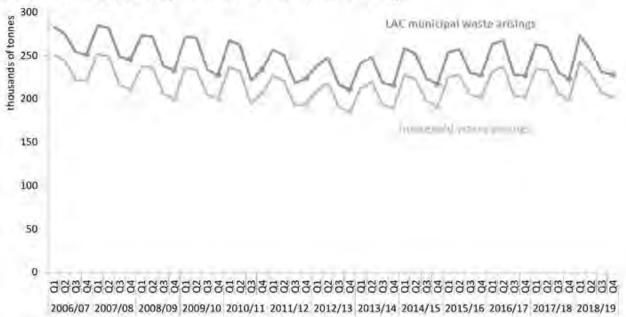
Waste arisings

The total quantity of local authority collected (LAC) municipal waste arisings is a key performance indicator, KPI (j). This indicator is also used to monitor performance under the Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015. Northern Ireland's councils collected 228,142 tonnes of LAC municipal waste between January and March 2019. This was 2.5 per cent higher than the 222,490 tonnes collected during the same three months of 2018.

Since 2006/07 household waste has accounted for 86-90 per cent of total LAC municipal waste each quarter. From January to March 2019, household waste accounted for 88.4 per cent. Household waste includes materials collected directly from households via kerbside collections, material taken to bring sites and civic amenity sites as well as several other smaller sources. The remaining 11.6 per cent was non household waste.

Figure 3: Waste arisings

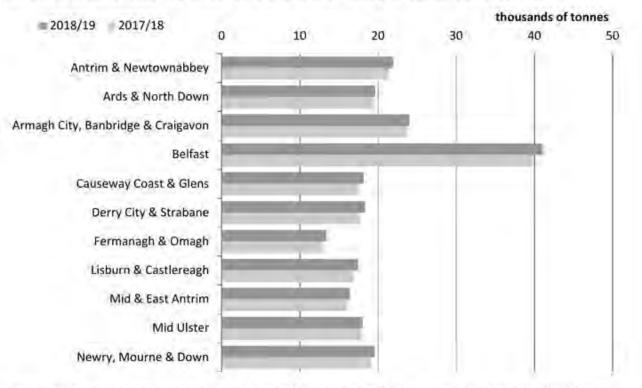
Northern Ireland, quarterly from 2006/07 to 2018/19 KPI (j)



The longer term trend for January to March saw a gradual reduction in LAC municipal waste arisings of 16.3 per cent across six years, from a high of 251,488 tonnes between January and March 2007 to a low of 210,459 tonnes between the same three months of 2013. In the six years since, arisings have increased by 8.4 per cent to 228,142 tonnes in January to March 2019.

Factors affecting LAC municipal waste arisings, the majority of which is household waste, include individual household behaviours, the advice and collection services provided by councils and to some extent the state of the economy.

Figure 4: LAC municipal waste arisings by council Northern Ireland, January to March 2018 and January to March 2019, KPI (j)



Note: The NI and waste management group figures are not shown on this chart as their larger waste arisings distort the scale and make it difficult to distinguish the differences between councils. All figures are available from the accompanying data tables spreadsheet.

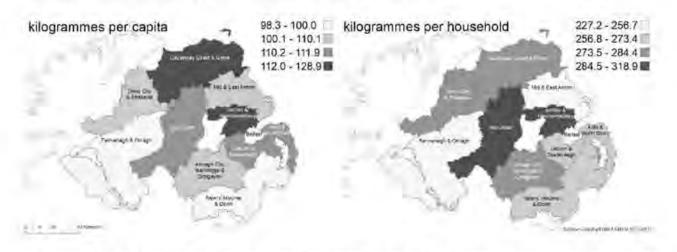
The proportion of Northern Ireland's total LAC municipal waste by each council broadly reflects the population within the councils. Belfast had the greatest LAC municipal waste arisings between January and March 2019 with 41,109 tonnes. This was 18 per cent of total NI LAC waste arisings, the same as its share of the total NI population.

Fermanagh & Omagh had the lowest LAC municipal waste arisings between January and March 2019 with 13,418 tonnes collected. This represented 6 per cent of total NI arisings during the period, again, the same as its share of the total NI population.

All councils reported an increase in their LAC municipal waste arisings compared to January to March 2018. The largest increase was recorded in Fermanagh & Omagh at 3.5 per cent, whilst Causeway Coast & Glens, Derry City & Strabane and Lisburn & Castlereagh reported an increase of 3.4 per cent each. Belfast reported a 3.3 per cent increase, whilst remaining councils reported increases of between 2.8 per cent and 1.0 per cent.

There are two key performance indicators which look at household waste arisings in more detail by considering household waste arisings per capita, KPI (p), and per household KPI (h). In Northern Ireland there were 107 kilogrammes (kg) of household waste collected per capita (per head of population) and 269 kg per household between January and March 2019. This compares with the 106 kg collected per capita and 267 kg per household during the same three months of 2018.

Figure 5: Household waste arisings per capita and per household by council Northern Ireland, January to March 2019, KPIs (p) and (h)



Fermanagh & Omagh and Belfast had the smallest quantity of household waste per capita of the 11 councils at 98kg per capita between January and March 2019. The largest quantity per capita was recorded in Antrim & Newtownabbey (129kg per capita). Eight councils reported increases in their household waste arisings per capita compared to the same three months in 2018, the largest of which was recorded in Causeway Coast & Glens at 5.6 per cent.

The household waste arisings per household show a similar distribution across Northern Ireland to household waste arisings per capita with some small differences. Belfast generated the smallest quantity at 227kg per household, whilst the largest quantity per household was recorded in Antrim & Newtownabbey at 319kg per household.

The arisings figures can be found in Tables 1 and 2 of the accompanying data tables spreadsheet. The per capita and per household figures can be found in Tables 13 and Table 14 respectively. All figures are also available from the time series dataset. https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-january-march-2019

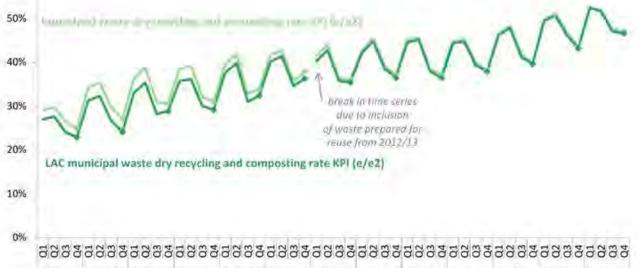
Recycling (preparing for reuse, dry recycling and composting)

This section of the report looks at local authority collected (LAC) municipal and household waste recycling rates. Both are key performance indicators and now include waste sent for preparing for reuse, dry recycling and composting. Previously used key performance indicators KPI (a) and (e) have been modified, in line with the rest of the UK, to include waste sent for preparing for reuse, and relabelled as KPI (a2) and (e2). The impacts were small, adding 0.1-0.2 percentage points to the rates, and resulted in the break in the time series visible in Figure 6. The KPI (a2) indicator is also used to monitor performance under the Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015.

There were 106,404 tonnes of LAC municipal waste sent for preparing for reuse, dry recycling and composting (referred to as 'recycling' for the rest of this section) between January and March 2019. The LAC municipal waste recycling rate was 46.6 per cent. This was an increase of 3.4 percentage points on the 43.2 per cent of LAC municipal waste sent for recycling between January to March 2018.

The household waste recycling rate was 47.2 per cent between January and March 2019, 3.6 percentage points higher than the 43.6 per cent recorded during the same three months of 2018. The proportion of household waste sent for preparing for reuse was 0.2 per cent, dry recycling made up 26.6 per cent and composting was 20.3 per cent. During January to March 2018, the equivalent rate for reuse was 0.2 per cent whilst the dry recycling and composting rates were 25.7 per cent and 17.8 per cent respectively.

Figure 6: Waste sent for preparing for reuse, dry recycling and composting Northern Ireland, quarterly from 2006/07 to 2018/19, KPIs (a), (a2), (e) and (e2) 60%



2006/07 2007/08 2008/09 2009/10 2010/11 2011/12 2012/13 2013/14 2014/15 2015/16 2016/17 2017/18 2018/19

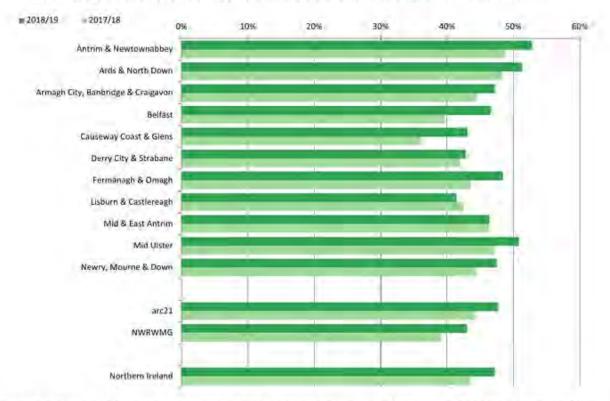
These figures show seasonal variation which is driven by the quantities of garden waste sent for composting. Greater quantities of garden waste are collected and sent for composting during the spring and summer quarters, April to June and July to September. The longer term trend in January to March of each year has been a steady increase in the household waste dry recycling and composting rate from 25.0 per cent in January to March 2007 to a peak of 47.0 per cent in January to March 2019. Waste sent for preparing for reuse (429 tonnes this quarter) has been included since 2012/13 and brings the reuse,

council.

recycling and composting rate up to 47.2 per cent. Figure 7a compares the household recycling rates for January to March 2019 and January to March 2018, whilst Figure 7b illustrates changes to the component parts of the household recycling rates for each

Figure 7a: Household waste preparing for reuse, dry recycling and composting rate by council and waste management group

Northern Ireland, January to March 2018 and January to March 2019, KPI (a2)



The lowest household waste recycling rate recorded was in Lisburn & Castlereagh at 41.4 per cent, 1.0 percentage points lower than the previous year's rate. The highest household waste recycling rate was recorded in Antrim & Newtownabbey at 52.8 per cent, an improvement of 4.1 percentage points on the figure recorded in the same guarter last year.

Nine councils reported increased household recycling rates compared to January to March 2018, with Belfast and Causeway Coast & Glens reporting the largest increases at 7.0 percentage points each. Causeway Coast & Glens' improved recycling rate can be attributed to a rise in household waste composting which increased by 9.2 percentage points to 18.0 per cent, whilst Belfast's improved recycling rate can be mostly attributed to increases in the household waste composting and dry recycling rates, up 1.5 and 5.2 percentage points respectively.

Fermanagh & Omagh and Antrim & Newtownabbey reported increased household recycling rates by 4.8 and 4.1 percentage points respectively. The improvement in Fermanagh & Omagh's recycling rate can be attributed to a 3.9 percentage point increase in the household waste composting rate, whilst the dry recycling rate increased by 0.9 percentage points. Antrim & Newtownabbey's improved recycling rate can be attributed to a 4.1 percentage point increase in their household waste composting rate.

Ards & North Down, Armagh City, Banbridge & Craigavon, Derry City & Strabane, Mid Ulster and Newry, Mourne & Down reported increased household recycling rates compared to January to March 2018 by between 3.7 and 0.9 percentage points.

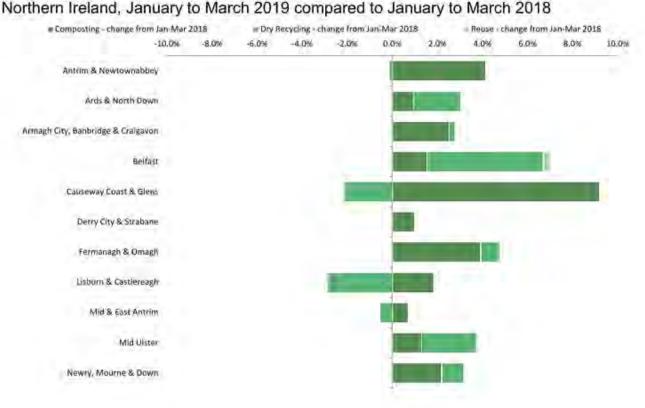
The household waste recycling rate fell by 1.0 percentage point in Lisburn & Castlereagh compared to the same three months in 2018, a fall that can be attributed to a 2.9 percentage point decrease in the household waste dry recycling rate. Mid & East Antrim reported a similar household waste recycling rate to January to March 2018.

Overall, there was considerable variation between household dry recycling and composting rates. Derry City & Strabane recorded the highest dry recycling rate at 31.7 per cent, whilst Lisburn & Castlereagh recorded the lowest rate at 19.2 per cent. The highest composting rate was in Antrim & Newtownabbey at 26.9 per cent with Derry City & Strabane having the lowest rate at 10.9 per cent.

Dry recycling and composting rates remained relatively stable for most councils compared with January to March 2018. The largest increases were recorded in Belfast where the dry recycling rate increased by 5.2 percentage points, and in Causeway Coast & Glens where the composting rate increased by 9.2 percentage points. The dry recycling rate fell 2.9 percentage points in Lisburn & Castlereagh – the largest decrease reported, whilst no councils reported a decrease in their composting rate compared to January to March 2018. Differences in composting rates across the council areas can be affected by variations in the urban-rural characteristics of the council areas.

The household recycling rates for the Waste Management Groups were 47.7 per cent for arc21 and 43.0 per cent for NWRWMG, the Northern Ireland recycling rate was 47.2 per cent.

Figure 7b: Change reported for household waste preparing for reuse rate, dry recycling rate and composting rate by council

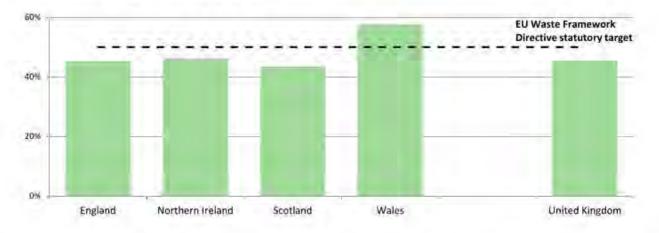


Waste from households recycling rate (including preparing for reuse and composting)

An additional recycling rate, called the waste from households recycling rate, is now also calculated. It is not a key performance indicator, but can be used to make comparable calculations between each of the four UK countries. The EU Waste Framework Directive statutory target requires member states to recycle 50 per cent of waste from households by 2020. The UK waste from households recycling rate was 45.7% in 2017, an increase from 45.2% in 2016. The 2017 waste from household recycling rate for England was 45.2%, compared with 46.3% in Northern Ireland, 43.5% in Scotland and 57.6% in Wales.

The latest comparison for finalised annual figures (by calendar year) is shown in Figure 8, with further data available at https://www.gov.uk/government/statistics/uk-waste-data

Figure 8: Waste from households recycling rate (including preparing for reuse and composting)

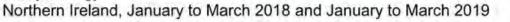


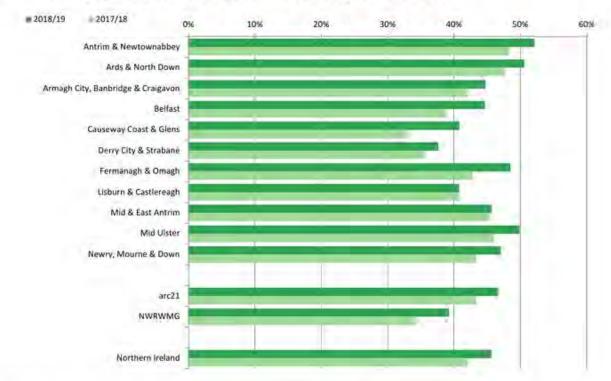
Comparison of UK Countries, 2017

The latest statistics available for waste from household in NI are provided below and relate to the period January to March 2019.

Between January and March 2019 there were 88,557 tonnes of waste from households sent for recycling (including preparing for reuse and composting). The waste from households recycling rate was 45.6 per cent. This was an increase of 3.7 percentage points on the 42.0 per cent of waste from households sent for recycling between January and March 2018.

Figure 9: Waste from households recycling rate (including preparing for reuse and composting)





All figures for the recycling section can be found in the accompanying data tables spreadsheet and also in the time series dataset.

- Tables 3 and 4 (LAC municipal waste recycling)
- Tables 11 and 12 (Household waste recycling)
- Table 17 (Waste from household recycling)

Rolling 12-month statistics have been produced for all three recycling rates in Table 18. https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collectedmunicipal-waste-management-statistics-january-march-2019

Energy Recovery via incineration of LACMW

This quarterly report includes figures on energy recovery, which is the term used when value is gained from waste products by converting them into energy. All energy recovery figures reported in this section are derived from material sent for energy recovery via incineration, although other technologies exist. Energy recovery via anaerobic digestion is discussed at the end of this section.

Between January and March 2019, 49,024 tonnes of LAC municipal waste arisings were sent for energy recovery. This gave a LAC municipal waste energy recovery rate of 21.5 per cent, higher than the 19.7 per cent rate reported for the same period in 2018. In each year, the majority was mixed residual LAC municipal waste with a smaller proportion from specific streams, e.g. wood.

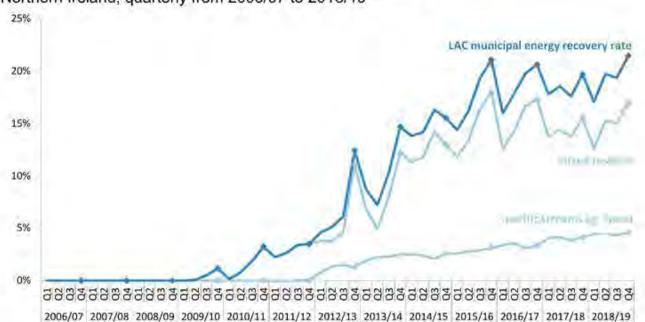
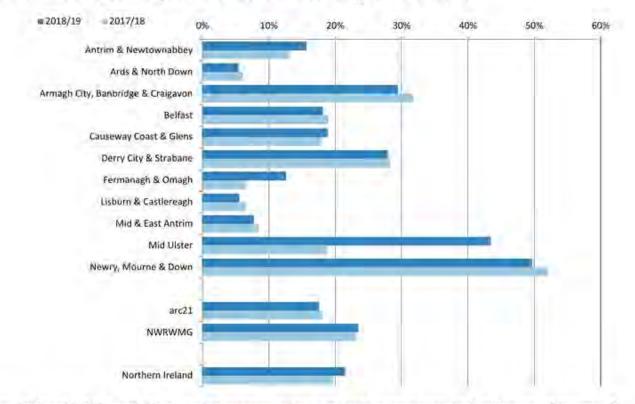


Figure 10: LAC municipal waste sent for energy recovery Northern Ireland, guarterly from 2006/07 to 2018/19

There was zero, or very small quantities, of LAC municipal waste sent for energy recovery before 2009/10. Strong growth followed from 2010/11 with the energy recovery rate increasing from 1.2 per cent between January and March 2010 to a high of 21.5 per cent for the same three months of 2019. Most of the growth since 2010/11 has been driven by mixed residual LAC municipal waste sent for energy recovery (from 1.2 per cent between January and March 2010). The specific stream proportion reached 1.3 per cent in 2013 and increased by 3.2 percentage points to 4.5 per cent in January to March 2019.

Mixed residual LAC municipal waste sent for energy recovery is combustible residual waste collected from the kerbside and from civic amenity sites and processed into refuse derived fuel at material recovery facilities. The specific streams element of energy recovery is mostly wood but also includes furniture, carpets and mattresses, mostly collected from civic amenity sites.

Figure 11: LAC municipal waste energy recovery rate by council and waste management group



Northern Ireland, January to March 2018 and January to March 2019

The highest LAC municipal waste energy recovery rate was recorded in Newry, Mourne & Down at 49.6 per cent, down from 52.1 per cent between January and March 2018. The lowest rate recorded was 5.4 per cent in Ards & North Down, down from 6.1 per cent sent in January to March 2018.

Mid Ulster reported the largest increase to their LAC municipal waste energy recovery rate compared to January to March 2018, with the rate increasing by 24.6 percentage points to give an energy recovery rate of 43.4 per cent. Fermanagh & Omagh reported an increase of 6.0 percentage points to give an energy recovery rate of 12.6 per cent. Antrim & Newtownabbey and Causeway Coast & Glens reported increases to their LAC municipal waste energy recovery rates by 2.5 and 0.9 percentage points respectively.

Six councils reported decreased LAC municipal waste energy recovery rates in January to March 2019 compared to the same three months in 2018. In Newry, Mourne & Down the rate decreased by 2.4 percentage points to 49.6 per cent, whilst Armagh City, Banbridge & Craigavon reported a 2.3 percentage point decrease to give an energy recovery rate of 29.5 per cent. Ards & North Down, Belfast, Lisburn & Castlereagh and Mid & East Antrim reported decreases of between 1.0 and 0.7 percentage points compared to January to March 2018, whilst Derry City & Strabane reported a similar rate to last year.

For most councils, energy recovery for mixed residual waste accounted for a greater proportion of total energy recovery than specific streams such as wood. Four councils, Antrim & Newtownabbey, Ards & North Down, Lisburn & Castlereagh and Mid & East Antrim had larger proportions of energy recovery for specific streams such as wood than for mixed residual waste. Generating energy from waste by incineration is preferable to landfill, although preparing for reuse, dry recycling and composting are preferable to both.

Energy Recovery via Anaerobic Digestion of LACMW

The tonnages relating to energy recovery from material undergoing anaerobic digestion are still accounted for under the recycling section since the vast majority of the tonnage of waste undergoing this process eventually ends up as a compost (once the methane generated from the anaerobic digestion process has been collected). Table 9 in the accompanying data tables spreadsheet shows the amount of food waste anaerobically treated to recover energy before ending up as a compost.

These figures can be found in Tables 3, 4 and 9 of the accompanying data tables spreadsheet and in the time series dataset. <u>https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-january-march-2019</u>

Landfill

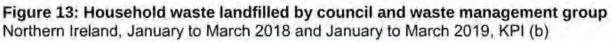
The quantity of LAC municipal waste sent to landfill decreased by 13.6 per cent from 76,977 tonnes during January to March 2018 to 66,524 tonnes between January and March 2019. This gave a quarterly landfill rate of 29.2 per cent for the most recent quarter which was lower than the 34.6 per cent recorded during the same quarter of 2018. The latest quarterly landfill rate for household waste only is 28.4 per cent, a further reduction on the 34.0 per cent recorded during the same three months of 2018.

Figure 12: Waste sent to landfill

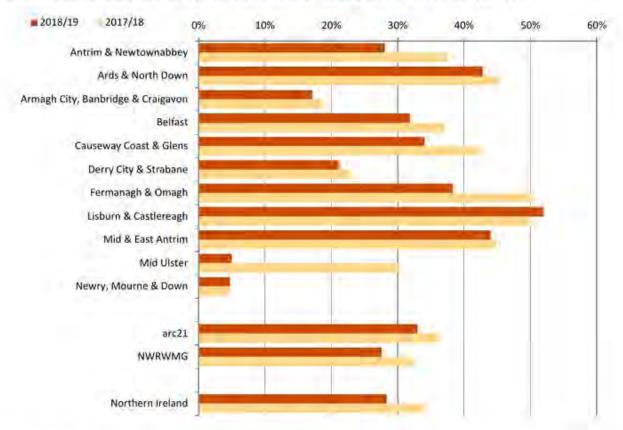
Northern Ireland, quarterly from 2006/07 to 2018/19, KPIs (b) and (f)



The landfill rate has now reached its lowest ever level for January to March. The long term trend has seen the January to March household waste landfill rate fall consistently from 74.9 per cent in 2007 to the 28.4 per cent recorded in 2019. Note that the landfill rate exhibits seasonality and the April to June and July to September quarters tend to have lower rates than October to December and January to March. The seasonality stems from the higher level of compostable garden waste arising during spring and summer.







The household waste landfill rate increased in one council, Lisburn & Castlereagh, where the rate increased by 2.0 percentage points to 52.0 per cent, the highest household landfill rate recorded. Newry, Mourne & Down reported the lowest household waste landfill rate at 4.7 per cent, one sixth of the Northern Ireland rate of 28.4 per cent, and similar to the rate reported for the council in January to March 2018.

The remaining nine councils reported decreased household landfill rates compared to the same three months of last year. Mid Ulster's household landfill rate decreased by 25.2 percentage points compared to January to March 2018, the largest decrease recorded. An increase in waste sent for energy recovery mostly contributed to this. The household landfill rate decreased by 11.9 percentage points in Fermanagh & Omagh, with a 3.9 percentage point increase in the household waste composting rate a contributing factor, along with an increase in waste sent for energy recovery. Antrim & Newtownabbey reported a 9.4 per cent decrease in their household landfill rate compared to January to March 2018, whilst Causeway Coast & Glens reported a decrease of 8.2 per cent. The remaining councils reported decreases of between 5.2 and 0.8 percentage points.

Increased recycling rates due to the statutory requirement for all councils in Northern Ireland to provide households with a container for food to enable its separate collection contributed to the drop in some landfill rates, though increasing energy recovery rates for some councils also contributed.

The household landfill rates for the Waste Management Groups were 33.0 per cent for arc21 and 27.6 per cent for NWRWMG, the Northern Ireland household landfill rate was 28.4 per cent. Material, mainly from residual waste treatment, can also be sent for energy recovery in the form of refuse derived fuel (RDF) which also diverts it from landfill. Landfill

Tax for household waste continues to be the main driver for local authorities to reduce landfill. Other considerations include a limit on the amount of biodegradable LAC municipal waste as measured by KPI (g). Generating energy from waste by incineration is preferable to landfill, although recycling and reuse are preferable to both.

This data and more information including collection method can be found in the accompanying data tables spreadsheet. Tables 3 and 4 cover LAC municipal waste and Tables 11 and 12 cover household waste. The data are also available from the time series dataset.

https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collectedmunicipal-waste-management-statistics-january-march-2019

Biodegradable local authority collected municipal waste to landfill

Article 5(2) of the EC Landfill Directive (1999/31/EC) requires member states to reduce the amount of biodegradable municipal waste sent to landfill, setting challenging targets. The Landfill Allowance Scheme (NI) Regulations 2004 (as amended) place a statutory responsibility on councils, in each scheme year, to landfill no more than the quantity of biodegradable LAC municipal waste (BLACMW) for which they have allowances. In order to ensure compliance with these targets, the amount of biodegradable LAC municipal waste sent to landfill, KPI (g), is monitored. This indicator is also used to monitor performance under the Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015.

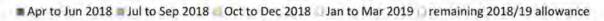
Under the Northern Ireland Landfill Allowance Scheme (NILAS) regulations councils have been allocated a number of allowances (each allowance represents 1 tonne of BLACMW) for each year until 2019/20. However in any scheme year a council may transfer allowances to other councils in order to ensure that each council does not exceed the amount it is permitted to send to landfill. Transfers of allowances are not included in the provisional quarterly figures but are included in the finalised annual figures. The finalised 2018/19 figures are scheduled to be released in November 2019. More information on the NILAS regulations can be found on the DAERA website:

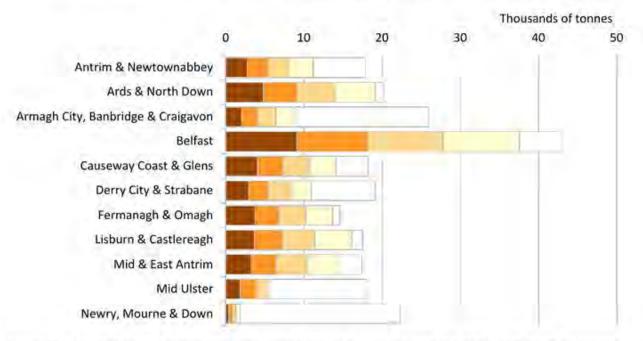
https://www.daera-ni.gov.uk/articles/northern-ireland-landfill-allowance-schemenilas

There were 39,681 tonnes of BLACMW sent to landfill between January and March 2019. This was 14.2 per cent lower than the 46,270 tonnes sent during the same three months of 2018. It accounted for a lower proportion of the annual allowance, 16.9 per cent between January and March 2019 compared to 18.6 per cent in the equivalent quarter of 2018. The 2018/19 NILAS allowance (234,284 tonnes) is 5.7 per cent lower than the 2017/18 NILAS allowance (248,570 tonnes). If comparing the extent to which allowances have been used against last year, it is important to note that there has been a reduction in the allocations.

At the waste management group level, the councils in the arc21 group used 19.8 per cent of their 2018/19 allowance between January and March 2019 whilst those in NWRWMG used 16.3 per cent.

Figure 14: Biodegradable LAC municipal waste allowance sent to landfill by council Northern Ireland, April 2018 to March 2019, KPI (g)





Note: The NI and waste management group figures are not shown on this chart as their figures distort the scale and make it difficult to distinguish differences between councils. The figures are available from the accompanying data tables spreadsheet. Figure 14 does not include allowance transfers between councils.

There is considerable variation between councils in the proportion of the 2018/19 allocation used between January and March 2019. Newry, Mourne & Down used the lowest share of its annual allocation at 2.5 per cent during the quarter, closely followed by Mid Ulster where 2.8 per cent of the annual allocation was used. Lisburn & Castlereagh used the highest share during January to March 2019 at 26.9 per cent.

Ards & North Down, Fermanagh & Omagh and Lisburn & Castlereagh used the highest proportion of their annual allocation in the year-to-date, using 94.5, 93.2 and 92.0 per cent respectively.

Councils are permitted to transfer allowances to other councils in order to ensure that they do not exceed the amount they are permitted to send to landfill. Transfers of allowances are not included in the provisional quarterly figures but will be included in the finalised annual figures, scheduled to be released in November 2019. https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collected-municipal-waste-management-statistics-january-march-2019

Overview of Key Performance Indicators

Key Performance Indicators (KPIs) are a set of measures used to gauge performance in terms of meeting waste strategy targets. They were originally defined in the Environment and Heritage Service (now the Northern Ireland Environment Agency) municipal waste data monitoring and reporting: interim guidelines, published in March 2003.

The annual reports provide final validated information on KPIs used to assess progress towards achieving local authority collected municipal waste targets. As targets are set for an annual period, care should be taken when comparing quarterly figures against such targets.

The reference table below has been included to help users quickly find a specific KPI in the report and/or the accompanying data tables spreadsheet.

Indicator	Definition	Location
KPI (a)	Percentage of household waste arisings sent for recycling and composting	Report pages 8-10
KPI (a2)	Percentage of household waste arisings sent for preparing for reuse and recycling (including composting)	Report pages 8-10 Data table 12
KPI (b)	Percentage of household waste arisings landfilled	Report pages 16- 18
KPI (e)	Percentage of local authority collected municipal waste arisings sent for recycling and composting	Data table 12 Report pages 8-10
KPI (e2)	Percentage of local authority collected municipal waste arisings sent for preparing for reuse and recycling (including composting)	Report pages 8-10 Data table 4
KPI (f)	Percentage of local authority collected municipal waste arisings landfilled	Report pages 16- 18 Data table 4
KPI (g)	Biodegradable local authority collected municipal waste landfilled	Report pages 19- 20
KPI (h)	Total household waste collected per household	Data table 15 Report page 7 Data table 14
KPI (j)	Total local authority collected municipal waste arisings	Report pages 5-6 Data tables 1-2
KPI (m)	Percentage capture rate for collected household kerbside primary waste categories	Data tables 16i and 16ii
KPI (p)	Total household waste collected per capita	Report page 7 Data table 13

Note: In this table 'data table' refers to the data table spreadsheet available with the report. https://www.daera-ni.gov.uk/publications/northern-ireland-local-authority-collectedmunicipal-waste-management-statistics-january-march-2019

Appendix 1: User Guidance

This statistics release is part of a regular quarterly data series presenting provisional information on local authority collected municipal waste managed in Northern Ireland.

Description of data

Local authority collected municipal waste (LACMW) data in Northern Ireland. This is municipal waste which is collected under arrangements made by a district council.

Main Uses of Data

Data contained in this release are published primarily to provide an indication of the progress towards achieving waste strategy targets. They allow for the assessment of the performance of the councils and waste management groups in Northern Ireland in managing waste arisings, recycling, composting and landfill. Targets are set for an annual period and care should be taken when comparing quarterly figures against such targets.

The revised NI Waste Management Strategy sets out targets for the management of local authority collected municipal waste.

- To achieve a recycling rate of 45 per cent (including preparing for re-use) of household waste by 2015.
- To achieve a recycling rate of 50 per cent (including preparing for re-use) of household waste by 2020.
- Proposals to achieve a recycling rate of 60 per cent (including preparing for reuse) of LACMW by 2020.

https://www.daera-ni.gov.uk/articles/wastemanagement-strategy

The draft Programme for Government Framework 2016-2021 contains 'percentage of household waste that is recycled or composted' as a measure for indicator 36: increase household waste recycling. The second consultation on this framework opened on 28 October 2016 and closed on 23 December 2016. The Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015 came into operation on 28 September 2015. It contains three waste management indicators which correspond to KPIs (a2), (g) and (j) in this publication.

The EU Waste Framework Directive statutory target requires member states to recycle 50 per cent of waste from households by 2020.

The data are also used to assess performance against the Landfill Directive targets.

http://www.ciwm.co.uk/ciwm/knowledge/la ndfill-directive.aspx

The annual report provides final validated information on several key performance indicators (KPIs) used to assess progress towards achieving local authority collected municipal waste targets.

These data also provide policy makers with the necessary information to formulate and evaluate waste services and are helpful in assessing the effectiveness of resource allocation in providing services that are fully responsive to public need.

Councils and waste management groups use these statistics to inform corporate analysis and reports. Indeed both councils and waste management groups are integral parts of the data provision and submission processes.

The waste data may help to inform particular lifestyle choices of the public, specifically decisions about how to treat their waste. This information feeds into Northern Ireland specific and UK wide research projects & articles carried out & published by Waste and Resource Action Programme (WRAP) – see the following web resources for more information: https://www.recyclenow.com/ni http://www.wrap.org.uk/ http://laportal.wrap.org.uk/

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These projects are funded by each of the governments within the UK and the EU. The results of research by WRAP assist governments to devise strategies to deal with issues such as using resources sustainably, helping people to recycle more and to waste less both at home and at work, which offers economic as well as environmental benefits.

Additionally, waste management information is used to inform the media, special interest groups such as the Chartered Institute of Waste Management (CIWM) which is the professional body representing waste and resource professionals, academics, for example those who would have an interest and/or involvement in the WRAP research mentioned above, and by DAERA to respond to parliamentary / assembly questions and ad hoc queries from the public.

The Northern Ireland Neighbourhood Information Service (NINIS) provides access to waste information with the aim of making it available to as wide an audience as possible by providing interactive charts and mapping facilities that enable the statistics to be interpreted in a spatial context.

http://www.ninis2.nisra.gov.uk/InteractiveM aps/Agriculture per cent20and per cent20Environment/Environment/Local per cent20Authority per cent20Collected per cent20Municipal per cent20Waste per cent20Recycling/atlas.html

Local Government Reorganisation

The 26 councils covered by previous reports were reorganised into 11 new councils from 1 April 2015. Prior to this, we consulted with users of the report, the proposed changes and summary of responses are available on the Statistics and Analytical Services Branch (SASB) website https://www.daera-

ni.gov.uk/publications/changes-guarterlyni-local-authority-collected-municipalwaste-management-statistics At that stage the opportunity was also taken to update the report using feedback from NISRA's peer review group.

Data Developments

Key Performance Indicators (a) and (e) Prior to 2015/16, NI recycling KPIs did not include waste sent for preparing for reuse, unlike the other UK devolved administrations. Waste sent for preparing for reuse has been added to the calculations of these KPIs and they have been renamed KPI (a2) and KPI (e2). This change has been backdated to include data from 2012/13 onwards and allows comparisons across time to be made for these KPIs.

The difference this makes to the quantity of waste recycled is small. Across the four quarters of 2017/18 this change added on an average 372 tonnes of waste sent for preparing for reuse to the recycling total per quarter. This added 0.2 percentage points to the KPI (a) and KPI (e) rates each quarter.

These measures are now more consistent with the rest of the UK and more consistent with the definition of the targets in the Waste Management Strategy 2020 and the Local Government (Performance Indicators and Standards) Order (NI) 2015, which include waste sent for preparing for reuse.

Waste from households recycling rate In Northern Ireland, the household recycling rate is based on 'household waste' as defined in the Waste and Contaminated Land (NI) Order 1997 (the 1997 Order) and Schedule to the Controlled Waste and Duty of Care Regulations (NI) 2013. The new 'waste from households' recycling rate has been introduced for statistical purposes to provide a harmonised UK indicator with a comparable calculation in each of the four UK countries.

This 'waste from households' measure has been added to the accompanying data tables spreadsheet; see Table 17. However the focus of this report is still the previous 'household waste' definition because it is the measure most directly related to current NI policy targets. There are targets in the revised Waste Management Strategy, the 2015-16 Programme for Government and the Local Government (Performance Indicators and Standards) Order (NI) 2015 that reference the prior 'household waste' definition. The 'waste from households' measure may feature in the body of this report in future if it becomes more prominent in recycling targets.

There is a difference between 'household waste' and 'waste from households'. The latter has a generally narrower definition than the former. There are a number of sources of waste that were considered under 'household waste' that are not considered by 'waste from households', for example waste from street recycling bins and street cleaning. More information is available from the 'waste from households' calculation guidance on the WDF website. http://www.wastedataflow.org/documents/g uidancenotes/NorthernIreland/OtherGuida nceNotes/WfHrecyclingguidanceNI_v2.pdf

Analysis using 2017/18 data has shown that the 'waste from households' rate is, on average, 1 percentage point lower than the 'household waste' recycling rate at the Northern Ireland level. However, the difference between these rates varies across councils and quarters. The range varies with the waste from households being between 5.4 percentage points lower to 1.2 percentage points higher than the household waste. The time series file allows the difference in these rates to be compared over quarters and across councils.

Data Sources

Waste Management Data

The information presented in this report is taken from WasteDataFlow (WDF), a web

based system for local authority collected municipal waste reporting by UK local authorities to central government. The data are based on returns made to WDF (relating to approximately 40 questions on local authority collected municipal waste management) by councils, within two months of the end of each quarter.

It is increasingly rare that residual waste may still be disposed of directly to landfill. Waste is collected by the councils directly from the kerbside and some civic amenity sites; third parties under contract to the council also collect from the remaining civic amenity sites and almost all of the bring banks. Some larger councils use intermediate bulking up stations where the waste is weighed both coming into and leaving the transfer station. In all cases the waste is weighed on arrival at treatment sites for recovery e.g. Material Recovery Facilities (MRFs) and/or disposal e.g. landfill sites.

MRFs, which sort the co-mingled waste into different resource streams, almost always have more than one input source and so the weighed tonnages of each stream coming out of the plant are assigned pro-rata to each source i.e. based on their input tonnages as a percentage of all input tonnages for that period. Weighbridge dockets are generated which form the basis for statutory Waste Transfer Notes (WTNs) as the waste moves further down the treatment chain/onto reprocessors. These WTNs and/or internal reports (which also form the basis for invoices) are then sent to the council on a monthly basis. These are summarised on a guarterly basis and organised into the relevant WDF guestions/categories and finally input by hand into the WDF web portal.

Data providers (councils in Northern Ireland) are supplied with technical guidance documents outlining the methodologies that should be used in the collection, reporting and validation of the data returns. These documents can be accessed on the WDF website. <u>www.wastedataflow.org/htm/datasets.aspx</u> <u>#NorthernIrelandGuidance</u>

Population Data

Population data used to calculate KPI (p), household waste arisings per capita, are taken from the 2017 mid-year estimates, produced by NISRA, and were the most up to date available at the time of publication.

Household Data

Household data used to calculate KPI (h), household waste arisings per household, are based on the Land and Property Services (LPS) housing stock for Quarter 4 and annual reports. For quarters 1-3 reports, housing stock plus the number of quarterly new dwelling completions up to and including the guarter to which that report relates. Note these household figures do not include caravans. An adjustment is made to account for the estimated number of vacant properties. A council-specific occupancy rate was calculated from 2011 Census data and is applied to the LPS data. The datasets can be accessed from the LPS website. https://www.financeni.gov.uk/topics/statistics-and-

research/housing-stock-statistics

https://www.financeni.gov.uk/topics/statistics-andresearch/new-dwelling-statistics

Data Quality

The data are provisional and may change when all returns have undergone validation at the end of the year. The data were downloaded from WDF on 01 July 2019. At that time, all the councils had made a return, giving a 100 per cent response rate.

Information contained in this report has been sourced from WasteDataFlow (WDF) which is the web based system for local authority collected municipal waste data reporting by UK local authorities to central government. The data in this report are based on returns made to WDF by councils in Northern Ireland at the end of the quarter. Although these quarterly data have been validated by the Department prior to release, the data should be treated as provisional since they will undergo further validation.

The fully validated figures that are published in the annual report have undergone audit by Northern Ireland Environment Agency (NIEA) and further validation by Statistics and Analytical Services Branch (SASB). The annual validation acts as a check that all issues raised at the quarterly validation stage have been addressed. Additional validation checks incorporated later in the working year are then also applied backwards to all quarters in the reporting year via the annual validation.

The fully validated figures for 2018/19 are scheduled to be published in November 2019.

Strengths of Data

Data are derived from WDF with full coverage for all councils to support statutory NILAS diversion targets. As the data are derived from an administrative system, they provide a complete picture of council controlled waste activity in NI.

Validation and audits

Various validation checks are carried out by both NIEA and SASB. Validations are conducted for each individual question, with additional global validations carried out to ensure that total tonnage of waste types is equal to the sum of the component parts. Any discrepancies are queried with the data provider. Variance checks are employed as an integral part of the production process.

In addition, NIEA carry out a year round programme of audits of WDF returns by individual councils. These audits are conducted under Regulation 10 (6)(a) of the NILAS Regulations. Councils are selected from each waste management group and contacted by telephone, letter

and e-mail informing them of NIEA's intention to audit. The audit involves checking and confirming relevant data submitted as a NILAS return to the Monitoring Authority via WDF. One quarter of each council's municipal waste returns are selected, generally being the most recent submission. The areas being inspected relate to:

- i. landfilling of municipal waste,
- ii. collection, recycling, reuse and recovery of municipal waste,
- iii. the standard of reporting/evidence for end destinations of recycled materials.

Councils are asked to provide original documentation to support reported figures in the WDF system for the quarter in question. Any anomalies or discrepancies are subsequently queried with the relevant council. As WDF data can usually only be amended at council level, it is then necessary to 'reject' or release the data back to the waste management group and subsequently back to the council so that it might be corrected as appropriate.

Limitations of Data

Waste Management Data

Despite the intensive validation carried out on the data prior to publication, any administrative system involving manual data compilation will always be open to a degree of clerical error.

Provisional Status

In addition, data are not finalised until the production of the annual report. For these reasons, very small increases or decreases in figures (<0.5 per cent or <0.5 percentage points) are not highlighted in the commentary and should be interpreted with care. Due to the significant impact of in-year revisions at low geographical levels, the provisional Council level figures should only be viewed as indicative and any comparisons made with care and with due regard to seasonal factors.

Departmental policy is to publish revised figures with subsequent statistical releases unless it is decided that the magnitude of the change merits earlier notification. Provisional results for each quarter are published within four months of the end of that quarter. Each quarter will not be revised in subsequent quarterly publications to minimise revisions and confusion for the user. Instead, a final set of results will be published in the annual dataset in November and this will include revised quarterly figures.

Unclassified waste

Unclassified waste is calculated as a residual amount of municipal waste after municipal waste sent to landfill, sent for recycling (including composting), sent for energy recovery and preparing for reuse have been accounted for, instead of being extracted directly from the WasteDataFlow system. The majority of the total unclassified tonnage can be attributed to moisture and/or gaseous losses. Small negative tonnages can arise in the unclassified column if more waste is sent for treatment in the quarter than was actually collected as is more likely at councils operating transfer stations. Transfer stations move waste quickly but if a particular transfer occurs the day after arriving, which also happens to be the start of the next quarter, then a small inconsistency can arise.

Types of waste

There are many different forms of waste, including municipal solid waste, commercial and industrial waste, construction, demolition and excavation waste, hazardous waste, agricultural waste, and waste water and sludges.

The latest report on construction, demolition and excavation waste arisings is for 2009/10:

https://www.daera-

ni.gov.uk/publications/constructiondemolition-and-excavation-waste-arisingsuse-and-disposal-northern-ireland

Following on from the UK's agreement to revise its interpretation of 'municipal waste' to include much more commercial and industrial waste than previously; it should be noted that this report, as with all previous ones, reflects local authority collected municipal waste only.

Material Recovery Facilities

MRFs usually have more than one input source and the pro-rata assignment to each source based on their input tonnages can lead to a small over or under estimation of the actual tonnage being recovered from each individual source.

Capture Rates

Capture rates are no longer included in the body of the report but are still available in the accompanying data tables spreadsheet. The calculations for capture rates are based on a Compositional Study undertaken in 2007-08 and may not accurately reflect the current situation. However, it is the best available estimation of the proportions of the primary waste categories contained within kerbside residual waste. Levels of uncertainty around the results of the Compositional Study are discussed in the full report.

The accuracy of these estimates is expected to decrease over time as household recycling habits continue to change.

Waste Crime

Waste crime is the unauthorised management of waste, including illegal dumping. It can be difficult to quantify the impact of such activity upon these official figures as it is not always possible to determine the source, date and tonnage of illegally deposited waste. Where possible the extent and any implications of such activity will be communicated to users.

Rounding and Summing

It should be noted that in some instances totals may not add up due to rounding. If tonnages work out to be less than 0.5 tonnes, they will be rounded to zero.

On occasion percentages work out to be less than 0.1 per cent or more than 99.9 per cent. Users should be aware that in such cases, the percentage is rounded to zero or 100 per cent respectively.

Whilst tonnages may be summed over councils and/or Waste Management Groups to give totals for higher level geographies, such totals may suffer from rounding errors when compared with any given totals.

However where fractions or proportions, such as recycling rates, waste arisings per capita etc are stated for councils or waste management groups, these indicators cannot be simply added or averaged to produce a rate for a higher level geography. Such information is often available in the accompanying data tables spreadsheet, or otherwise may be available upon request.

Notation and Terminology

Please see the glossary (appendix 2) for clarification of key terms.

Guidance on using data

The data contained in the publication are presented on a quarterly basis. Many of the figures show seasonal variation, particularly composting, to a lesser extent recycling, and consequently overall waste arisings. It is therefore advisable that data for the current quarter be compared with both the previous quarter (to gauge the most recent direction of activity) and, more importantly, the same quarter in the previous year (to consider seasonal impact).

Care needs to be taken in interpreting the long-term trends of an annual dataset with that of a quarterly release of provisional data. The revisions that can happen to quarterly data and the balancing of tonnages across quarters could mean that different trends are observed in the provisional year to date and the finalised annual figures. The provisional quarterly figures are the best available at the time of publication, however they are subject to change following further validation activities such as audits.

If finalised figures are required by the user then the latest annual local authority collected municipal waste management report should be used, bearing in mind these figures may not necessarily reflect the situation this year. The latest annual report (2017/18) is available via the DAERA website:

https://www.daera-

ni.gov.uk/publications/northern-irelandlocal-authority-collected-municipal-wastemanagement-statistics-2017

Waste Management information elsewhere in the United Kingdom and Europe

While it is our intention to direct users to waste management information elsewhere in the UK and Europe, users should be aware that local authority collected municipal waste statistics in other administrations are not always measured in a comparable manner to those in Northern Ireland. Details of waste management data published elsewhere in the UK and Europe can be found at the following links.

England

https://www.gov.uk/government/collections /waste-and-recycling-statistics

Scotland

http://www.sepa.org.uk/environment/waste /waste-data/waste-data-reporting/

Wales

http://gov.wales/statistics-andresearch/local-authority-municipal-wastemanagement/?lang=en

Ireland

http://www.epa.ie/waste/municipal/

European Union Member States http://ec.europa.eu/eurostat/statisticsexplained/index.php/Municipal waste stati stics

The basis of the data collection across the UK using WDF is broadly consistent,

however there are some minor definitional differences such as NI recycling KPIs do include material used as 'backfill' (using suitable waste material to refill an excavation instead of non-waste material) which is not directly comparable with the revised Waste Framework Directive recycling measurements.

The meetings of the WasteDataFlow Operational Group ensure a conscious effort to share waste management developments on a UK-wide basis with Northern Ireland representation on this group.

https://www.daera-

ni.gov.uk/publications/waste-data-flownorthern-ireland-user-group-meeting-2012

A National Statistics Publication

National Statistics are produced to a high professional standard. They undergo regular quality assurance reviews to ensure that they meet customer needs. They are produced free from any political interference.

The UK Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics. Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs;
- are well explained and readily accessible;
- are produced according to sound methods; and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.

The Department demonstrates its commitment to the Code of Practice by publishing a series of supporting statements related to its use of administrative data, publication strategy, confidentiality arrangements, revisions policy, customer service and complaints procedure. For details see the statistics charter on the DAERA statistics website https://www.daera-

ni.gov.uk/publications/daeras-statisticscharter

For further information

For more information relating to this publication, including additional analysis, breakdowns of the data or alternative formats please contact Statistics and Analytical Services Branch. As we want to engage with users of our statistics, we invite you to feedback your comments on this publication at any time of the year. Contact details are available on the front cover of this report and in the accompanying data tables spreadsheet.

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Appendix 2: Glossary

4	7	4

Term	Explanation
Biodegradable waste	Any waste that is capable of undergoing anaerobic decomposition, such as food and garden waste, and paper and paperboard.
Bring site	An unmanned site with a container or a collection of containers for depositing recyclable waste.
Capture rate for household kerbside collected waste	The amount of 'available' material that is actually being collected for recycling through household kerbside collection schemes.
Civic amenity site	A manned site for depositing waste.
Composting	An aerobic, biological process in which organic wastes, such as garden and kitchen waste, are converted into a stable granular material which can be applied to land to improve soil structure and enrich the nutrient content of the soil.
Composting rate	The percentage of waste sent for composting. It excludes waste collected for composting that was rejected at collection or at the gate of the reprocessor.
Dry recycling	The recycling of dry materials such as paper, card, cans, plastic bottles, mixed plastic, glass.
Dry recycling rate	The percentage of waste sent for recycling. It excludes waste collected for recycling that was rejected at collection, during sorting or at the gate of the recycling reprocessor. It includes residual waste which was diverted for recycling but excludes waste sent for preparation for reuse.
Energy recovery rate	The percentage of waste sent for energy recovery. It includes mixed residual and specific sources components.
Household waste	Includes materials (except soil, rubble and plasterboard) collected directly from households (e.g. kerbside collections) or indirectly (e.g. bring sites, civic amenity sites, collected by private and voluntary organisations not included elsewhere or street sweepings).
Kerbside	A regular collection of waste from premises.
Key Performance Indicators (KPIs)	A set of measures used to gauge performance in terms of meeting waste strategy targets.
LAC	Local Authority Collected, as in LAC municipal waste.

Term	Explanation
Landfill sites	Any areas of land in which waste is deposited. Landfill sites are often located in disused mines or quarries. In areas where they are limited or no ready-made voids exist, the practice of landraising is sometimes carried out, where waste is deposited above ground and the landscape is contoured.
Local authority collected municipal waste	Waste which is collected under arrangements made by a district council.
Mixed dry recyclables	Waste streams intended for recycling found together with each other but separately from other waste.
Mixed residual waste sent for energy recovery	Combustible residual waste collected from the kerbside and civic amenity sites and processed into refuse derived fuel at material recovery facilities.
NILAS	Northern Ireland Landfill Allowance Scheme
Non household waste	Asbestos, beach cleansing, civic amenity sites waste not from households, fly-tipped materials, gully emptyings, commercial and industrial, construction and demolition, grounds waste, highways waste, other collected waste and other.
Other household waste	Healthcare waste, bulky waste, street cleaning and other household.
Recycling	Any recovery operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes. It does not include energy recovery and the reprocessing into materials that are used as fuels.
Refuse Derived Fuel (RDF)	Consists largely of organic components of municipal waste (such as plastics and biodegradable waste). This can then be used in a variety of ways to generate electricity, most commonly as an additional fuel used with coal in power stations or in cement kilns.
Regular residual household waste	Household regular kerbside collection.
Residual waste	Waste that is not sent for preparing for reuse, sent for recycling or composting.
Specific streams e.g. wood	Used in the context of LAC municipal waste sent for energy recovery. It is mostly wood but also contains furniture, carpets and mattresses, mostly collected from civic amenity sites.
Waste arisings	The amount of waste collected in a given locality over a period of time.
Waste collected for disposal to landfill	Collected for disposal is residual waste that has not been sorted to separate out recyclable material from other waste before being presented to the Council for collection at various locations.

Term	Explanation
Waste from households	Not the same as 'household waste'. This is a narrower definition and includes material (except soil, rubble and plasterboard) collected only from households (e.g. kerbside collection, bring sites, civic amenity sites or community skips managed by councils).
Waste sent to landfill	The amount of waste sent to landfill. Excludes residual waste which was diverted for energy recovery, recycling or composting. Includes household waste collected for energy recovery, recycling or composting which was diverted to landfill.
Waste Transfer Note (WTN)	A note which must be created for any transfer of controlled waste. The exception to this is householders, who are not required to produce transfer notes.
WasteDataFlow	The web based system for local authority collected municipal waste data reporting by UK local authorities to government (www.wastedataflow.org).

Recycled material types

Compostable (excluding wood)	Green waste only, green garden waste only, mixed garden and food waste, waste food only, other compostable waste (excluding wood).
Construction, Demolition and Excavation	Plasterboard, rubble and soil.
Electrical Goods	Large and small domestic appliances, TVs and monitors, fluorescent tubes and other light bulbs, fridges and freezers auto batteries and post consumer batteries.
Glass	Brown, clear, green and mixed glass.
Metal	Aluminium, mixed and steel cans, aluminium foil, bicycles, aerosols, gas bottles, fire extinguishers and other scrap metal.
Paper and Card	Books, card, mixed paper and card, paper, yellow pages and cardboard beverage packaging.
Plastics	PET(1), HDPE(2), PVC(3), LDPE(4), PP(5), PS(6), other plastics(7), mixed plastic bottles, and plastics.
Textiles	Textiles and footwear, footwear only, textiles only and carpets.
Unclassified	Derived category including all other recycled material collected not included in the main categories.
WEEE (Waste Electrical and Electronic Equipment)	As electrical goods above but excluding auto batteries and post consumer batteries.
Wood	Wood, chipboard and MDF, composite wood materials and wood for composting.

Appendix 3: List of Acronyms

This is a list of commonly used acronyms in this report.

arc21	Regional waste management group in Northern Ireland
BLACMW	Biodegradable Local Authority Collected Municipal Waste
CIWM	Chartered Institution of Wastes Management
DAERA	Department of Agriculture, Environment and Rural Affairs
EC	European Commission
EU	European Union
KPI	Key Performance Indicator
LAC	Local Authority Collected
LACMW	Local Authority Collected Municipal Waste
LPS	Land and Property Services
MDR	Mixed Dry Recyclables
MRF	Materials Recovery Facility
NI	Northern Ireland
NIEA	Northern Ireland Environment Agency
NILAS	Northern Ireland Landfill Allowance Scheme
NISRA	Northern Ireland Statistics and Research Agency
NWRWMG	North West Regional Waste Management Group
RDF	Refuse Derived Fuel
SASB	Statistics and Analytical Services Branch, DAERA
UK	United Kingdom
WDF	WasteDataFlow
WEEE	Waste Electrical and Electronic Equipment
WRAP	Waste and Resource Action Programme

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Department of Agriculture, Environment and Rural Affairs www.daera-ni.gov.uk



Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	20 August 2019
Subject:	DAERA Household Waste Recycling Collaborative Change Programme (2019-2022)
Reporting Officer:	Johnny McBride, Assistant Director: Waste Management (Acting)
Contact Officers:	Joe Parkes, Assistant Director: Waste Management Liam Dinsmore, Head of Waste Processing & Enforcement

1.0	Purpose & Background
1.1	The purpose of this report is to advise the Committee of a capital fund that has been recently launched by DAERA. The Household Waste Recycling Collaborative Change Programme intends to provide capital funding assistance for local councils to improve recycling infrastructure and services.
1.2	Capital funding equating to approximately £23 Million is available to Councils over the next three (3) year period (2019-20 – 2022-23). More detailed information is provided in the Guidance Notes, attached at Appendix I .
2.0	Key Issues
	Programme Objectives
	 To support Outcome 2 of the draft Programme for Government - "To live and work sustainably – protecting the environment"; To transform local council household waste recycling services in readiness for delivering a circular economy for Northern Ireland between 2020 and 2030; To improve the quality of household waste recycling collected by local councils to a standard allowing wide market access; To increase the quantity of household waste recycling collected by local councils and
	 reduce the reliance on landfill; and To raise awareness of, and encourage best practice in, recycling and change the perception of waste to one of a valuable resource.

3.0	Resource Implications
3.1	
4.0	Equality & Good Relations Implications
4.1	There are no equality and good relations arising from this specific report.
5.0	Rural Proofing Implications
5.1	There are no rural proofing implications arising from this specific report.
6.0	Appendices
	 Appendix I – DAERA Household Waste Recycling Collaborative Change Programme (Guidance Notes)

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Household Waste Recycling Collaborative Change Programme 2019/20 – 2021/22

Guidance Notes For Councils Submitting Applications

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1 Introduction

The Household Waste Recycling Collaborative Change Programme intends to provide capital funding assistance for local councils to improve recycling infrastructure and services.

This central government assistance will assist local councils to transform kerbside recycling and Household Recycling Centre (HRC) infrastructure and services. The programme will emphasise quality of recycling, as well as increasing the quantity of recyclates collected, in order to ideally realise the economic potential of recycling to the economy. The programme will ensure that there is a stronger linkage between waste management and the economy as opposed to the historical emphasis on solely meeting an EU Directive recycling target.

The outputs from the programme will assist in realising the environmental and economic benefits of recycling to society, thus supporting the draft Programme for Government. Initial project outputs will also contribute to Northern Ireland meeting the EU 'waste from households' recycling target of at least 50% by 2020. The services and infrastructure being funded will contribute towards the delivery of a circular economy in Northern Ireland and contribute to our economic competitiveness and resiliency.

Project funding will be available to deliver projects across the Programme timescale from 2019/20 to 2021/22.

This programme will operate on a rolling basis on a first come first served basis with applications assessed against the evaluation criteria within 4 weeks of receipt by the Department.

Please note that for applications over £250,000 you must complete the Benefits Realisation Plan.

2 Eligibility

All Northern Ireland Councils and Waste Management Groups are eligible to apply to this capital grant fund. Councils may apply individually or as partnerships. However, if you are applying as a partnership or a group, for contractual purposes you will need to have a bank account in the partnership's or group's name.

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Private sector or third sector organisations cannot apply for funding.

3 Support Available

3.1 Funding

Up to 100% of the agreed eligible capital costs for a project may be funded at the discretion of the Department, which will recommend awards on recommendation of the Assessment Panel and on the basis of value for money. Therefore, the final agreed funding may differ from the amount requested in the application.

3.2 Programme Objectives

The objectives for the Programme are:

- To support Outcome 2 of the draft Programme for Government "To live and work sustainably – protecting the environment".
- To transform local council household waste recycling services in readiness for delivering a circular economy for Northern Ireland between 2020 and 2030;
- To improve the quality of household waste recycling collected by local councils to a standard allowing wide market access;
- To increase the quantity of household waste recycling collected by local councils and reduce the reliance on landfill;
- To raise awareness of, and encourage best practice in, recycling and change the perception of waste to one of a valuable resource.

A summary of the Programme targets are:

- To collect 8,000 additional tonnes of post-consumer paper, plastics and glass from kerbside collections to standards suitable for use by UK and EU reprocessors in the first year following the programme completion (these three materials are being used as indicator materials)
- To increase the 'waste from household' recycling rate to at least 50% for the calendar year 2020

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 To capture an additional 27,454 tonnes of source segregated material per year for recycling and re-use from HRC/CAs for the first year following the programme completion (based on the WRAP report)

3.3 What can be funded?

Capital items only will be funded; the Programme will not provide revenue support and you will need to demonstrate in your application that your Council/partnership will provide appropriate operating costs.

Where any project assets are intended to be used for purposes outside the scope of this Programme, this should be clearly stated showing the % utilisation split for this project and the other use(s). The Programme will only pay for the % utilisation eligible for funding. The eligible asset costs will therefore be calculated on a pro rata basis.

The funding focus for capital projects includes: improvements, extensions to or introduction of kerbside recycling collection schemes and reductions to kerbside residual collection schemes; and development of new or improvements or extensions to Household Recycling Centres (HRCs) or bring site provision, including rationalisations to the HRC footprint.

The Department will also consider other projects that support the Programme objectives and targets.

Capital items can include:

- Kerbside collection containers/bins
- Vehicles
- Household Recycling Centre improvements/works
- · Site improvement works including signage
- Vehicle signage mountings (and panels supplied with those mountings)
- Other capitalisation costs associated with the capital assets (delivery of assets, communications, training, etc). Please confirm eligible with the Department.

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3.4 Scope of the Programme

Schemes proposed for funding must:

- Address Household Waste and Local Authority Collected Municipal Waste. Household Waste is defined in Paragraph 2 of the Waste and Contaminated Land (Northern Ireland) Order 1997. Local Authority Collected Municipal Waste is defined in the revised Waste Framework Directive 2008/98/EC
- Be additional to existing provision and any new schemes already planned i.e. the Programme capital funding cannot be used to replace funds in projects with an allocated budget or where expenditure has been agreed and/or minuted by Council or committee
- Fit with the strategic aims of the Department and the Council or Waste Management
 Group and follow a good practice approach
- Come with a firm budgetary commitment from the Council or group of Councils to meeting the ongoing revenue costs of delivering the service in the medium to long term (for at least 5 years from the date of implementation of the service)

Schemes should also:

- be designed to ensure optimum use of collection vehicles and have appropriate crewing levels
- (for services incorporating source-segregated food waste) ensure that collected food waste will be treated by licensed In-vessel Composting (IVC) or Anaerobic Digestion (AD) facilities

4 What will not be funded

Funding from this programme cannot be used for:

- Revenue costs associated with the operation of schemes, e.g. leasing costs, staff costs, overheads, communications
- Revenue costs associated with any new jobs created as a direct result of the project
- General communications and awareness-raising campaigns not connected to the delivery of the project
- Gate fees for composting/IVC facilities and materials recovery facilities

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- Standalone collection services to businesses which could provide an unequal advantage over competing commercial services
- Projects that have already been allocated a budget for the capital items applied for capital
 assets that have already been ordered or purchased by the applicant
- Land purchase

5 Key dates

The Programme will operate on a rolling basis and assessed within four weeks of the Department receiving an application. Funding will be allocated to projects on a first-come-first-served basis, subject to available funds.

Applications can be made for projects spanning more than one financial year up to 2021/22. An anticipated spend profile will be required.

All applications and supporting documentation must be submitted electronically.

Claims and relevant evidence and supporting information for successful projects must be submitted by specific dates, as agreed in the Funding Agreement.

6 How to apply

Interested Councils should complete the Application Form and associated documents. The contents page for the application form also identifies the supporting documents required. For all applications, a project timetable document (as Appendix 4) must be developed and submitted by the applicant. Submission instructions are provided on the Application Form.

You must complete **all** sections of the application form and **support your application with any other relevant information in other Appendices**. If any sections are not applicable please state why not. Where reports or studies have been cited in the application documents, these **must** be included with your application.

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The completed application must be approved and signed by a Senior Manager, for example a head of service or director, to confirm that the information supplied is correct and that there is senior management support for the scheme.

Please note that all applications over the delegated limit of £1,000,000 (under review), that have been approved by the panel assessors, will also need to be approved by the DAERA economists and Department of Finance, which may take up to 12 weeks. This will need to built into your project timescales. If you feel this may put the project at risk please contact the Programme Support Team to discuss.

7 Assessing Applications

To go forward for assessment you must meet the Eligibility Criteria as set out in Section 3. All applications will be assessed by a panel who have sector specific knowledge and expertise.

Each application will be assessed on value for money over the life of the project against the following criteria (in order of importance):

- The proposed end markets or outlets for the materials collected, the quality of the recyclates collected, the quality of arrangements and security of the supply of feedstock for the project (schemes that will result in higher added-value outputs will be more favourably considered)
- Additional tonnes diverted from landfill/recycled/reused as a direct result of the project and associated CO2 equivalent savings
- Overall quality of the design of the proposed facility/service, technical robustness and extent to which the proposals follows good practice approach and the robustness of the proposed operating budget post implementation to demonstrate medium and long term sustainability (including the quality of the proposed operational plan)
- The applicant's ability to deliver the project (i.e. within the stated timescale)
- Potential to influence behavioural change in Public Awareness towards Recycling
- The quality of arrangements for Health & Safety and for the environmental impact of the project

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8 Successful Applicants

Following the selection process the Department will discuss and agree a funding package with each of the selected councils. All successful Applicants will be issued with a Funding Agreement that they will need to sign and return to the Department. All applicants will be notified in writing of the outcome of their application. Unsuccessful applicants may receive feedback upon request.

Pre-requisite conditions within a Funding Agreement will include:

- All planning permissions and licensing permits will need to be in place prior to any payments being made
- Councils shall provide copies of Health and Safety risk assessments and method statements
- Councils shall follow DAERA Design Guidelines for all communications materials it produces for its project
- Where required, schemes must have elected member approval
- A signed commitment that there will be a budget to support the operating costs of the project for the life of the project or for a period of at least five years if the project lifetime is less than five years
- Provision of a Health & Safety Plan directly relating to the service(s) provided as a result of the grant

For some projects, it may be a condition that a certain number of days of WRAP Local Government support – advisory/technical/communications will be required for example, to help with scheme design, preparation of implementation plans.

There is also a facility to draw on WRAP's Collaborative Change support. Councils should engage with the Department as soon as possible, and in advance of submitting the application, if WRAP assistance is required in this area. The Department would recommend that this resource is considered to draw WRAP's experience.

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8.1 Monitoring and Reporting

Successful applicants will be required to complete a Post-Implementation Review of their project, to be submitted to the Department. This will require monetary and non-monetary benefits to be measured against the baseline in order to complete the Post Project Evaluation. On the successful allocation of funding, conditions for the Post-Implementation Review will be agreed and included in the Funding Agreement/Memorandum of Understanding.

9 Further Assistance

General advice and guidance on best practice including collection trials and desk-based studies are available under the WRAP Local Government advisory service. Please contact Keith Patterson at WRAP NI: Keith.Patterson@wrap.org.uk.

If you have any queries specifically relating to these Guidance Notes or on completing your application form for funding under the Household Waste Recycling Collaborative Change Programme for Councils, please contact:

The Programme Support Team at EPD-PST@daera-ni.gov.uk (Note: this e-mail address becomes live from 5 July.)

Or

Owen Lyttle Head of Waste Policy 028 90569593 Owen.Lyttle@daera-ni.gov.uk

Wendy Cooke Programme Support Team 028 90569592 Wendy.Cooke@daera-ni.gov.uk

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	20 August 2019
Subject:	Keep NI Beautiful (KNIB) – Cleaner Neighbourhoods Report (2018- 19)
Reporting Officer:	Johnny McBride, Assistant Director: Waste Management (Acting)
Contact Officers:	Joe Parkes, Assistant Director: Waste Management Liam Dinsmore, Head of Waste Processing & Enforcement

For	Decision For Noting Only X
1.0	Purpose & Background
1.1	The purpose of this report is to provide the Committee with a summary of the issues for the Council arising from the publication of the annual KNIB Cleaner Neighbourhoods Report (2018-19).
1.2	The Cleaner Neighbourhoods Report is an annual report which provides comparative performance information across the eleven (11) District Councils, as well as NI, specifically in the areas of street cleansing, dog fouling, enforcement, marine litter and expenditure. A copy of the report is provided at Appendix I .
2.0	Key Issues
	Summary of the Issues for NMDDC
	i. Street Cleansing – the Council's cleanliness index (LEAMS) score has remained static (72) when compared with the previous year's performance. However, this remains slightly above the NI average of a cleanliness index score of 71. Expenditure in NMDDC (cost per head of population) on street cleansing is 3 rd highest in NI. This suggests further analysis is required to better understand performance against current expenditure levels;
	 ii. Sweeping Obstructions – the Council has experienced an increase in the number of sweeping obstructions (28%) it encounters as part of its Cleansing operations. This is considered high whereby nearly three (3) out of ten (10) sweeps encounters an obstruction. This possibly suggests making improvements to how the Council communicates and advises the public of cleansing schedules; and iii. Enforcement (Fixed Penalty Notices) – the Council has issued less Fixed Penalty Notices (FPNs) (72) when compared to the previous year, however its cleanliness index (LEAMS) score has remained static. The number of FPNs issued in NMDDC is considerably less than the NI average of 288. The Council's performance in this area is a priority of the Enforcement Improvement Plan.

4 1	 -

2.2	The findings and recommendations from this report will be used to support important Waster Management priorities, including the Enforcement Improvement Plan, as well as a Cleansing Review.		
3.0	Resource Implications		
3.1	There are no resource implications arising from this specific report.		
4.0	Equality & Good Relations Implications		
4.1	There are no equality and good relations arising from this specific report.		
5.0	Rural Proofing Implications		
5.1			
6.0	Appendices		
	 Appendix I – KNIB Cleaner Neighbourhoods Report (2018-19) 		

Cleaner Neighbourhoods Report 2018/19

KEEP NORTHERN IRELAND BEAUTIFUL



Keep Northern Ireland Beautiful is the charity that inspires people to create cleaner, greener and more sustainable communities. Through our behaviour change campaigns and education on local, national and global environmental issues we are working to improve the quality of people's lives, the places they live in and the places they love.

Key facts and figures at a glance for the period 2018-2019

The number of transects failing to meet the accepted standard for litter has increased to 20% from 15% in 2017/18



Transects with dog fouling has increased by 4% to 10%, compared with last year



of transects surveyed were completely free of litter, (Grade A) down from 12% last year



The spend on street cleaning services has gone down 25% to £33,576,111

625

In 2018, there were an average of 625 litter items washed up by the tide per 100m of Northern Irish beach, of which 78% were plastic





schools that have earned the right to fly a Green Flag, 26% of all schools in the country

2,902 **Fixed Penalties** were issued for littering during

2017-18



(the last complete year for which records are available, down from 3,158 in 16/17)



Fixed Penalties were issued for failing to clean up dog fouling during 2017-18

(the last complete year for which records are available, and increase of 25% from 2016/17)



20

of the operational time accrued by a mechanical sweeping machine is wasted because obstructions prevent them from reaching the curb or

pavement backline



167 Adopt A Spot

Groups have adopted a spot in their local area, committing to undertake four clean ups per year

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Foreword

Welcome to the Keep Northern Ireland Beautiful Cleaner Neighbourhoods Report, which has been written by our new Local Environmental Quality team. They have arrived at a time when the littering and dog fouling problem seems to be worsening, despite unavoidable awareness of its serious impacts on the quality of life we enjoy and the health of our beautiful environment. Let's not forget that 80% of litter in the sea has been dropped on the land. So it messes up our lives when it is in front of us and it continues doing just that after it has passed from sight.

This is a sad indictment of our attitude towards struggling wildlife and towards communities that have to live with the effects of littering, dog fouling and other environmental incivilities. One in every four people still publicly admits to littering. No wonder our streets are strewn with single use cups, bottles, fast food packaging and sweet wrappers. This state of affairs presents a serious challenge to the way we try and engage with people to change their behaviour.

There is some good news: among the councils a few look like they have met with some success to buck the overall trend; Eco-Schools has more Green Flag schools than ever before; and, the Live Here Love Here initiative continues to grow, creating a movement of people who actively care about their community and are beginning to challenge the apathetic status quo. All of us say we want better for ourselves, our children and our children's children. If we are serious about securing such a future, then we must deliver a scale of change never achieved before. That will require more than any one of us can achieve alone. It will require us being willing to invest more in prevention (and less in clean-up), to work differently, to choose new messengers, to bring about committed practical action and to empower communities so they can bring about the changes they want to see.

I hope you use this report to reflect on your own organisation's approaches to this appalling and complex issue and look forward to discussing with you how we can work together to instil new societal norms that really do protect nature and raise the quality of life for all our citizens.

Dr Ian Humphreys CHIEF EXECUTIVE. KEEP NORTHERN IRELAND BEAUTIFUL

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Executive summary

Keep Northern Ireland Beautiful is an independent charity which works with the Department for Agriculture, Environment and Rural Affairs (DAERA), local Councils, businesses and people to assist in improving our local environmental quality and increasing the quality of the environment in our towns and countryside.

Our work includes managing Live Here Love Here, the largest single civic pride and volunteering campaign in Northern Ireland with over 100,000 supporters in 2018. We also manage the Eco-Schools environmental education programme which is in every school in Northern Ireland and the marine litter survey, which can be viewed and downloaded at: www. keepnorthernirelandbeautiful.org/marinelitter

We have also recently begun working on Single Use Plastics (funded by DAERA). A key strand of this work has been the commission of a Waste Composition Analysis across Northern Ireland in order to understand which products and brands are disposed of on our streets and public places and also to understand current levels of action and potential problems and solutions from the perspective of the General public, Councils, Businesses and NGO's. This report will be out shortly. The Cleaner Neighbourhoods report is based on a number of sources: the litter and cleanliness data comes from a survey of 1,100 individual transects covering approximately 55km (or 34 miles) of streets and parks across all 11 Council areas, while fixed penalty records, spend on street cleansing data and information on enforcement and education activities was collected directly by Keep Northern Ireland Beautiful from individual local authorities.

Findings & insights

- 20% of transects surveyed in 2018 failed to make the acceptable standard for cleanliness (Grade B- or less). This is 5% more transects failing than 2017. However in our recent surveys carried out in Spring 2019, for additional council availing of surveys, the equivalent figure is 9%, indicating a 6% improvement.
- The occurrence of dog fouling has increased to 10% of transects from 6% in 2017. However in our recent surveys carried out in Spring 2019, for additional council availing of surveys, the equivalent figure is 7%, which is not a statistically significant change. Although recreational areas had the highest percentage of transects affected at 32%, main roads had the highest fouling rate, at 1.7 per transect which is a decrease on the highest incidences last year. This is perhaps due to the cluster effect, i.e. one dog foul attracting more dog fouls – one site had 6 dog poos within the

50m stretch and persistent offenders in local areas.

- Rural roads and industrial shed and retail areas are disproportionately affected by litter when compared to residential, recreational and other retail areas. Over half of rural and industrial shed transects failed with a fail rate of 56% and 58% respectively compared to primary retail transects having a fail rate of only 2%. Rural roads have to be cleaned manually and this has health and safety issues as well as being resource intensive while cleansing resources may also be focused on areas with higher footfall and greater visibility.
- Only 1% of Low Obstruction housing stock (where more than 50% of cars can pull off the road into driveways or similar) transects failed in 2018 – the best result ever. The High Obstruction housing stock (where most cars park on street) had a 14% failure rate – 1% better than last year but still high – this could be due to vehicles parked on the streets preventing sweepers from reaching the kerb in these areas.
- Obstruction to road and pavement sweeping has continued to drop by an average of 5% across all council areas on last year, increasing the amount of litter being collected by mechanical means.

The annual spend on cleansing has. decreased from £45 million in 2016/17 to £33.5 million in 2017/18. This drop in spend, if real, is highly likely to lead to increased litter and dog fouling on our streets. This may be due to a shift in what Councils included in cleansing spend previously or budgets could be significantly tighter this year. In addition the fixed penalty notices issued for litter and dog fouling have stayed similar to last year although there have been big changes within some of the council areas.

At the end of the report, a number of recommendations have been made as to how we can all move towards a litter free future together. They cover both national and local policy makers, but it has to be stressed that we can all do our part when it comes to keeping Northern Ireland beautiful.



Agenda 13.0 / KNIB Cleaner Neighbourhoods Report.pdf

Keep Northern Ireland Beautiful

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Keep Northern Ireland Beautiful is the charity that inspires people to create cleaner, greener and more sustainable communities.

Through our behaviour change campaigns and education on local, national and global environmental issues we are working to improve the quality of people's lives, the places they live and the places they love.

Keep Northern Ireland Beautiful provides a range of programmes, services and initiatives that include:

Education: Eco-Schools is the world's largest education programme. Focused on behaviour change, it encourages pupil-led action. Northern Ireland was the first country in the world to gain a Green Flag for one of its schools and have all its schools participating. 26% of schools currently fly the Green Flag, having reached the international standard. We also have had the first Ecocampus registered in Northern Ireland this vear - Stranmillis University College - and there are likely to be more third level institutions coming on line working towards their Green Flags this year.

Volunteering: The BIG Spring Clean, a part of the Live Here Love Here Campaign, mobilises tens of thousands of people every year in cleaning up their parks, sports pitches, streets and beaches. Live Here Love Here is raising the bar on anti-social behaviour by building civic pride and stronger communities.

Local Environmental Quality Standards: We audit a range of National and International Standards including Blue Flag for Beaches and Marinas; Seaside and Green Coast Awards; Green Flag for Parks, the Green Business Award and Green Key for the Hospitality Industry. We carry out surveys such as the Cleaner Neighbourhoods survey for this report, additional surveys to support local authority cleansing decision making, and the Marine Litter Surveys for OSPAR reporting. We also bring enforcement officers together at the Northern Ireland Environmental Quality Forum to support the councils working together to raise and maintain the quality of Northern Ireland public places.



For more information on our work contact:

Dr lan Humphreys CHIEF EXECUTIVE OFFICER

ian.humphreys@keepnorthernirelandbeautiful.org

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Northern Ireland Litter Survey

Keep Northern Ireland Beautiful have been collecting information about the amount and distribution of litter for over ten years.

Recognising in 2012 that litter was not the only 'indicator' of the quality or cleanliness of a space, we began to monitor graffiti, flyposting and pavement staining, as well as specific information about dog fouling.

Many of the statistics relate to the presence or absence of the indicator (e.g. litter or dog fouling), rather than the volume or amount dropped. Surveys are representative of the site at the time the surveyors visited it, so the results can be sensitive to how thoroughly or recently the site has been cleansed. This is why 1,100 surveys are completed to negate any effect this would have on the results.

The 2018/19 data was collected between July and October 2018 across Northern Ireland.

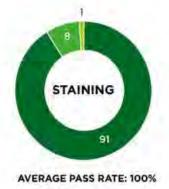
Some Councils also participate in additional seasonal surveys throughout the year in order to receive additional support and evidence to help them plan their cleansing regimes so they can target resources where they are needed and save money in cleaner areas. 20% of transects surveyed in 2018 failed to make the acceptable standard for cleanliness, 5% more than 2017. However in our recent surveys carried out in Spring 2019, for additional council availing of surveys, the equivalent figure is 9%, indicating a 6% improvement. Similarly, the occurrence of dog fouling in the Spring 2019 surveys increased by only 1% from 6% to 7% which is not a statistically significant change.

We also provide focused surveys such as our Dog Fouling Hotspot surveys with Ards and North Down Borough Council so they can trial interventions to investigate what really makes an impact.



AVERAGE PASS RATE: 80%

All litter is anything that is dropped, discarded or thrown down by anyone. It includes cigarettes, crisp bags, bottles and cans, receipts and many more things, as well as dog fouling.



Staining is all the substances that mark a pavement, and commonly includes chewing gum, oil, drinks

stains and heavy discolouration.



Litter excluding dog fouling This is what the picture of litter would be like if we do not include dog fouling. We measure this because dog fouling is much more difficult for street cleansing to collect than other types of litter.



Graffiti is writing or drawings scribbled, scratched, or sprayed illicitly on a wall or other surface in or visible from a public place. Murals and cultural artworks are not considered graffiti.



KEY Grade A (pass) Completely free of indicator (litter, detritus, graffiti etc.)

Grade B+ (pass) Predominantly free of indicator apart from some small items

Grade B (pass) Many small indicator items or one larger item



Grade C (fail) Many larger indicator items

Grade C- (fail) Accumulations of larger indicator items

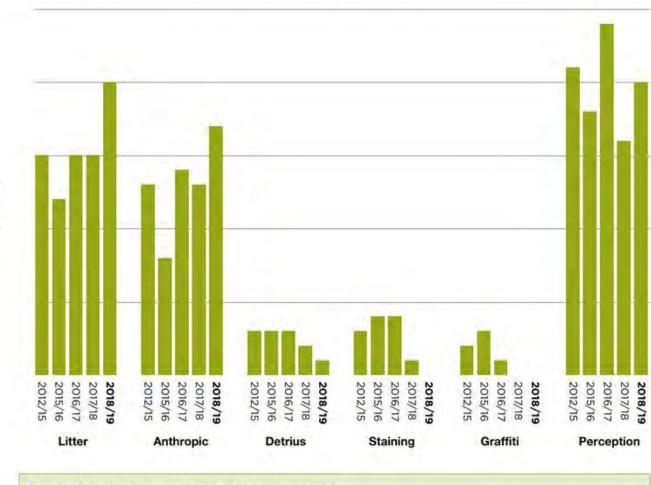
Grade D (fail) Transect is heavily affected by indicator, both widespread and accumulated

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The rings above show the percentage of transects surveyed that were allocated each of the seven grades available (see key). Each ring represents each of the different cleanliness indicators that we measure in our survey. Totals may not equal 100 due to the rounding up or down of figures to make whole numbers.

The trend in pollution indicators

2012-15 is the baseline against which current performance should be compared. Flyposting has been at zero over all survey periods so it has been removed from the graph.



No sites failed for Staining, Graffiti or Flyposting in 2018.

Surveyor's comments

"Local residents cleaning up footpath"

High obstruction street Gracehill

"Pristine!" Main road Irvinestown

"Tidiest wee town"

Secondary retail Portglenone

"Residents complained about lack of Council cleaning"

High obstruction street Gracehill

"Fly tipping of lorry wheels and tyres behind broken glass" Industrial area Mallusk

"Pristine area with beautiful views" Low obstructions street Derry

"Hedge line full of litter" Main road Ballysillan

"Absolutely disgusting" Industrial area Mallusk

"There was dog poo right beside the bin!"

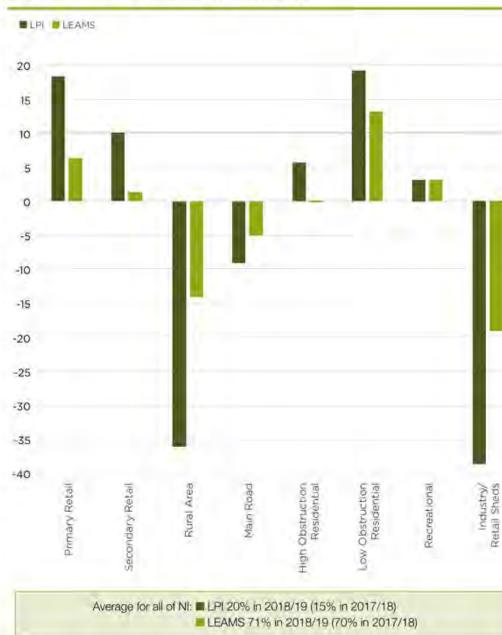
Public Park Holywood

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Local Environmental Audit & Management System

LEAMS is an alternative method of measuring litter and other indicators, which is used in both Scotland and Wales. Unlike the pass/fail indicator used in Northern Ireland, LEAMS scores are generated by assigning a value to each grade, and then calculating the average value of all the grades assigned. It differs from the Litter Pollution Index (LPI) in that a LEAMS score takes account of how clean or littered a transect is. rather than just whether it is a pass or a fail. For example, Councils A and B might both have an LPI of 12, indicating that 12% of transects have failed to meet the acceptable standard for litter. However, if all of Council A's failed transects were 'orade D', but all of Council B's failed transects were 'grade C', then Council B would have a higher LEAMS score. This allows for a more accurate analysis of the survey data, which may be preferable for local authorities when setting targets or allocating resources.

LEAMS vs LPI (Relative to average)



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This graph gives a representation of how clean the eight land-use types are in terms of both the Litter Pollution Index and the LEAMS score, relative to the mean for each system.

If we look at primary retail, for example, we can see that the LPI suggests that the transects here are much cleaner than the average (+18%), whereas the LEAMS score gives a more conservative figure (+6). This indicates that although they had a much better pass rate they were not completely clear of litter. This can also be seen with Industrial and Retail shed transects. as they look far dirtier than the average LPI (-38%), but with a LEAMS score 19 points below the average we can see that not all transects are failing badly. Going by the LPI scores alone, a Council looking at this information above may be tempted to equally divide their resources between Rural and Industrial and Retail shed areas as they appear to be equally dirty. The LEAMS scores however show that the Industrial and Retail Shed transects were in fact dirtier than their rural counterparts and more likely have a greater need for resources. Also they may be easier to clean with a mechanical sweeper which is not possible on a rural road.

Survey results for each Council

Litter and dog fouling in Northern Ireland

Comparing the NL Litter Survey and the Borough Cleanliness Survey results, showing the percentage of transacts which fall below the required standard for litter (Litter Pollution Index), the local Environmental Audit and Management System (LEAMS) score and the percentage of transacts on which dog fouling was observed across Northern Ireland.

Survey Period	LPI	LEAMS	Dog Fouling
Summer 2017 (1,100 transects)	15%	71	6%
Summer 2018 (1,100 transects)	20%	71	10%
Spring 2018 (500 transects)	21%	69	13%
Spring 2019 (500 transects)	9%	71	7%

At first glance the figures for both litter (LPI 20%) and dog fouling (10% presence) are disappointing, particularly given the very positive move towards joined up efforts to tackle this problem we all share. There are some positive points to note however. First, the more sensitive LEAMS measure of cleanliness shows no change between Summer 2017 and Summer 2018. meaning on average. Northern Ireland's streets are no more littered than last year (it is just that there is more litter/dog fouling on some transects. meaning they are now failing, and equally, less litter/dog fouling on other transects). Second, a number of councils have invested in carrying out additional Surveys (through the Borough Cleanliness Survey). The LPI for these councils was also 20 in Summer 2018. However, in the Spring 2019 survey period the LPI showed a significant improvement with just 9% of transects failing to meet the required standards.

This large fluctuation may in part be down to random chance. For the 1,100 surveys that

make up the NI Litter Survey any year on year change must be greater than +/-3% to be regarded as a real change. The 100 surveys that are carried out for each council as part of this survey can vary to an even greater extent before changes in reported figures are actually significant and indicative of real change. With this in mind we have not reported individual council figures in this report.

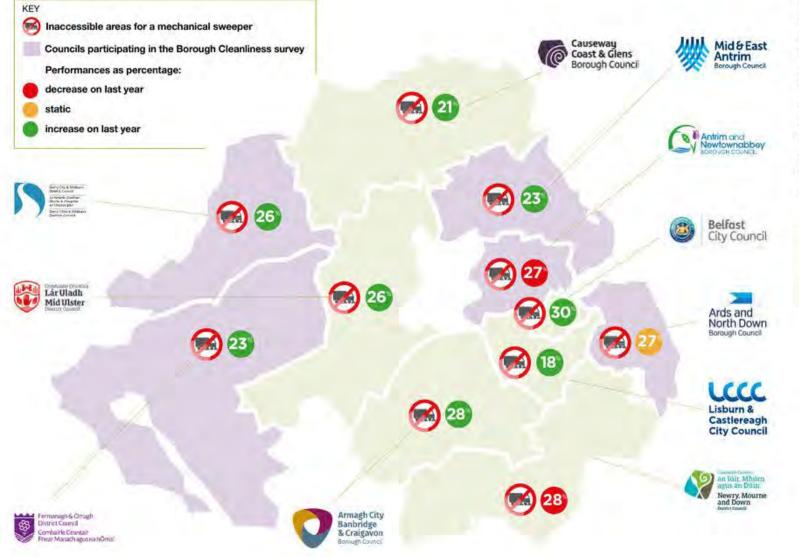
All councils participating in the Borough Cleanliness Survey can view their LPI, dog fouling and other figures through our on-line datahub. For more information on how to participate please contact us.

Across the eight different land uses there has been an increase in the rates of dog fouling with some of the land types having drastic changes from last year. 2018 figures have increased in all areas apart from primary retail which has stayed the same as last year. For the likes of recreational areas this has been the worst amount of dog fouling that has been seen in the past four years. The two biggest areas affected by dog fouling are High Obstruction residential areas and Recreational areas, with some transects being afflicted with as high as six dog fouls. This could be due to the same dog walker returning to the same area allowing their dog to reuse the same spot or the presence of dog fouling may signal other dog walkers that they don't need to pick up after their dog. High levels of dog fouling could also point to an issue with stray dogs in an area. Focusing the activities of dog wardens in lifting stray dogs could, therefore, have a positive impact on dog fouling levels and the litter pollution index.

There have been successful behavioural change, or nudging campaigns run by various Councils to directly address the issue of dog fouling in past years. Keep Northern Ireland Beautiful has produced a number of posters to help with these initiatives which are currently available upon request. See our website for details.

Obstruction to sweeping

The average percentage of each transect that a mechanical sweeper would not be able to access in each Council area. The analysis is based on the ability of standard-size sweepers to access the kerb and channel and for the smaller single-operator versions to travel along the pavement. The availability of such machines to Councils is not considered.

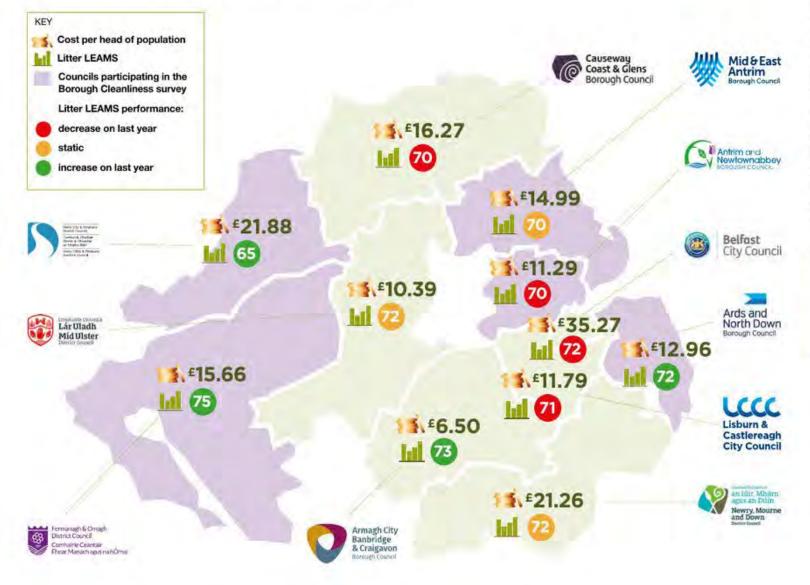


A significant issue in any cleansing routine is the ability to fully exploit the cleansing resources available. If a mechanical sweeper is unable to access an area then the choice becomes: a) leave any litter and detritus; b) task a sweeper on foot to an area, or c) schedule a return to an area in the hope that the obstructions will have moved. The majority of obstructions are parked cars preventing access to the kerb, but other obstructions, especially in retail areas, include fixed signs, movable signs, inappropriately placed street furniture and poorly designed sites that would prevent access, especially outside retail areas.



Cleansing spend vs LEAMS

Litter LEAMS was calculated from Survey data collected by trained surveyors between August and October 2018. Spending figures per head of population were calculated using the projected population of each area from the NI Statistics and Research Agency and cleansing spend obtained from individual Councils upon request from Keep Northern Ireland Beautiful.



The total average spend on street cleaning across all of Northern Ireland in 2017/18 was £33,576,111. With a total estimated population of 1,856,187 people in 732,597 Households in Northern Ireland* this means that on average every rate payer was charged £45.83 for cleaning the streets, even if they are not personally a litterer.

Please note that these figures relate to 2017/18, and are therefore one year behind the figures in the rest of this report. Because of careful auditing and the public presentation process public finances go through, the approved figures are only made available in autumn of the following year.

AVERAGE FOR ALL OF NI:

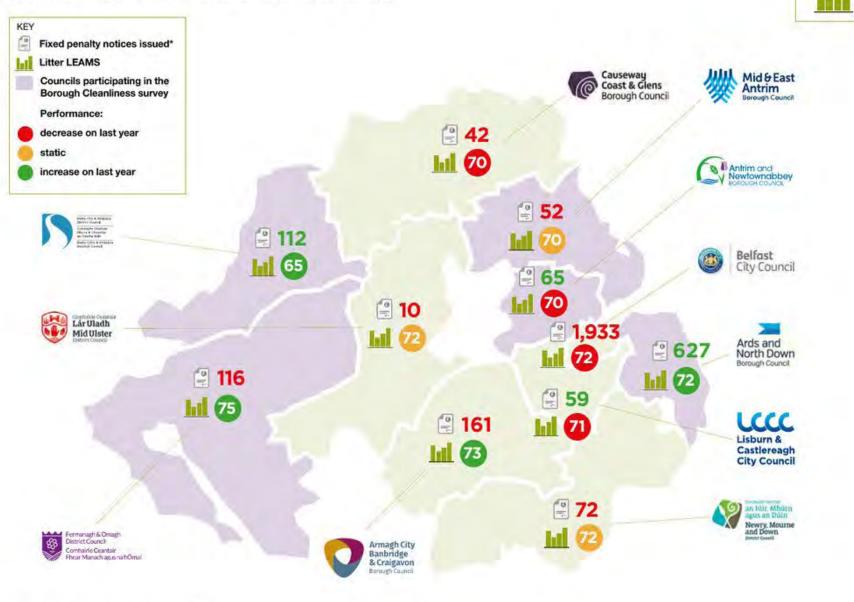
AVERAGE FOR ALL OF NI:

288

0

Fixed penalties vs LEAMS

FPN figures were provided by each council in response to request for information. Litter LEAMS was calculated from survey data collected by trained surveyors between August and October 2018. Higher Leams values means cleaner streets in comparison to last year.



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Marine litter

Keep Northern Ireland Beautiful conducts four surveys on ten reference beaches every year on behalf of the Department for Agriculture, Environment and Rural Affairs.

One of the key indicators of abundance, composition and trends of litter in the marine environment is the amount on beaches. Our surveys support the OSPAR Convention through monitoring litter on 100m stretches at over 70 beaches in the North-East Atlantic following common monitoring guidelines. The monitoring records litter in 112 predefined litter items in 11 types: Plastic / polystyrene, Metal, Paper and cardboard, Wood, Sanitary waste, Cloth, Rubber, Glass, Pottery/ceramics, Medical waste and Faeces. Our results also provide a baseline figure against which to measure progress toward what is termed Good Environmental Status (GES) under the European Marine Strategy Framework Directive.

The 2018 Marine Litter Report will be available from May 2019 highlighting the many effects of marine litter and plastic pollution, including the harm it poses to wildlife, along with the particular issue of microplastics.



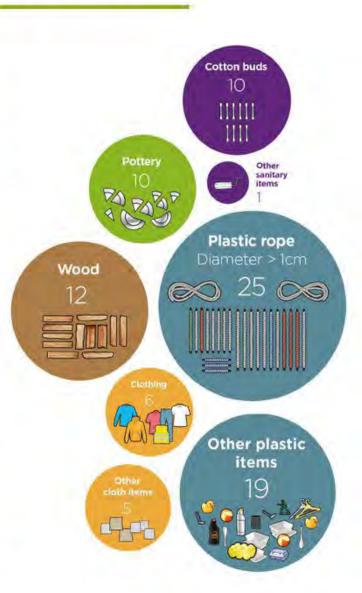


Volunteers from MCL Consulting are joined by members of their families and Michael McAliskey from DAERA to collect the millionth piece of litter from Rostrevor Beach.

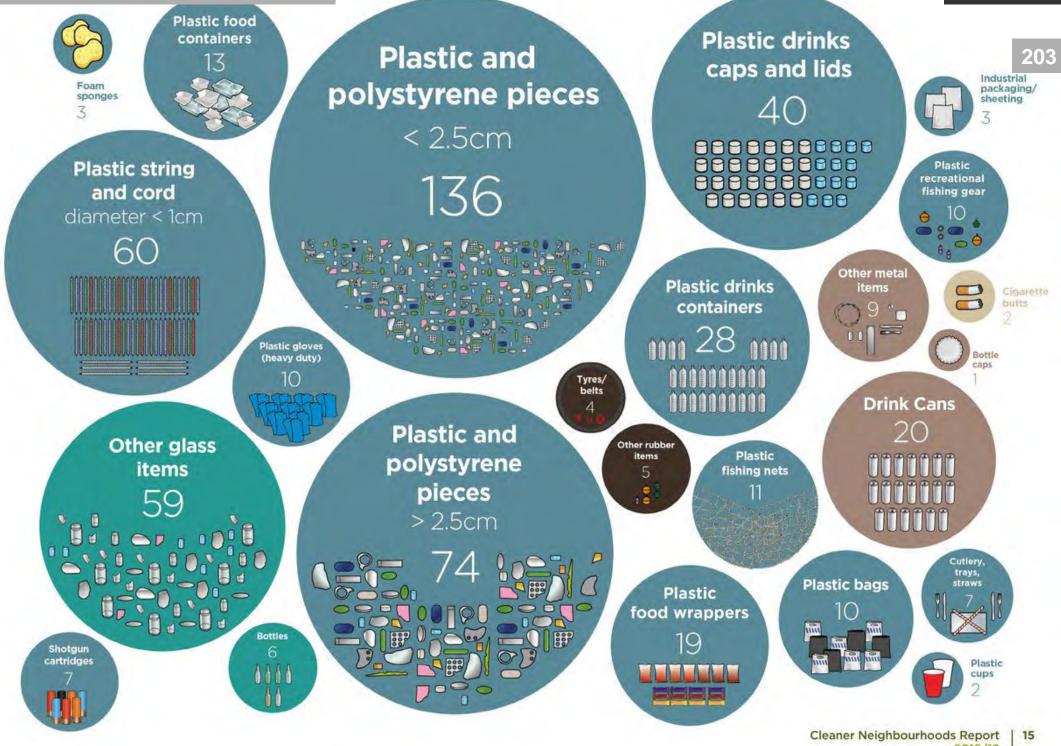
In 2018 There was on average 625 items of litter per 100m beach per survey of which 78% were plastic. The figures in the bubble diagram just show an average breakdown combining all beaches and seasons. For more information The latest full report can be found here: www. keepnorthernirelandbeautiful.org/marinelitter



Volunteers have removed over 1,000,000 pieces of litter from the survey beaches since the surveys began in 2012.







2018/19

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In 2018 the Live Here Love Here Campaign was

DAERA, the Housing Executive, Choice Housing,

supported by ten of the eleven local councils,

Coca Cola, McDonalds and Keep Northern

running for five years, and in that time:

Awareness of Live Here Love Here by the

billboards and radio as well as social media

Ireland Beautiful. The campaign has now been

Public due to our media campaign through TV,

channels has increased every year and is at 31%

in 2018. In this time admitted littering has also

dropped from 34% 2015/16 to 26% 2017/18.







Cleaner Neighbourhoods Report

who opened the eyes of the world to the problems of

plastic in A Plastic Ocean.

2018/19

16



553,571

Spring Clean

volunteers

CLEAN COASTS

PROGRAMME

sponsored by Coca-Cola HBC

20,640

volunteers engaged

800+

metric tonnes of

rubbish collected

equivalent to approx.

large African

elephants

Nominations for our Community Awards have increased significantly over the last three years

2018 163

2017 90

2016 42



314 Adopt A Spot groups supported

3,268 clean ups across Northern Ireland

For more information on our work contact:

Jodie McAneaney LIVE HERE LOVE HERE MANAGER

jodie.mcaneaney@keepnorthernirelandbeautiful.org

T D28 9073 6920

www.keepnorthernirelandbeautiful.org

Tuesday 12th February 2019 saw volunteers gather at the 3rd annual Live Here Love Here Awards in Belfast City Hall with host, TV presenter Joe Mahon and guest speaker Jo Ruxton, filmmaker and campaigner



Winner of Ards and North Down Litter Heroes Award The Gibson Family



Bangor Grammar School Students, Ethan and Matthew Gibson have grown up in a family that is passionate about the environment and wanted to set up a family group to tackle local litter problems. They have an Adopt A Spot in the beautiful coastal area of Ballywhiskin, Millisle an area of profuse littering, anti-social behaviour and fly-tipping. The boys correctly segregate all waste collected and leave at the local recycling centre. Over time the boys have removed scooters, bikes, hoovers and mattresses with the help of the local council and have involved the extended family including grandparents and cousins.

Winner of Community Together Award presented by Housing Executive

Victoria Street and Surrounding Area Residents Group

Based in an urban area of Lurgan that has become a hotspot area for Armagh City Banbridge and Craigavon Council and the PSNI, there is a very active and engaged residents group that are trying their utmost to bring about change in their local area. The group holds regular monthly meetings to address environmental issues including recently transforming an area in a local park into allotments and community garden. The group have reached out to minority groups to address language barriers by publishing an infographic pack that displays the dos and don'ts of domestic waste disposal and littering. This has been in partnership with the council and has now been translated into 9 different languages. This has been instrumental in improving resident's morale and pride in their area and has improved community relations.



Eco-Schools

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Eco-Schools is the largest global sustainable schools programme – it starts in the classroom and expands to the community by engaging the next generation in action-based learning.

Eco-Schools in Northern Ireland works closely with 32 (and counting) education and environmental organisations to help deliver the programme including all of our local councils.

As well as undertaking detailed learning on three environmental topics, schools must maintain a litter free environment to achieve their Green Flag. Schools are reassessed every two years, ensuring that all participating pupils receive regular anti-litter messaging.

At the heart of the Eco-Schools programme is a very simple 7-step process supporting longterm behavioural change and promoting the environmental message beyond the school gates into the surrounding community. Northern Ireland was the first country in the world to award a Green Flag for schools and to have every school registered with the programme.

Mill Strand Integrated School & Nursery first school in NI to set up a #2minutebeachclean board

Mill Strand Integrated School & Nursery, Ambassador Eco-School, strive to educate others to love their local environment and endeavour to spread this message to the wider community. As part of the Adopt a Spot Campaign, they have adopted the Mill (West) Strand and perform regular beach cleans. They wish to encourage other beach users to care for their adopted spot and for our marine wildlife by lifting litter and debris from the beach.

With the support of Sea Changers they have been able to sponsor a #2minutebeachclean A-frame board which will encourage and enable tourists and local beach users to take just two minutes to make a difference. They are extremely grateful to have support from the

Babushka Kitchen Café as a guardian of the board so that it is safe and well cared for on a daily basis.

#2minutebeachclean boards are placed on the beach and have a space for litter-pickers and bags; local beach users can pick up a litter-picker and a bag and carry out a quick clean up. A two minute beach clean might seem insignificant but removing even the smallest bit of rubbish makes a difference. #2minutebeachclean boards have been shown to reduce litter on beaches by 61%.

For more information on how to acquire a board contact enquires@keepnorthernirelandbeautiful.org





Tackling the production, consumption and littering of Single-Use Plastics in Northern Ireland

With the support of the Department of Agriculture, Environment and Rural Affairs we are attempting to reduce plastic pollution in Northern Ireland- in particular focusing on eliminating unnecessary single use plastic (SUP).



The Eco-Schools Teachers Conference, March 2019.

Single Use Plastics are any plastic item designed to be used once – from plastic bags, coffee cups and straws to food packaging, disposable nappies and wet wipes.

There are many strands to this work including:

- A waste composition analysis on bin waste and litter throughout Northern Ireland which includes type, quantity and any branding on the waste. Keep an eye on our website for the results.....
- Understanding the current level of awareness, actions and challenges faced across a range of stakeholders in reducing plastic usage including:
 - The business community especially on the go retailers, producers and suppliers
- Councils
- Schools
- General Public
- Developing an awareness campaign which will also shift behaviour in relation to plastics usage and waste reduction.

Some of our preliminary findings and actions include:

People across all demographics don't really understand the term " Single Use Plastic" – however they recognise there is a problem with too much plastic but feel a little lost. "It's all very well saying that I have to do it but look around you, plastic is everywhere – how am I going to do it," SUP Focus Group Representative.

- All councils engaged with are keen to do more on single use plastics with their focus initially being to 'put their own houses in order' before engaging with the public.
- Ards & North Down Borough Council (ANDBC) have introduced a ban on single-use plastics following a Council Notice of Motion (NOM) to 'support the end to single-use plastics'.
- Some businesses are already 'trying to do the right thing' such as using alternatives to plastic but there is currently confusing messaging regarding the disposable biodegradable/ compostable alternatives and what of this can be handled correctly in the councils differing waste processing systems.
- Creating a new Eco-Schools module on 'Plastics and the Marine Environment'. This was launched at our Eco-Schools Teachers Conference.



It's amazing the things people leave on our streets like this toy guitar found during the waste composition analysis surveys.

We've also created an interactive webpage to give businesses, councils, schools, NGOs and the general public a platform to tell us what you've done or planning to do to tackle our plastic pollution problem. To see what others are currently doing or pledging in the near future. Please visit **www.liveherelovehere.org/plasticpromise** 208

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A focus on rural roads

Rural Roads continue to be sites with littering issues as 56% of rural transects surveyed in 2018/19 were unacceptably polluted by litter. This litter is most likely to have been chucked by careless people out of their vehicles - such as take away packaging from food, drinks and cigarettes.

Compare this to both primary (2%) and secondary retail (10%) and it is clear that there is a difference in the volume of rubbish accumulating in these areas.

Issues

- Careless people chucking waste out of their vehicles
- It is resource intensive cleaning country roads safely - as cleaning is carried out by hand and health and safety of cleansing staff is vital.

Recommendations

- Bring in fines similar to England allowing councils to fine the owners of vehicles which litter is thrown from, rather than expecting councils to prove who exactly in the vehicle had thrown litter.
- All councils should increase resources to support behaviour initiatives such as the Live Here Love Here campaign making littering and fly tipping socially unacceptable.

- Funding litter surveys helps to target limited resources where and when they are needed.
- Assess innovative solutions such as Funnel Bins at the exits of Service Stations.
- Local action is important and prevention is better (and cheaper) than cure.

This is most likely explained by the way cleansing resources are allocated within council areas. In the main towns and cities, sweepers and teams of litter pickers are deployed on a daily basis, whereas very few councils are able to clean rural roads in their jurisdictions very often, due to fears over the health and safety of staff. It is also not often possible for mechanical sweepers to clean rural roads as there is no hard backline for sweepers to clean to.



Dog fouling

10% of transects had dog fouling present and there were hotspots in recreational and high obstruction housing areas. One transect had six dog poos within 50m!

Issues

- There are dog fouling hotspots in all councils where there may be persistent offenders or issues.
- Unclear signage sometimes with differing fine levels on the same lamppost does not seem to be deterring fouling.

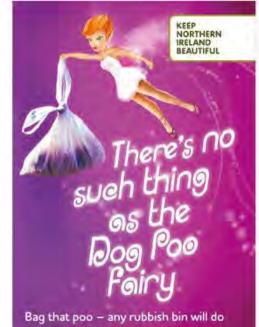
Recommendations for Councils

- Understand your local issues and your local hotspots - use dog fouling data to target resources effectively and develop a dog fouling strategy. (We can help!)
- Extend campaigns such as "Scoop that Poop" encouraging owners to pick up after their dog and report those who don't.
- Include hard hitting information in all puppy. and dog licensing materials.
- Use behaviour change signage that works such as "There is no such thing as the Dog Poo Fairy" and "We are watching you" and remove confusing signage.
- Harmonisation of enforcement practices across the council areas will send a clear message to offenders and stop confusion amongst the general public.

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Keep Northern Ireland Beautiful offers opportunities for further surveys within the councils to identify and assess dog poo hotspots so behaviour change initiatives can be trialled while not changing the existing cleansing regime to test what is effective in your local area.



Council Education and Awareness Campaigns

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Green Dog Walkers scheme numbers on the rise

Around 500 dog owners in Mid and East Antrim are now members of the Green Dog Walkers scheme with the number continuing to grow.

The Green Dog Walkers scheme is a UK wide community-based campaign to change attitudes about dog fouling. Mid and East Antrim officially launched the scheme in February 2018. The number of complaints for dog fouling in 2018 in Mid and East Antrim has decreased in comparison to 2016 and 2017 which shows the scheme is having a positive impact on the attitudes of dog walkers.

When a dog owner signs up and takes the pledge they receive a Green Dog Walkers collar and lead. The pledge means that the owner will always clean up after their dog, and will give other dog walkers free poop bags.

In 2019 active participants will be offered a green collar light and a keyring torch to make evening walks safer and make it easier to clean up after their dog.

In introducing the Green Dog Walkers scheme the council is committed to encouraging responsible dog ownership and to gaining wider public support for a cleaner borough.



Bin it your way ..

Armagh City, Banbridge and Craigavon Borough Council was chosen for the fifth year running to deliver a high profile campaign in an effort to reduce chewing gum litter across the borough. The campaign has seen significant year on year reductions in the amount of gum dropped in areas monitored. The dynamic, brightly coloured advertisements appeared in a range of locations across the borough, including billboards, ad shells, phone kiosks and bus stops. Posters, banners, window stickers, beer mats and Gum-Raps have also been produced. This campaign ran for one month at the start of the school year and complemented the 'Bin It' Roadshow which

took place in a number of secondary schools across the Borough later in the term. As a council running engaging campaigns such as these, the council aims to promote a positive shift in the behaviour of gum droppers, which as a result will bring about a reduction in this unsightly litter and a cleaner more attractive environment for residents, visitors and businesses from the borough.



Sea Bins in Ards and North Down

Ards and North Down Council installed the first Seabin in Northern Ireland into Bangor Harbour in November 2018. Seabins can collect up to half a ton of debris each year including large plastic items, microplastics, and even oils and pollutants floating on the water surface. If proven successful, further Seabins will be purchased for other marinas and harbours. This project is one of many to be paid for by the Council's Recycling Community Investment Fund (RCIF), established in 2016 as a thank you to residents for their recycling efforts and to help promote the fact that 'recycling pays'. Each year it is being used to fund a variety of projects that directly benefit local communities.



We are watching you!

Dashcam surveillance cameras were installed in Fermanagh and Omagh District Council Enforcement vehicles in 2017. These dashcams capture video and photographic evidence of environmental offences such as littering and fly tipping from vehicles in accordance with the Clean Neighbourhoods and Environment Act. The Dashcam is mounted onto the internal windscreen of the vehicle which continuously records the front view providing real time evidence. The camera acts as a deterrent to the illegal act of littering reducing the cost of street cleansing and helping to change behaviour patterns to achieve a cleaner environment.

CCTV signs were displayed on the vehicles, to conform with legislation informing members of the public 'images are being monitored and recorded for the purposes of the enforcement of The Clean Neighbourhoods and Environment Act (Northern Ireland) 2011'.

Video and photographic evidence of offences provides irrefutable evidence, saving time and associated expense in preparing cases for court. Images also reduce the risk of aggressive behaviour from perpetrators once they are made aware that incontrovertible evidence exists.

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With Brexit decision time looming it is difficult to predict our legislative future. With no Stormont in place to develop and enact laws there is no mechanism to cover the legislative vacuum.

What we can do is horizon scan for potential legislation and consultations in the UK, Ireland and the EU or which have recently come through which will help us prepare for the future, whatever that may be.

UK

Resources and waste strategy for England, December 2018

This strategy will preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy in England. The high level strategy recognises that all stages of the material cycle need to be addressed and promises to embed the concepts of "polluter pays" and "extended producer responsibility". The strategy does not yet have any legal underpinning.

Litter Strategy for England updated July 2018

This is the first Litter Strategy for England (There is a Litter Strategy already in Scotland). It includes many actions which are useful such as giving councils the ability to fine car owners when littering occurs from their vehicle, and investing in behaviour change awareness campaigns.

Current & upcoming consultations include:

 Packaging waste: changing the UK producer responsibility system for packaging waste

(Directly relevant to Northern Ireland)

 Introducing a Deposit Return Scheme (DRS) for drinks containers (bottles and cans) (Directly relevant to Northern Ireland)

Plastic packaging tax consultation Single Use Plastics: Budget 2018

Westminister government announced that from April 2022 it would introduce a worldleading new tax on the production and import of plastic packaging with less than 30% recycled content – it is currently consulting on that tax.

Current & upcoming consultations include:

UK Marine Strategy Part One

This is the (only) comprehensive UK Strategy for healthy seas. It's legally binding and requires the UK as a whole to take all necessary steps to reach and maintain 'Good Environmental Status'. This is directly relevant to Littering as it includes targets against a Marine Litter/Plastics Descriptor.

25 year environment plan: measuring progress

There will be feedback on the 25 year Plan for England – Northern Ireland are currently developing an Environmental Strategy.

Single use plastic: banning the distribution and/or sale of plastic straws, stirrers and plastic-stemmed cotton buds in England There are likely to be more consultations coming soon on plastic.

At EU level

The Circular Economy Package includes four EU directives that entered into force on 4 July 2018 and Member States should implement the directives within a two year period.

The legislative package amends:

- The Waste Framework Directive (2008/98/EC)
- The Landfilling Directive (1999/31/EC)
- The Packaging Waste Directive (94/62/EC)
- The Directive on end-of-life vehicles (2000/53/EC)
- The Directive on batteries and accumulators and waste batteries and accumulators (2006/66/EC),
- The Directive on waste electrical and electronic equipment (2012/19/EU)

A new directive on single use plastics was agreed in December by the EU Commission. The Directive, covering both conventional and bio-based plastics, bans items including cutlery and plates, straws and oxo-degradable plastics. It also creates consumption reduction measures for other materials and new design and labelling requirements for balloons, tobacco, wet wipes and sanitary products. These recommendations are What Keep Northern Ireland Beautiful believe are necessary to meaningfully reduce littering, dog fouling and related environmental damage in Northern Ireland.

We have given priority to recommendations which deal the cause rather than the effects.

For national policy makers

- Northern Ireland still needs a comprehensive litter strategy that tackles the causes of litter. This would need to include a joined up approach across education, credible levels of enforcement, increased public engagement, and the sharing of scarce resources.
- Northern Ireland needs legislation & policy that takes a longer term view

 including a longer term plan for the Environment similar to the 25-year plan for England or Scotland and Wales, more ambitious environmental policies providing a joined up approach which the litter strategy would nest within. Switzerland is considered a leading example for waste and water pollution policy.
- Support initiatives and campaigns to reduce particularly harmful and common types of litter. The spotlight has been shone on plastic pollution as posing a real long-term risk to our environment and wildlife. More should be done to address such issues, including the promotion of viable eco-friendly alternatives and spreading of best practice.
- 4. We need a deposit return scheme which will work for Northern Ireland including all plastic bottles. The consultation at the moment includes Northern Ireland within the UK and we should also consider the practicality of introducing this and other viable options on an all-island basis, all UK basis and solely for Northern Ireland,

- 5. Northern Ireland should, as a minimum, comply with the EU Plastics Directive by 2021 and the Waste Directive amendments. They must also ensure funds raised from introducing relevant legislation are ringfenced for action to further reduce consumption of single use plastics and prevent littering.
- i. Clear guidance is required for the treatment of littering by the courts. This should explain which fines, penalties and other options can be issued during court proceedings. This would ensure that fair and reasonable penalties are applied consistently, removing the opportunity to cheat the system and take to court a defence case that is without merit, on the possibility that the sentence will be less costly than paying the original Fixed Penalty Notice.
- 7. Adopt a suitable benchmark for all land managers. This entails the development of a local environmental quality performance indicator for all Councils and other major land managers, based on the current surveys carried out by Keep Northern Ireland Beautiful.

For local policy makers

- Councils should work for a consensus on support for, and application of, enforcement practices. An apparent 'postcode lottery' in enforcement rates creates a resentment of the system, rather than an understanding and positive attitude towards it. Harmonisation is needed to project a clear and unambiguous message to the public regarding the treatment of offenders.
- Schemes that reward desired behaviours should be promoted on an equal footing with enforcement.
 Examples of these schemes have already been successfully trialled in parts of Northern Ireland and are growing in popularity across most Council areas.
- Prioritise behaviour change above provision of additional disposal facilities.

The presence of one or more bins on a transect has no statistically significant impact on litter or dog fouling outcome suggesting that bins that are there are often ignored. To reduce the number of people who litter it would likely be as cost effective, if not more so, to invest in ways of encouraging bin use or taking litter home rather than to simply install more bins. (Continued.)

For local policy makers

- 4. Support initiatives and campaigns to reduce particularly harmful types of litter and pollution. The spotlight has been shone on single use plastics as posing a real longterm risk to our environment and wildlife. Local businesses could be encouraged to adopt the alternatives through a reduction in rates or subsidised purchasing scheme.
- 5. Provide education for new dog owners. New owners should be required to attend a basic awareness course when registering a dog for the first time and advice should be provided with all dog licences at each renewal. Some councils are running successful engagement schemes such as Scoop the Poo and Green Dog Walkers.
- Clear obstructions from streets to improve cleansing outcomes.

Consideration should be given to a requirement that residential areas are kept clear of vehicles between designated times on given days in a month, to allow unfettered access for street sweeping. With about a quarter of a mechanical sweeper's operational time wasted due to parked cars blocking access, this would significantly improve the outcomes from street cleansing operations while reducing the resources required.

 A greater role should be played in Public Realm procurement and planning by cleansing service departments.

Examples of cluttered layouts, inappropriate street furniture selection and primacy of aesthetic considerations impair the ability of cleansing services to maintain an environment, resulting in increased maintenance spending and reduced amenity over the lifespan of the scheme.

 Act to make your own council single use plastic free by 2023 and ensure alignment with requirements in EU legislation. Cascade these policies throughout your supply chains and the high street. Invest resources in developing a circular economy to reduce waste and save resources. Eliminate materials identified in the policy from all their properties and all events taking place on their land.

Education and Awareness Actions

- Improve and Invest in co-operation between stakeholders. Ten of the eleven Councils are already involved with the Live Here Love Here Campaign and every school in Northern Ireland is registered for the Eco-Schools programme. There is a need for better integration of Council messaging on litter and waste, to allow for development and production of larger and more diverse range of resources, and facilitate a more consistent approach across individual channels and agencies.
- 2. Share information and ideas further. Greater sharing of information should be the horm, including sharing of education and enforcement endeavours through groups such as the Technical Advisory Group, Chief Environmental Health Officers Group and the Northern Ireland Environmental Quality Forum. This could improve the quality of individual actions by making available a wider range of skills, experience and creativity, as well as greater resources.
- Focus community planning resources to build self-efficacy in communities and measure success through a new civic pride index.

Further Research Needed

- Study the pathways of Microplastics from the terrestrial environment to the sea in Northern Ireland in order to put in place effective policies and actions to reduce their impacts at source.
- Understand the hotspots of litter and pollution sources on privately owned land, non council land and waterways and formulate focused solutions for those areas.
- Study in greater detail the link between litter, dog fouling and social cohesion, economic progress and deprivation.

Litter has been linked to depressed economic performance in the local area. Understanding what effect littered streets have on high street shopping may help to revitalise town centres. High levels of litter have also been linked to social problems, including disrepair and a rise in anti-social behaviour and criminal activity. Effective solutions to the litter issue may raise the standard of living, economic outcomes and even mental health in many areas, and improve social cohesion.

Interpreting this report

Benchmark in this report refers to the process of comparing the performance of one council against another, or of comparing NI results to those of other regions of the UK.

Baseline refers to the average of the results of the NI Litter Surveys carried out in 2012, 2013 and 2014 with the data mathematically weighted to reflect the amended landuse ratios used in subsequent surveys. Consequently, 'weighted baseline' figures may be different from those given in previous reports.

Transect is the term given to an individual survey site. For this survey it is a length of pavement 50m long, extending from the backline into the gulley. In recreational areas it is either a 50m length of path plus 1m into the grass on either side, or an area of open space approximately 100m², depending on which is more appropriate.





To discuss how we can work together to tackle littering please contact:

Dr Jade Berman

LOCAL ENVIRONMENTAL QUALITY & BUSINESS DEVELOPMENT MANAGER

jade.berman@keepnorthernirelandbeautiful.org

T 028 9073 6920

www.keepnorthernirelandbeautiful.org





Email enquiries@keepnorthernirelandbeautiful.org Registered Address Bridge House, 2 Paulett Avenue, Belfast BT5 4HD Registered Charity No XR36767 NI Charity No NIC 102973 Company No NI38848 VAT Reg No 860 2036 57

Report to:	Neighbourhood Services (NS) Committee
Date of Meeting:	20 August 2019
Subject:	APSE Service Awards 2019
Reporting Officer:	Johnny McBride, Assistant Director: Waste Management (Acting)
Contact Officers:	Joe Parkes, Assistant Director: Waste Management Liam Dinsmore, Head of Waste Processing & Enforcement

For	Decision For Noting Only X				
1.0	Purpose & Background				
1.1	The purpose of this report is to advise the Committee the Council's Waste Management Department has been announced as an Award Finalist for 2019 in the Best Service Team of the Year: Waste Management & Recycling category. The APSE Service Awards 2019 will be held in Newcastle-Upon-Tyne, England on the 12 September 2019.				
1.2	The APSE Service Awards is an annual event which recognises the very best in local government frontline services across the UK.				
2,0	Key Issues				
	Best Service of the Year: Waste Management & Recycling Category				
2.1	The Department has been announced as a finalist due to its performance in this category in recent years.				
2.2	Since 2015-16, the Council increased the rate of recycling across the District by 12.1% to 51%, exceeding national targets of 50% recycling by 2020. This has been achieved by rolling out a range of initiatives, including a food waste collection service, as well as campaigns to encourage residents to recycle more and to reduce waste to landfill.				
3.0	Resource Implications				
3.1	There are no resource implications arising from this specific report. It is likely an Officer from the Department will be attending the Service Awards; any decision in relation to this will be taken in accordance with the Council's Scheme of Delegation ¹ .				
4.0	Equality & Good Relations Implications				
4.1	There are no equality and good relations arising from this specific report.				
5.0	Rural Proofing Implications				
5.1	There are no rural proofing implications arising from this specific report.				

¹ The Council has previously agreed that Councillor Andrews will be attending the APSE AGM / Service Awards 2019

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6.0	Appendices		
	• None		



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NILAS Monitoring Team Waste Regulation Unit Northern Ireland Environment Agency Klondyke Building Cromac Avenue Gasworks Business Park Lower Ormeau Road Malone Lower Belfast BT7 2JA

Email: NILAS@daera-ni.gov.uk

25th July 2019

Mr Roland Moore Director of Neighbourhood Services Newry Mourne & Down District Council Monaghan Row Newry Co Down BT35 8DL

Our Ref: Newry Mourne & Down District Council/ Draft Reconciliation 2018/19

Dear Mr Moore

The Landfill Allowance Scheme (NI) Regulations 2004 (As amended) 14th Scheme Year 2018/19 – Draft Reconciliation

Under Regulation 13 of the above Regulations, the Monitoring Authority (NIEA) is required to prepare a draft reconciliation in relation to each District Council no later than 5 months after the end of the scheme year.

Regulation 14 requires the Monitoring Authority as soon as reasonably practicable after the end of the reconciliation period to reconcile the allowances available with the amount of Biodegradable Local Authority Collected Municipal Waste (BLACMW) sent to landfill as calculated under Regulation 13.

Through WasteDataFlow Newry Mourne & Down District Council has submitted quarterly returns for the scheme year 2018/19. From these returns NIEA has calculated¹ the amount of Biodegradable Local Authority collected Municipal Waste (BLACMW) sent to landfill by each District Council for the scheme year 2018/19.

The total amount of BLACMW sent to landfill by Newry Mourne & Down District Council for the scheme year 2018/19, was 1,845 tonnes' equating to 8.27 % utilisation of the 22,314 allocated allowances available for the scheme year.

To date, the Monitoring Authority has not received any requests for the transfer of allowances for the scheme year 2018/19. As this *scheme year precedes a scheme target year* the **borrowing of allowances is not permitted**.

*NB There may be more data changes required as a result of audits already carried out relating to the scheme year 2018/19, and therefore the draft reconciliation figures may be subject to change. NIEA recommend that the Council seeks transfers for further allowances beyond those required to cover the current deficit. This buffer should be sufficient (say at least 1% of the total expected allowances utilisation) to enable the Council to stay within its allocated allowances if the calculated BLACMW (available as a report on WDF) alters as a result of audits whose follow-up actions are not (fully) complete and / or the annual validation of the WDF figures.

The form required for transfer of allowances is available on the NIEA website at: https://www.daera-ni.gov.uk/publications/nilas-forms.

Transfer requests must be completed i.e. NIEA must have received an appropriately authorised request - an original signature is required - on the official form no later than six months after the end of the scheme year i.e. by **Friday 27th September**.

Please do not hesitate to contact us with any queries.

Yours sincerely,

A.G. Gregoli

Adrian Gregory (Dr) Control and Data Management

Cc: Regional Waste Management Group

'The mass balance is detailed at:

https://www.wastedataflow.org/documents/guidancenotes/NorthernIreland/LandfillAllowanceScheme/ KPI (g) DC Mass Balance Schematic v4.pdf











ITEM 3 ARC21 JOINT COMMITTEE Meeting No 041 Hosted by arc21 MINUTES Thursday 30 May 2019

Members Present;

Councillor T McGrann Alderman A Carson Alderman R Gibson (Chair) Councillor G Walker Councillor JJ Magee Councillor F Ferguson Alderman D Drysdale Councillor S Lee Councillor S Lee Councillor I Friary Councillor H Harvey Councillor H McKee Councillor W Clarke (Deputy Chair)

Members' Apologies:

Councillor N Kelly Councillor A Bennington Councillor N Verner Councillor M Gregg Councillor M Burnside Councillor M Armstrong

Officers Present:

R Burnett G Craig (Secretary) H Campbell J Green K Boal M Laverty T Walker W Mulgrew P Thompson R Moore

Officers' Apologies:

G Girvan D Lindsay N Grimshaw H Moore Antrim and Newtownabbey Borough Council Ards and North Down Borough Council Ards and North Down Borough Council Ards and North Down Borough Council Belfast City Council Lisburn & Castlereagh City Council Lisburn & Castlereagh City Council Mid and East Antrim Borough Council Newry, Mourne and Down District Council

Antrim and Newtownabby Borough Council Antrim and Newtownabbey Borough Council Belfast City Council Lisburn & Castlereagh City Council Mid and East Antrim Borough Council Mid and East Antrim Borough Council

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Antrim and Newtownabbey Borough Council Ards and North Down Borough Council Belfast City Council Lisburn & Castlereagh City Council

Item 1 – Welcome and Presentation to the New Joint Committee

The Chief Executive welcomed Members and Officers to the first meeting of the new Joint Committee.

A PowerPoint presentation was presented by the arc21 senior management team to provide an overview of the organisation for the new Members. This included a briefing on its background and formation, governance and finance, contracts and procurements and current and future issues.

A question and answer session followed the presentation and handouts of the slides were provided for all present.

An Elected Member Handbook was also presented to all Members to provide further in-depth background and governance information on the organisation.

Item 2 - AGM

Item 2(a) - Procedures

Mr Craig referred to the procedures presented in the papers for the position of electing a Chair and Deputy Chair for the forthcoming year.

Item 2(b) - Election of Chair

Mr Craig then sought nominations for the position of Chair to serve the Joint Committee for the forthcoming year.

Nominated: Alderman Robert Gibson Proposed: Alderman Angus Carson Seconded: Councillor Harry Harvey

It was resolved that Alderman Gibson be elected as Chair of the Joint Committee for the incoming year.

(Alderman Gibson in the Chair)

Alderman Gibson thanked the Members for electing him as Chair of the Joint Committee for the forthcoming year and stated that the next item of business was the election of the position of Deputy Chair for the forthcoming year.

Item 2(c) - Election of Deputy Chair

Nominations were then invited for the position of Deputy Chair of the Joint Committee.

Nominated: Councillor Willie Clarke Proposed: Councillor JJ Magee Seconded: Councillor Taylor McGrann It was resolved that Councillor Clarke be elected Deputy Chair of the Joint Committee for the incoming year.

Councillor Clarke thanked Members for electing him as Deputy Chair of the Joint Committee for the forthcoming year.

Item 3 - Conflicts of Interest Statement

The Chair read out the Conflicts of Interest Statement. There were no conflicts noted.

Action: Noted

Item 4 - Apologies

Apologies were noted.

Action: Noted

Officers left the meeting during the following agenda item. Mr Craig and Ms Campbell remained in the meeting.

The Chair advised Members that the meeting would now go In Committee, which was proposed and seconded accordingly.

In Committee

Matters of a confidential and commercially sensitive nature were discussed under this agenda item.

Following discussion on the commercially sensitive matters, the Chair advised Members that the meeting would now return to the main agenda but whilst 'in committee' there were two items discussed as follows:

Item 5 - Chief Executive Position

Action: Agreed

Mr Burnett returned to the meeting to present a report on the following item:

Item 5 - Organisation Resilience Review

Action: Agreed

Out of Committee

The Chair advised Members that the meeting would now return to the main agenda, which was agreed.

Officers returned to the meeting.

Item 6 - Minutes

The minutes of the Joint Committee meeting 040 held on 25 April 2019 were agreed.

Action: Agreed

Item 6 - Matters Arising

There were no matters arising from the minutes.

Item 8 - Establishment of and Nominations to Audit Committee

Mr Craig presented a report to ask the Joint Committee to establish a new Audit Committee as part of the process of providing robust governance arrangements for the organisation.

He reported that an Audit Committee formed an important part of the overall governance arrangements of an organisation and is now common within the Local Government sector. arc21 originally established an Audit Committee in 2008 and with the new Joint Committee having recently been formed the opportunity is being taken to re-establish an Audit Committee.

The primary role of the Audit Committee is to provide assurance to the Joint Committee in regards to issues of governance, finance and risk management activities in the operations of arc21.

Previously, the Joint Committee established the Audit Committee, which was made up of four elected Members from the Joint Committee (who appointed a Chair and Vice Chair from its membership) and an independent Officer who was able to provide technical accounting support. To date this technical accounting support has been provided by Mr John Balmer, Head of Finance at Antrim and Newtownabbey Borough Council. John has indicated his willingness to continue providing this support to the new Audit Committee, if required.

The Joint Committee was asked to approve the structure of the Audit Committee and nominate the relevant number of elected Members to serve on the Audit Committee.

Following discussion, it was agreed that Alderman Carson, Councillor McGrann, Alderman Drysdale and Councillor Harvey would serve on the Audit Committee. In addition the Audit Committee agreed to invite Mr John Balmer, Head of Finance at Antrim and Newtownabbey Borough Council, to continue providing the service of Independent Member of the Audit Committee.

Action: Agreed

Mr Craig advised that he would make contact with Members regarding arranging the first meeting of the new Audit Committee.

Action: Mr Craig

The Chair advised Members that the meeting would now go In Committee, which was proposed and seconded accordingly.

In Committee

Matters of a confidential and commercially sensitive nature were discussed under these agenda items.

Action: Noted

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Following discussion on the commercially sensitive matters, the Chair advised Members that the briefing would now return to the main agenda but whilst 'in committee' there were four matters discussed as follows:

Item 9 - Minutes of Joint Committee Meeting 040 held on 25 April 2019 'in committee' Action: Agreed

Item 10 - Matters Arising	Action: Noted
Item 11 - Residual Waste Treatment Project	Action: Noted
Item 12 - Commercially Sensitive Contracts Issues	Action: Agreed

Out of Committee

The Chair advised Members that the meeting would now return to the main agenda, which was agreed.

Item 13 - Contracts and Performance Update

Ms Boal presented a report to advise the Members on the prevailing monthly situation pertinent to the operational performance of the service and supply contracts.

A summary of the key discussions is replicated as follows:

- Organic waste delivered in April 2019 increased by 25% in comparison to April 2018.
- All Councils received bagged compost for compost giveaways and promotions during Compost Awareness Week, 5th - 11th May 2019.
- Overall the tonnages delivered to the MRF's were slightly higher than during the same period last year.

Following discussion Members agreed to note the report.

Action: Noted

Item 14 - Packaging Consultations

Mr Burnett presented a report to provide the Joint Committee with copies of the responses to the consultations relating to packaging.

Following discussion Members agreed to note the report.

Action: Noted

Item 15 - AOB

There was no further business discussed.

Item 16 - Next Meeting

The Chair advised that the next scheduled meeting of the Joint Committee was due to be held on Thursday 27 June 2019 and hosted by Belfast City Council in Malone House, Shaw's Bridge, Belfast.

Action: Noted

Date: _____

Chairman: _

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MEMBERS' MONTHLY BULLETIN

The purpose of this Bulletin is to provide Members with an executive summary of the various agenda items which will be considered by the Joint Committee at its forthcoming meeting.

The titles highlighted in blue relate to the various agenda items.

27 June 2019

JOINT COMMITTEE

Item 1 - Conflicts of Interest

The Joint Committee are reminded of their personal responsibilities and asked to declare any conflicts of interest that might arise during the meeting.

Item 2 - Apologies

Item 3 - Minutes of Joint Committee Meeting 041 held on 30 May 2019

For approval

The Joint Committee's approval is sought for the minutes of the meeting held on 30 May 2019.

Item 4 - Matters Arising

'IN COMMITTEE' ITEMS - COMMERCIALLY CONFIDENTIAL

Item 5 - Minutes of Joint Committee Meeting 041 held on 30 May 2019 held 'in committee'

For approval

The Joint Committee's approval is sought for the minutes of the meeting 041 held on 30 May 2019 'in committee'.

Item 6 - Matters Arising

arc21 JOINT COMMITTEE 27 June 2019

Item 7 - Residual Waste Treatment Project

For approval

Planning Application - Responses from the statutory consultees to DfI Strategic Planning Division's selected to circulate the further voluntary environmental information package continue to be returned. Ten responses received so far. DfI planners included an additional consultee in the form of the Health and Safety Executive.

Stakeholder Engagement and Community Liaison - Information being provided as requested by residents. The 'No-arc21' group have responded to the invitation for them to address the Joint Committee.

Environment and Climate Change Emergency - The Joint Committee is asked to endorse the approach of preserving the potential of the proposed site for the waste treatment infrastructure to contribute to further environmental enhancements and note the rest of the report.

Item 8 - Dry Material Recovery Facility - Contract Update

For approval

A procurement competition, split into two Lots, was initiated in September 2018 for contracts to treat mixed dry recyclable material collected by Councils. A recommendation to award the contracts was made to the Joint Committee in February 2019. Following notification of the award decision to all those tenderers who took part in the competition, one of the unsuccessful tenderers for the Lot 1 contract instigated court proceedings challenging the award decision The report provides an update on these matters.

As a consequence of the issue of court proceedings it has been necessary to extend the existing MRF Contract on a month by month basis until there is clarity in respect of the Court proceedings. This report proposes how future extensions will be managed in the next few months (in order to ensure continuity of service) and in addition considers a variation proposal (in respect of such extensions).

The Joint Committee is asked to consider the report and to endorse the recommendations.

OUT OF COMMITTEE & RETURN TO MAIN AGENDA

arc21 JOINT COMMITTEE 27 June 2019

Item 9 - Contracts and Performance Update

For noting

Organic waste tonnages were down in the month of May when compared with the same month last year. Type 1 was down 16% whilst Type 2 was down 11%. Overall tonnages however in both types of material are slightly higher when compared with April and May last year.

In relation to the MRF there has been an increase in tonnage collected by Newry, Mourne and Down District Council through the introduction of glass into the kerbside collection system and the associated communications campaign. Tonnages are up by 11% over April and May when compared with the same period last year.

The Joint Committee is asked to note the report.

Item 10 - Audit Committee Update

For noting

At the first meeting of the new Joint Committee held on the 30th May Members agreed to continue with an Audit Committee as part of the overall governance regime of the organisation.

The members of the audit committee were nominated by the Joint Committee and the Joint Committee also agreed to invite Mr John Balmer, Head of Finance at Antrim and Newtownabbey Borough Council, to continue in the role of independent member.

The Members of the new Audit Committee are:

- Alderman Angus Carson
- Alderman David Drysdale
- Councillor Harry Harvey
- Councillor Taylor McGrann
- Mr John Balmer

Mr Balmer is an accountant with substantial experience in financial management in the Local Government Sector and has a key role to play in providing expert technical accounting support to the Committee.

The first meeting of the new Audit Committee is to be held on Tuesday the 25th June 2019.

arc21 JOINT COMMITTEE 27 June 2019

The Joint Committee will be updated on the activities of the Audit Committee on an ongoing basis and, in this regard, the Executive Summary of the 25 June 2019 meeting setting out the range of business to be conducted, is attached at Appendix B.

The Joint Committee is asked to note the report.

Item 11 - Financial Report 2018/19

For noting

The Joint Committee is required to prepare a Draft Statement of Accounts annually and subject it to a Statutory Audit by the Local Government Auditor from the Northern Ireland Audit Office (NIAO).

The Draft Statement of Accounts of the Joint Committee for the year to March 2019 will firstly be presented to the Audit Committee at the meeting to be held on 25 June 2019. Following review by the Audit committee the accounts will then be submitted to the Department for the Communities who provide them to the NIAO to undertake the statutory audit.

Members will note that, in terms of the financial highlights for the year, income was up slightly year on year, £29.6m compared to £28.3m, due primarily to increases within the Organics and Mixed Dry Recyclables contracts and a reduction in the landfill contract.

A surplus on the comprehensive income and expenditure of £73,549 was achieved of which £63,000 relates to the pension scheme transactions. NILGOSC administer the accounts of the pension scheme independently of the Joint Committee but the accounting regulations require the Joint Committee to account for its share of the pension scheme accounts.

The Pension Scheme remains in a deficit position at 31 March 2019 but it should be noted that the deficit has been reducing in recent years. In 2017 it was £598k, in 2018 it was £568k and at March 2019 it was £505k probably reflecting an improvement in the returns on the investments held by NILGOSC.

The remaining part of the comprehensive income and expenditure surplus, £10,549, relates to the operational surplus achieved on the activities of the Joint Committee, which is applied to the General Reserves for future use by the Joint Committee.

The cash balances at 31 March 2019 were down year on year (£2.6m compared to £3.9m in the previous year) but remained sufficient to provide the ongoing essential liquidity to enable arc21 to meet its monthly contractual obligations, which average out at around £3m.

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arc21 JOINT COMMITTEE 27 June 2019

After applying the £10,549 operational surplus for the year the General Reserves at 31 March 2019 increased to £1.25m (£1.24m in 17/18) continuing to place the Joint Committee in a strong financial position to meet the significant challenges ahead, particularly with the Residual Waste Treatment Project where expenditure is expected to increase significantly should the planning application be approved to enable the Project to progress to contract award.

An extract from the Statement of Accounts is shown in Appendix C.

The Joint Committee is asked to note the report.

Item 12 - 2018/19 Waste Statistics

For noting

The Joint Committee is asked to note the statistical information relative to key waste statistics covering the year 2018/19.

Next Meeting: Thursday 25 July 2019, hosted by Lisburn & Castlereagh City Council