

REPORT TO CABINET
20 November 2018

INCREASING RECYCLING – BAG SORTING AT THE HOUSEHOLD WASTE RECYCLING CENTRE

Report Submitted by: Stephen Jarrett, Assistant Chief Officer Technical Services, Neighbourhoods, Planning and Public Protection

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1. Area Affected

1.1 County Borough wide.

2. Purpose of Report

2.1 To seek Cabinet approval to implement a revised operational procedure at the Household Waste Recycling Centre so residents are required to sort their black bag waste to increase recycling.

3. Key Messages

3.1 The Council, as part of its continuing efforts to increase recycling in the County Borough, is proposing a change to operations at the HWRC requiring residents to sort their black bag waste, rather than disposing of this waste in the residual waste container.

3.2 This change is aligned with other LA's and their practices requiring residents to sort black bag waste. Experience has shown a significant reduction in the amount of residual waste deposited at their HWRC's, with an associated increase in their recycling rate.

3.3 These changes, through a reduction in residual waste and an increase in recycling will contribute £80,000 to the 2019-20 Medium Term Financial Plan.

4. Background

4.1 The Welsh Government in collaboration with Local Authorities has over a number of years with published strategies, investment and legislation sought to decrease the amount of householder residual waste being produced with an associated increase in recycling. The work has been successful, with Wales ranked first in the UK, second in Europe and third in the World for the amount of householder waste recycled.

4.2 Torfaen currently recycles around 61% of household waste. As a result we are currently meeting the 58% recycling target. However next year (2019/20) the target increases to 64%. Each 1% off the target can lead to a fine equating to £100,000.

- 4.3 Compositional analysis of all residual waste both within Torfaen and across Wales shows that a significant proportion (c.50-60%) of residual waste contains material that could be recycled. Across Wales, Councils have restricted the amount of residual waste collected by a number of methods which has reduced the overall amount of material disposed of in this manner and increased recycling performance. However the volume of recycling we still have in our black bags shows that whilst the public are to be thanked for their efforts in responding positively to changes and increasing their recycling, it is the case that some residents are still not engaged or fully engaged.
- 4.4 One opportunity for those residents who do not participate in recycling at the kerbside is to dispose of their black bag waste at the Council's HWRC. Over the last 2 years we have seen a 20% increase in the amount of black bag waste being delivered to our HWRC. Compositional analysis has shown that 70% of the contents of these bags can be recycled at the site.
- 4.5 To counter this, and to continue to encourage behaviour change such that recycling becomes the norm, many LA's in Wales now require the black bags presented at their HWRC's to be sorted and all recycling removed prior to disposing of the waste. This reduces the opportunity to dispose of waste that could be easily recycled at the kerbside.
- 4.6 With the backdrop of significant reductions in budgets the service is also looking at reducing costs within the service. One of the most significant costs is the disposal of residual waste. In 2015 we introduced skinny bins as a capacity reduction of residual waste and this reduced the amount of kerbside collected residual waste disposed of by 18% and encouraged behaviour change to recycling that enabled us to meet the current 58% target.
- 4.7 Between October 2017 and September 2018 Torfaen residents delivered 2,186 tonnes of Black bag waste to the HWRC. This is waste that had not been sorted. This cost around £224k to dispose of. This tonnage makes up around 10% of the Council's total residual waste.

5. Issues and Findings

- 5.1 In seeking to understand and quantify operational practices at HWRC's across the Country we recently undertook a survey of all 22 LA's to find out what procedures they operate. 21 LA's responded and 11 of those LA's confirmed they require residents to sort their black bag waste at their HWRC's. As a result of this, LA's advised that they had seen significant reductions in their residual waste collected at their HWRC's ranging from 82 – 95%. Information gathered from LA's also advised that there had been no increased fly tipping, there had been very little hostility toward staff at the HWRC's resulting from the change, and there had been a positive outcome in terms of queues at their HWRC's.
- 5.2 On the basis of this work it is proposed that the Council introduce a policy that will require residents to sort through their black bag waste to remove any recycling that is being delivered to site. The proposal to require residents to sort their waste is in line with the majority of Councils who require sorting, and importantly, has been shown to be effective in ensuring behaviour change.

- 5.3 Experience elsewhere has demonstrated that the approach works very effectively but requires an appropriate lead in time so that communication and publicity at site can be effective.
- 5.4 It is proposed that we undertake a 2-3 month communication campaign, involving direct contact with users of the site, posters, information banners, roadshow events and social media. This lead in time is consistent with other LA's who have introduced this policy.
- 5.5 Whilst it is anticipated that behaviour change will in time result in decreasing numbers of residents undertaking sorting at the HWRC, it is intended that the requirement be as pleasant as possible, and as such there will be some capital costs for the creation of a sorting area. This will be carried out in collaboration with the site operator and in partnership with the Council and from within existing budgets. Works are anticipated to involve some layout changes at the site. Depending upon the solution, the costs could be in the order of £20K.
- 5.6 Through reviewing the impact on the bag sorting process on diverting waste from disposal to recycling at other Local Authorities, and modelling a similar impact in Torfaen, it is anticipated the recycling rate will increase by around 2.5%.
- 5.7 Additionally, the waste team is working with our Household Waste Recycling Centre operator, FCC, to secure a long term reprocessor that can increase the proportion of wood waste received at the site to be able to be recycled.
- 5.8 It is expected that through the behaviour change delivered via the bag sorting process identified in this report and securing a higher recycling outlet for our wood waste we will be able to achieve the 64% target for 2019-20.
- 5.9 We are seeking to implement the policy on the 4th March 2019. It is the Council's aim that the changes are fully embedded by April 2019 to ensure we can meet next year's recycling targets and deliver the anticipated budget savings.

6. Consultation

- 6.1 The Leader, Executive Member for the Environment and Cabinet are aware of the proposals and are supportive.
- 6.2 Subject to approval, a communications plan will be put in place that will aim to ensure that all users of the site are aware of the proposed operational change.

7. Well-being Assessment

- 7.1 A Well-being Assessment is attached as Appendix 1.

8. Risks

- 8.1 There are reputational risks in implementing this proposal in that it may be considered that this is a reduction in service, or that residents are not fully aware of the proposal. These risks can be mitigated by the implementation of a comprehensive communications campaign.

- 8.2 The public may at first not like the changes and dislike the request to sort their bags. They may raise concern about impact on privacy and the disposal of private waste. The communications plan will be extensive so ensure these issues are thoroughly addressed.
- 8.3 In addition the staff at the site will be well trained to work well with residents on any sensitive waste to ensure that their dignity and privacy is respected. Where sensitive material is highlighted to the staff, the public will not be expected to sort through the waste on this occasion, but they will be encouraged to separate any similar items at home prior to any subsequent visits.
- 8.4 There are risks in not carrying out this proposal in that as the Council is currently recycling at a rate of circa 61% it needs to increase its recycling performance in order to achieve the Welsh Government target of 64% in the year 19/20. This action is seen as essential in achieving this target and avoiding the associated fines.
- 8.5 Not implementing the proposal would also not assist in seeking the perceived behaviour change that the proposal would secure, being that more recycling is undertaken at the kerbside.

9. Action to be taken following decision

- 9.1 Should Cabinet approve the implementation of this change, the Assistant Chief Officer Technical, Neighbourhoods, Planning and Public Protection will implement the change ensuring the implementation of the agreed communications strategy and the creation of a dedicated area at the HWRC for residents to sort their black bags.

10. Measures of Success

- 10.1 Implementation of the bag sorting operation at the HWRC with associated reductions in residual waste and increase in recycling.

11. Conclusion/summary

- 11.1 Residents are to be thanked for their efforts in increasing their recycling. In order to continue with increasing the rate of recycling and to reduce the amount of residual waste at the HWRC it is necessary to change the operational procedure such that black bag waste is sorted prior to disposal. This action will contribute toward the recycling rate of the Council to meet the targets set by Welsh Government for the year 19/20. The action is also expected to positively affect behaviour change resulting in more kerbside recycling.

12. Recommendation

- 12.1 That Cabinet approve the implementation of a revised operational procedure at the Household Waste Recycling Centre so residents are required to sort their black bag waste to increase recycling.

Appendices	<ol style="list-style-type: none">1. Wellbeing Assessment2. Household Waste Recycling Centre Policy
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Background Papers	Not applicable
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For a copy of the background papers or for further information about this report, please telephone: Stephen Jarrett, Assistant Chief Officer Technical Services, Neighbourhoods, Planning and Public Protection, 01495 742432, stephen.jarrett@torfaen.gov.uk

APPENDIX 1 WELL-BEING ASSESSMENT TEMPLATE

Project Description (key aims): Increasing Recycling – Bag Sorting at the household waste recycling centre.

Section 1) Complete the table below to assess how well you have applied the 5 ways of working.

 <p>Integration</p>	<p>1. <i>How does your project / activity deliver economic, social, environmental & cultural outcomes together?</i></p> <p><i>The Council aims to reduce the volume of waste sent to landfill through maximising recycling and composting. By ensuring that residual waste presented at the HWRC is sorted, the Council will increase the materials recycled and this will assist the authority to meet its statutory recycling targets.</i></p>
 <p>Long-term</p>	<p>2. <i>How does your project / activity balance short-term need with the long-term and planning for the future?</i> <i>This link may help you with long term planning: http://www.wlga.gov.uk/sustainable-development/generation-2050-better-long-term-decision-making-l-a-resource-for-local-government</i></p> <p><i>Waste is a corporate plan priority having effective measures for ensuring recycling is maximised is a key element to achieving the Cabinet approved Waste Strategy.</i></p>
 <p>Prevention</p>	<p>3. <i>How does your project / activity put resources into preventing problems occurring or getting worse?</i></p> <p><i>By ensuring the maximisation of recycling the disposal of waste is minimised.</i></p>
 <p>Collaboration</p>	<p>4. <i>How does your project / activity involve working together with partners (internal and external) to deliver well-being objectives?</i></p> <p><i>This activity involves the Council, its contractor for the HWRC and residents to deliver the objectives.</i></p>
 <p>Involvement</p>	<p>5. <i>How does your project / activity involve stakeholders with an interest in achieving the well-being goals? How do those stakeholders reflect the diversity of the area?</i> <i>The activity involves all all those with an involvement in the HWRC.</i></p>

Section 2) Assess how well your project / activity will result in multiple benefits for our communities and contribute to the national well-being goals (use **Appendix 1** to help you).

Description of the Well-being goals	How will your project / activity deliver benefits to our communities under the national well-being goals?	Is there anyway to maximise the benefits or minimise any negative impacts to our communities (and the contribution to the national well-being goals)?
<p>A prosperous Wales An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p>	<p>By ensuring waste presented at the HWRC is sorted will result in more material being recycled. More recycled material results in the reduction in need for the use of new natural resources.</p>	<p>The sorting of waste at the HWRC could lead to behaviour change meaning an increase in kerbside recycling and a reduction in trips to the HWRC.</p>
<p>A resilient Wales A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).</p>	<p>Recycling is invaluable, the benefits environmentally and social are innumerable; Recycling saves energy by reducing or eliminating the need to make materials from scratch. Making products from scratch can be both labor intensive and expensive to collect, move and refine the natural resources needed for paper, aluminum, plastic, and so on. By using recycled materials instead of pulling new natural resources, manufacturers can make the same products with less energy and expense. Since recycled materials have already been refined and processed once; the second time around, manufacturing is much less energy-intensive than the first.</p>	<p>By Torfaen County Borough Council increasing the rates that we recycle we reduce the need to use more natural resources. This reduces the amount of waste that is disposed of.</p>
<p>A healthier Wales A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>	<p>The use of recylates notably diverts waste from disposal and therefore greenhouse gas emission such as methane produced from landfill sites is drastically reduced.</p>	<p>N/A</p>

A more equal Wales A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).	Providing the opportunity for the majority of the residents in the Borough to recycle their waste at the HWRC regardless of their background or circumstances.	N/A
A Wales of cohesive communities Attractive, viable, safe and well-connected communities.	N/A	N/A
A Wales of vibrant culture and thriving Welsh language A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.	All signage etc for the service provision is in both welsh and english. Any literature associated with the scheme is also produced bilingually.	N/A
A globally responsible Wales A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.	By recycling our waste Torfaen is contributing to a positive contribution to global well being by diverting the waste stream from landfill and reducing greenhouse gas emissions.	N/A

Section 3) Will your project / activity affect people or groups of people with protected characteristics? Explain what will be done to maximise any positive impacts or minimise any negative impacts.

Protected characteristics	Will your project / activity have any positive impacts on those with a protected characteristic?	Will your project / activity have any negative impacts on those with a protected characteristic?	Is there anyway to maximise any positive impacts or minimise any negative impacts?
Age	Scheme is available to all residents	NA	N/A
Disability	Scheme is available to all residents	N/A	N/A
Gender reassignment	Scheme is available to all residents regardless of gender	N/A	N/A
Marriage or civil partnership	Scheme is available to all residents regardless of status	N/A	N/A
Pregnancy or maternity	Scheme is available to all residents	N/A	N/A
Race	Scheme is available to all residents	N/A	N/A

Religion or Belief	Scheme is available to all residents	N/A	N/A
Sex	Scheme is available to all residents	N/A	N/A
Welsh language	Scheme is available to all residents	N/A	N/A
Section 4) Identify decision meetings for project/ activity e.g. Cabinet, Council or delegated decisions taken by Executive Members and / or Chief Officers.			
Officer Name and Job Title: Stephen Jarrett, Assistant Chief Officer Technical Services, NSPPP		Date: 31.10.2018	



Torfaen County Borough Council

Household Waste Recycling Centre Policy

Maximising Recycling and Reuse at the New Inn
Household Waste Recycling Centre

November 2018

Policy

Introduction

It is the duty of Torfaen County Borough Council (TCBC) to arrange for a facility (Household Waste Recycling Centre) to be provided at which residents may deposit their household waste as stated in Section 51 of the Environmental Protection Act 1990. There is no duty to provide a set number of facilities in an area but the facilities must be reasonably accessible and available at all reasonable times for people resident in the area.

Household waste does not include commercial or industrial waste. Other waste can be accepted at the HWRC and it is permitted for charges to be levied via the Controlled Waste Regulations 2012 for the disposal of these wastes. These wastes include DIY waste, doors and windows, inert/rubble, plasterboard, fitted kitchens, tyres, asbestos and commercial waste.

TCBC currently operates one Household Waste and Recycling Centre at New Inn, located at Panteg Way, New Inn, NP4 0LS. The operation of the HWRC is currently undertaken under contract by FCC Environment Ltd.

The HWRC is open to residents Mon-Sat from 7:30am to 5:45pm; Sun from 9:00am to 5:45pm every day except Christmas Day, Boxing Day and New Year's Day.

TCBC strives to provide an efficient, effective service to all residents and as such, expects a high standard of customer service from all site staff.

Site Operations

Site staff will attend the site half an hour before the HWRC opens to the public to ensure that the site is safe for residents, check the perimeter and ensure any litter or waste is placed in the correct containers before the gates are opened. Site staff will close the gates at 5:45pm to ensure the site is cleared of vehicles before 6pm.

There are a range of containers located at the site that provide opportunities for residents to recycle and reuse:

- Wood
- Laminate and chipboard
- Garden waste - grass cuttings, hedge trimmings
- Paper and cardboard
- Glass bottles and jars
- Cans and plastic bottles
- Small electrical appliances
- Fridges/freezers, TVs and monitors
- Scrap metal
- Rubble
- Fluorescent tubes and light bulbs
- Car batteries
- Used oil
- Gas bottles
- Textiles - clothing and shoes
- Sheet glass
- Plasterboard
- PVC and hard plastic
- Mattresses

- Carpets
- Furniture

Site staff will be available to meet and greet residents to the site and give advice as to what should be done with the waste brought in. Residents are encouraged to separate their waste before entering the site as this will make it easier and more efficient process to deposit items on site. As a result queuing will be minimised.

Van and Trailer Permits

If you are visiting the site with a van or trailer you must obtain a Van/Trailer Permit before visiting the site. There is a charge of £5 for each van and trailer permit. Each permit entitles you to one visit to the Household Waste Recycling Centre and each household can apply for up to 10 permits per year.

Permits can only be issued to residents of Torfaen. The site attendant will check your Permit when you arrive at the site, as well as your proof of address, for instance a recent utility bill, to ensure the waste is from your home.

Residents will need to contact Call Torfaen to obtain a permit via our website at www.torfaen.gov.uk or by calling 01495 762200.

Non Sorted Waste Delivered to Site (e.g. Black Bags)

Unsorted black bag waste will not be accepted at the site. Residents will be given the option to sort their black bags in the designated sorting area at the site. Residents will be able to remove the items that can be recycled. The remaining items will be placed in the non-recyclable residual container.

Staff will be available to direct residents to the correct skip or area to recycle their waste. Alternatively, the resident can return home to sort their black bag waste and separate out the recyclable material.

Health and Safety

All site staff are expected to wear the required Personal Protective Equipment (PPE) to carry out their role at all times. All site staff will receive mandatory health and safety, machinery and technical competence training at regular intervals.

Residents are to follow directions by staff members and take note of signage on site to allow ease of access and reduce traffic congestion on site. Residents should ensure all pets and children remain within the vehicle whilst on site and should refrain from walking across roads to transport waste to different containers.

Hand sanitiser and gloves will be available at the Black Bag Sorting area. Residents are welcome to use these when sorting their waste.