

HARBOROUGH DISTRICT COUNCIL**REPORT TO THE CABINET MEETING OF 13th JANUARY 2020****PUBLIC REPORT: Yes****EXEMPT REPORT: No**

Report Title	Review of Bin Policy
Key Decision	Yes
Report Authors	Russell Smith, Environmental Services Manager Daniel Simms, Environmental Services Officer
Purpose of Report	<ol style="list-style-type: none">1 To propose changes to the Wheeled Bin Policy following a review.2 To consider the options available for charging for the supply and delivery of bins within the district.3 To provide data on the scale of the current service, potential future costs to the Council and savings that could be made.4 To agree a timetable for the implementation of this policy.
Reason for Decision	To reduce the costs to the Council overall and to update the current policy document to reflect the emphasis on the environment.
Portfolio (holder)	Cllr Bateman
Corporate Priorities	Efficiency Planning /Income Generation
Financial Implications	<ol style="list-style-type: none">1 Payments will need to be taken for wheeled bins, this could be achieved either through the:-<ul style="list-style-type: none">• Council's website.• Through the telephone by contacting the Customer Services Team.• Face to face Customer Service Desks available on the ground floor of The Symington Building.2 Dependent on the number of requests this may have

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	<p>issues with resources but it is felt that this can be absorbed.</p> <p>3 There may, also, be additional work for Finance and Customer Services if payments are taken.</p> <p>4 The Financial impact of the changes is shown in paragraph 2.20 (Key Facts).</p> <p>5 These changes have not been accounted for in the current 20/21 budget but, if approved, can be incorporated in to the February cabinet budget report.</p> <p>6 Option A2 would create an estimated additional income of £59,500.44. Option A3 (recommended) would create an estimated additional income of £101,464.33.</p> <p>7 Option B2 (recommended) would save an estimated £4,811.17.</p> <p>8 Option C2 (recommended) would create an estimated additional income of £17,074.19.</p>
<p>Risk Management Implications</p>	<p>1 One area of risk is that when the new bins are delivered and residents have paid for them they could be stolen by another householder. To reduce this risk we would make contact with all Letting Agents, Developers, Estate Agents and Property Management Companies to ensure they are aware of the changes and obligations put on them in receiving deliveries of new bins. Where possible, all deliveries would, also, be made behind gates or received by Site Office Staff on new developments.</p> <p>2 Residents will be able to purchase a wheeled bin from another source however they must ensure they are of an appropriate standard and are compatible with the lifting equipment.</p>
<p>Environmental Implications</p>	<p>There are no negative Environmental implications</p>
<p>Legal Implications</p>	<p>1 The Policy has been developed in compliance with the Environmental Protection Act 1990, The Controlled Waste Regulations 2012 (revised from 1992) and</p>

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	<p>Section 93 of the Local Government Act 2003.</p> <p>2 Legal advice has confirmed that the Council is able to specify the type and size of container that residents must present their waste in and can specify the type of waste to go in the container. The council is also allowed to make a charge to the resident for the provision of the waste container however they are not able to stipulate that the bin is purchased through the council.</p>
<p>Equality Implications</p>	<p>1 The proposed changes are designed to be applied to all residents equally with no reductions in the charges applied.</p> <p>2 It is still proposed that a resident requesting an additional bin for medical grounds will still be free of charge.</p> <p>3 An Equality Impact Assessment is attached as Appendix D.</p>
<p>Data Protection Implications</p>	<p>No Data Protection Implications</p>
<p>Consultation</p>	<p>1 We have carried out research on other Councils in Leicestershire in respect of bin delivery and charging. Example charges are included in Appendix C. Our charges are consistent with those charged in neighbouring authorities.</p> <p>2 Consultation has been undertaken with the Portfolio Holder.</p> <p>3 Consultation will be part of the budget planning process.</p>
<p>Options</p>	<p><u>Options (preferred option in bold)</u></p> <p><u>Option A - Bin Charging</u></p> <ol style="list-style-type: none"> 1. No Change 2. Charge new properties only 3. Charge for any bin deliveries requested whether new, damaged or missing (recommended) <p><u>Option B – Provision of larger bins for properties 5 or more permanent residents</u></p>

	<ol style="list-style-type: none"> 1. No Change. 2. Change the large bin size from a 360 litre bin to a 240 litre bin for 5 or more permanently residing at the address (recommended). 3. Change the large bin size from a 360 litre bin to a 240 litre bin and the qualifying number to 6 or more permanently residing at the address. Implement when additional properties request a large bin. 4. Change the qualifying number to 6 or more permanently residing at the address. <p><u>Option C – Additional recycling bins</u></p> <ol style="list-style-type: none"> 1. No Change 2. Only deliver an additional recycling bin if a charge is levied as set out in the Fees & Charges and where there is suitable evidence that an additional bin is required to avoid abuse of the system to use the recycling bin for residual waste. (recommended) <p><u>Option D – Sack deliveries</u></p> <ol style="list-style-type: none"> 1. No Change (recommended) 2. Residents supply their own coloured sacks for the collections if they require a sack collection service
<p>Background Papers</p>	<p>Bin prices for 2020/21 not finalised as FCC uplift figure is still subject to change.</p>
<p>Recommendation</p>	<ol style="list-style-type: none"> 1. To approve the revised Wheeled Bin Policy attached at Appendix A to be implemented from April 1st 2020. 2. To agree the preferred options; <p style="margin-left: 40px;">A3 Charge for all bin deliveries. (Actual cost of this service to HDC in 2018/19 -</p>

£84,553.61. Therefore, estimated annual income based on 2018/19 costs and number of deliveries plus the 20% admin fee for deliveries is £101,464.33.)

B2 Change the large bin size from a 360 litre bin to a 240 litre bin.

(Actual cost of this service to HDC in 2018/19 - £4,811.17. Therefore, estimated annual income based on 2018/19 costs and number of deliveries plus the 20% admin fee for deliveries is £5,773.40. This also has the added beneficial impact on the environment due to reduction of waste going to landfill.)

C2 Only deliver an additional recycling bin if a charge is levied as set out in the Fees & Charges and where there is suitable evidence that an additional bin is required

(Actual cost of this service to HDC in 2018/19 - £14,228.49. Therefore, estimated annual income based on 2018/19 costs and number of deliveries plus the 20% admin fee for deliveries is £17,074.19.)

D1 No Change to sack deliveries.

(Future savings/income will likely be larger as the prices for bins and number of properties increase.)

3. To recommend to Council the proposed amendments to the Fees and Charges as outlined in Appendix B and any consequential amendments necessary following final confirmation of the Environmental Services Contract inflation increase for 2020/21.
4. To agree that the policy and the charges are subject to annual review. In addition, a review of the impact of charging for new bins and the implementation of measures to reduce the total number of bin deliveries to existing properties will be considered by the Cabinet 2 years after implementation.
5. To delegate authority to the Head of Finance and

	Assets to make minor amendments to the Policy in consultation with the relevant Cabinet Member.
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1. Introduction

- 1.1 The current policy has been in place since 2012 and is now due for a revision. Many authorities have now adopted policies that help waste reduction and encourage the participation of recycling services.
- 1.2 The Council has also an obligation to look at costs directly affecting the operating budget, as this is a significant cost due to the increase in house building the option to charge needs to be reviewed.

2. Key Facts

- 2.1 There has been a comprehensive review of the policy, and the following are the areas where the main suggested changes have been identified:-
- Charging for the delivery and removal of wheeled bins.
 - No longer using the 360 litre size bin for households of 5 or more, instead replacing this with a 240l bin.
 - No longer issuing additional recycling bins, unless a charge is levied.

Bin Delivery Charges

2.2 At present, the only charges the Council levies are for the delivery of a bin when the resident has damaged it and for the removal of a bin from a property when requested. These are listed in the Fees and Charges Document and agreed by Council annually. All other deliveries and exchanges are currently free of charge under the terms of the Policy even though charges are included in the fees and charges document.

2.3 The growth of new houses in the District since 2012 has been significant, the numbers are as follows:-

2012/13 – 284 dwellings.
2013/14 – 334 dwellings.
2014/15 – 496 dwellings.
2015/16 – 636 dwellings.

2016/17 – 468 dwellings.
2017/18 – 605 dwellings.
2017/18 – 726 dwellings.
2018/19 – 649 dwellings.

2.4 The growth rate of the district in terms of new build homes is set to increase with the Strategic Planning 5 years housing supply data outlining:-

2019/20 – 902 dwellings.
2020/21 – 1138 dwellings.
2021/22 – 1097 dwellings.
2022/23 – 1122 dwellings.
2023/24 – 852 dwellings.

2.5 Based on the figures in 2.4 and current contract charges, the cost to the Council over the next 5 years to deliver bins to new build houses (only) will be approximately £394,723. This equates to **£78,944.51 per year**, over the 5 year period.

2.6 During 2018/19, the Council spent £159,843.15 on bin deliveries including to new builds and all requests for missing bins, removal of bins etc. Some of these costs are already recovered.

2.7 A table of the proposed revised charges for supply and delivery of bins to replace the current fees and charges is in Appendix B. These charges are based on the contractual charges in the FCC Environmental Services contract, plus an administrative charge of 20%.

2.8 Some Local Authorities already charge for the delivery of bins to new build properties and to replace any bins that are missing. Please refer to Appendix C for more detail.

Additional Bins provided on Medical Grounds, including Clinical Waste

2.9 Currently, we provide additional capacity for any resident that formally requests this for medical grounds and this is free of charge, it is proposed this would still remain free.

2.10 The Council provides a free of charge clinical waste collection service; this includes removal of sharps boxes and yellow clinical sacks. In addition, we offer additional capacity on the black wheeled bins if the residents are struggling with items such as incontinence pads, stoma bags or additional packaging from medical applications.

Additional Recycling Bins

2.11 At present, to increase recycling we offer residents a free additional blue lidded bin, in 2018/19, this cost the Council an estimated £14,228.49.

2.12 The Council, at present, has a significant recycling rate which is above Government targets and remains one of the higher performing authorities. In addition, the Council will accept additional recycling left out by the side of the blue lidded bin in a clear sack or open box. In accordance with the contract with FCC, all collection crews are instructed to take this side waste on the recycling service. As such, there will be no reduction in service delivery if the additional bin were not provided.

2.13 However, if residents would prefer an additional bin, one could be provided and a charge levied.

Large 360 litre bins and proposed bin options

2.14 The Council currently offer a large 360 litre black bin (residual waste) for families of 5 or more, these bins are expensive to supply and deliver. In addition, there is a cost to remove the old standard size bin. The costs involved are £98.27 (2019/20) for supply and delivery of the new bin and the removal of the existing bin.

2.15 The proposed change to the 360 litre black bin is to deliver a 240 litre bin as the larger capacity bin. Since 2012, any new standard issue black bins are now 180 litres in size, this is to help reduce waste to landfill. The sizes available at present:-

140 litre	Medical grounds or if a resident is elderly and finds a larger bin difficult to move.
180 litre	Standard size since 2012, delivered for new properties and as replacement bins.
240 litre	Prior to 2012 the standard bin, no longer issued (proposed new larger bin for 5 or more permanently residing at the address.)
360 litre	Currently the larger bin for properties with 5 or more residents, no further bins would be issued and proposed to be taken out of the system as bins require replacement

2.16 Consideration could be given to increasing the number of persons resident in a property from 5 to 6 before the policy applies. This would reduce the number of larger bins, encourage recycling and reduce residual waste. It is suggested that no change is made at this stage, however monitoring will be undertaken to

understand the impact of this issue and re-considered in the future.

2.17 The anticipated saving as a result of the recommended measure is £4,811.17. In addition it would lead to a reduction in the amount of waste sent to landfill.

Refuse Sack Deliveries

2.18 The Council currently offers residents who do not have access to the rear of their property the option to go on to a refuse sack collection service. There is a cost to the Council to supply and deliver sacks and, also, takes up valuable time as an Officer has to deliver the sacks. Consideration could be given to change the service to the residents supplying their own bags in this situation. However, it is felt that this may disproportionately affect the more vulnerable, and it is recommended that the bags are continued to be supplied free of charge. A review of the delivery method will be undertaken to explore more cost effective methods of delivery.

Timescales & Impact for Implementation

2.19 If approved, there would be a period of time to make arrangements to accept payment for the services; consequently, it is proposed to implement the new Wheeled Bin Policy from 1st April 2020.

2.20 The cumulative impact of the changes is;

	Estimated annual saving based on 2018/19 costs and number of deliveries, plus the 20% admin fee for deliveries (where applicable.)	
	Options A3, B2, C2, D1 Recommended	Options A2, B2, C2, D1
Bin Supply & Delivery	£101,464.33	£59,500.44
Additional Blue lidded Bins	£17,074.19	£17,074.19
Change to Large Bin policy	£4,811.17	£4,811.17
Total	£123,349.69	£81,385.80

- Future savings will likely be larger as the prices for bins and number of properties increase. E.g. the projected income if charging for new build bins is introduced then the estimated income is £94,733.41 per year, over the next 5 years for new build bins alone.

2.21 The fees and charges detailed in Appendix B are based on cost recovery and therefore, should cover the costs, where levied, detailed in the proposed recommendation.

Previous report(s): Executive; 19 September 2012 – Wheeled Bin Policy

Information Issued Under Sensitive Issue Procedure: N

Ward Members Notified: N

Appendices:

- A. Revised Policy Document**
- B. Charges for Bins**
- C. Other Councils charges**
- D. Equality Impact Assessment**
- E. Costs to HDC for 2018/19 Bin Deliveries**