



Kim Webber B.Sc. M.Sc.
Chief Executive
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Tuesday 10 July 2018

**TO: COUNCILLORS I MORAN, Y GAGEN, C COOPER, J FORSHAW, J HODSON,
K WILKIE, K WRIGHT AND A YATES**

Dear Councillor,

An Extraordinary meeting of the **CABINET** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 18 JULY 2018** at **6.30 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Kim Webber', written over a horizontal line.

Kim Webber
Chief Executive

AGENDA
Part 1
(Open to the Public)

- 1. APOLOGIES**
- 2. SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS**

If, by virtue of the date by which a decision must be taken, it has not been possible to follow Rule 15 (i.e. a matter which is likely to be the subject of a key decision has not been included on the Forward Plan) then the decision may still be taken if:

- a) The Borough Solicitor, on behalf of the Leader, obtains the agreement of the Chairman of the Executive Overview and Scrutiny Committee that the making of the decision cannot be reasonably deferred,
- b) The Borough Solicitor, on behalf of the Leader, makes available on the Council's website and at the offices of the Council, a notice setting out the reasons that the decision is urgent and cannot reasonably be deferred.

3. DECLARATIONS OF INTEREST 215 -
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If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

4. PUBLIC SPEAKING 217 -
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Residents of West Lancashire, on giving notice, may address the meeting to make representations on any item on the agenda except where the public and press are to be excluded during consideration of the item. The deadline for submissions is 10.00am Friday 13 July 2018. A copy of the public speaking protocol and form to be completed is attached.

5. MATTER REQUIRING DECISION

- 5a Recycling Update 221 -
236
(Relevant Portfolio Holder: Councillor K Wilkie)

6. EXCLUSION OF PRESS AND PUBLIC

It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 (financial/business affairs) of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

(Note: No representations have been received about why the meeting should be open to the public during consideration of the following items of business).

Part 2
(Not open to the public)

7. MATTERS REQUIRING DECISIONS

7a	Leisure Facility and Contract Procurement (Relevant Portfolio Holder: Councillor Y Gagen)	237 - 284
7b	Moor Street Gateway Redevelopment (Relevant Portfolio Holder: Councillor I Moran)	285 - 312
7c	Delivering the Skelmersdale Town Centre Scheme (Relevant Portfolio Holder: Councillor I Moran)	313 - 388

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Sue Griffiths on 01695 585097

Or email susan.griffiths@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

PUBLIC SPEAKING – PROTOCOL

(For meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee)

1.0 Public Speaking

- 1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.
- 1.2 The form attached as an Appendix to this Protocol should be used for submitting requests.

2.0 Deadline for submission

- 2.1 The prescribed form should be received by Member Services by 10.00 am on the Friday of the week preceding the meeting. This can be submitted by e-mail to member.services@westlancs.gov.uk or by sending to:

Member Services
West Lancashire Borough Council
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

- 2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the resident and details of the issue to be raised will be published.
- 2.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

3.0 Scope

- 3.1 Any matters raised must be relevant to an item on the agenda for the meeting.
- 3.2 The Borough Solicitor may reject a submission if it:
- (i) is defamatory, frivolous or offensive;
 - (ii) is substantially the same as representations which have already been submitted at a previous meeting; or
 - (iii) discloses or requires the disclosure of confidential or exempt information.

4.0 Number of items

- 4.1 A maximum of one form per resident will be accepted for each Agenda Item.
- 4.2 There will be a maximum of 10 speakers per meeting. Where there are more than 10 forms submitted by residents, the Borough Solicitor will prioritise the list of those allowed to speak. This will be considered having regard to all relevant matters including:
 - a. The order in which forms were received.
 - b. If one resident has asked to speak on a number of items, priority will be given to other residents who also wish to speak
 - c. Whether a request has been submitted in relation to the same issue.
- 4.3 All submissions will be circulated to Members of the relevant body and officers for information, although no amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

5.0 At the Meeting

- 5.1 Speakers will be shown to their seats. At the commencement of consideration of each agenda item the Leader/Chairman will invite members of the public to make their representations. Residents will have up to 3 minutes to address the meeting. The address must reflect the issue included on the prescribed form submitted in advance.
- 5.2 Members may discuss what the speaker has said along with all other information, when all public speakers on that item have finished and will then make a decision. Speakers should not circulate any supporting documentation at the meeting and should not enter into a debate with Councillors.
- 5.4 If residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.
- 5.5 Speakers may leave the meeting at any time, taking care not to disturb the meeting.

(Please see attached form.)



REQUEST FOR PUBLIC SPEAKING AT MEETINGS

MEETING & DATE

NAME

ADDRESS

Post Code

PHONE

Email

Please indicate if you will be in attendance at the meeting

YES/NO*

*delete as applicable

Note: This page will not be published.

(P.T.O.)



EXTRAORDINARY CABINET: 18 July
2018

COUNCIL: 18 July 2018

Report of: Director of Leisure and Environment

Relevant Portfolio Holder: Councillor K Wilkie

Contact for further information: Heidi McDougall (Ext 5191)
(E-mail: Heidi.mcdougall@westlancs.gov.uk)

SUBJECT: RECYCLING UPDATE

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To update Members on the changes to the recycling and garden waste service to improve the future efficiency of the service.

2.0 RECOMMENDATIONS TO EXTRAORDINARY CABINET

2.1 That Members note that the provision of free brown bins to those residents that are re-subscribing to the garden waste service, as outlined in section 5.8 ceased on 16th July 2018 and that any brown bins ordered from this date incur a charge of £25.

2.2 That Members note that the payment scheme outlined in the policy options report, approved by Council in December 2017 applies to all bins, and all households except in exceptional circumstances and for those properties that require an additional grey bin for medical waste as outlined in 5.17.

2.3 That subject to approval of budget by Council the deadline of 16 July be extended until 31st October 2018 to enable those residents who are using blue boxes (or other containers) for paper and cardboard to order a green bin, free of charge as outlined in 5.12 and 5.15.

2.4 That the use of blue boxes (or other containers) for glass, cans and plastic bottles be withdrawn by 31st October 2018, except for at those properties outlined in section 5.22, and that either:

- a) Blue wheeled bins are issued at a charge of £25 in line with the existing policy as outlined in 5.17, or

- b) Members consider an alternative option outlined in 5.28 to provide blue bins free of charge to those residents using blue boxes or other containers or previously had a box and if choosing this option approve:
- An exemption to Contract Procedure Rules Number 7, as the contract is expected to exceed £50,000 which would normally require a competitive tender process. This will enable the current supplier of bins to be used to supply the green and blue bins as outlined at 5.28 and request that Council approve the following:
 - That funding of £200,000 be approved from capital receipts to fund blue and green bins to those properties that are using boxes, other containers or previously had a box until 31st October 2018 as outlined in section 5.15, 5.26 and 5.28;
 - That residents who have purchased a blue bin since 12th March 2018 to replace the use of a blue box or other containers as outlined in 5.22 be refunded.

2.5 That subject to the approval of budget by Council delegated authority be given to the Director of Leisure and Environment in consultation with the relevant portfolio holder to take all necessary steps to implement 2.3 and 2.4 above.

2.6 That this report is not appropriate for call in due to this matter being one where urgent action is required in order to provide a clear notification to residents of service changes resolving concerns.

3.0 RECOMMENDATIONS TO COUNCIL

3.1 That funding for the changes to the service as agreed by Extraordinary Cabinet as circulated at the meeting be approved on the following basis:

- That funding of £200,000 be approved from capital receipts to fund blue and green bins to those properties that are using boxes, other containers or previously had a box until 31st October 2018 as outlined in section 5.15, 5.26 and 5.28;
- That residents who have purchased a blue bin since 12th March 2018 to replace the use of a blue box or other containers as outlined in 5.22 be refunded.

4.0 BACKGROUND

4.1 The current waste service collects, residual waste, garden waste and recycling in two streams (paper/cardboard and glass/cans/plastic bottles) and is operated on an alternative weekly basis using a variety of containers. This is summarised in the table below.

Waste Material	Container Type	Charge	Changes
Residual Waste	Grey Bin (small number of properties on black bags)	2014 – Charge of £23 for replacement bins 2017 – charge of £25 for all bins except medical waste	No Change, however black bag properties will be reviewed as part of route optimisation.
Glass/Cans and Plastic Bottles	Blue Bin or box	2014 – Charge of £23 for replacement bins 2017 – charge of £25 for all bins except medical waste	Blue boxes to be removed except for those properties that meet criteria.
Paper and Cardboard	Blue Bags	No Charge	Blue bags removed and replaced with a green bin except for those properties that meet criteria.
Garden waste	Green Bin	2014 – Charge of £23 for replacement bins 2017 – charge of £25 for all bins except medical waste	Brown Bin introduced for collection of garden waste.

- 4.2 In February 2018, Council resolved that a brown bin be introduced, for use by those residents that re-subscribed to the garden waste service in 2018, allowing for the existing green bin to be reutilised to collect paper and cardboard removing the use of blue bags, except for those properties that are unable to accommodate a green bin due to its design or where they are serviced by a vehicle that is not equipped with the necessary lifting equipment.
- 4.3 In 2013, Council approved the introduction of blue bins to replace the blue boxes except where residents chose to retain a blue box for glass/cans/plastic bottles and subsequently, in 2014 approved the introduction of a charging scheme of £23 for replacement bins.
- 4.4 In 2016, Council approved the introduction of charging for garden waste and agreed an income target of £500,000 in 2017/18 and an additional £100,000 of efficiencies in 2018/19, beyond the first year of charging.

5.0 CURRENT POSITION

Garden Waste Composting Service – Brown Bins

- 5.1 The green bin scheme was first introduced in 2004, free of charge, for the collection of garden waste. Not all residents could participate in the scheme as

some properties within the Borough do not have gardens, and therefore, these properties did not receive a green bin.

- 5.2 In 2016, as part of the policy options process and following the notification by Lancashire County Council that the cost share agreement would not be extended, charging was approved, and introduced for the garden waste service on 4th June 2017. Residents were able to sign up from 19th April 2017 and over 22,000 subscriptions were received which generated over £700,000 over a 12 month period, exceeding the agreed £500,000 income target. This income target was subsequently revised and a new net income target of £640,000 (allowing for costs of collection) was agreed by Council in October 2017. In addition, to implementing a charge and achieving the new revised income target an additional £100,000 of efficiencies in 2018/19 were agreed as a policy option in October 2016, beyond the first year of charging.
- 5.3 It was envisaged that the £100,000 would be generated by efficiencies, including from a 'round review', and accordingly, in a report to Council in October 2017, Members were advised that the use of route optimisation technology was being implemented in the refuse and recycling function to ensure services were delivered with maximum efficiency.
- 5.4 To maximise the efficiencies it was regarded as essential to enforce the use of bins across all services in order to standardise waste and recycling presentation and maximise efficiency prior to the construction of new rounds, to meet the savings target previously agreed by Council. The change has the benefit of maximising capacity for residents to recycle, improves efficiency in collections, and also addresses health and safety concerns within the service.
- 5.5 The relaunch of the garden waste service in 2018 took place on 12th March and initially, residents were encouraged to sign up online. It was agreed by Council, in February 2018, that residents who re-subscribed to the service in 2018, would receive a brown bin free of charge or more if they purchased more green bins the previous year to enable the green bins to be reutilised for the collection of paper and cardboard and cease using the blue bags. To promote the service a range of methods were used, including enclosing a leaflet with the council tax notification, advertising at the concourse centre, a series of press releases, updating the website, use of social media such as Twitter and a leaflet delivered to every household to explain the changes to the service. The telephone subscriptions were later launched on 2nd May.
- 5.6 The current subscriptions for 2018, to the garden waste service are already over 21,000 and over 22,500 brown bins have been distributed to residents, of which at the time of writing the report 1,500 have been purchased as part of a new subscription or additional bins from those purchased in the previous year, generating around an additional £40,000.
- 5.7 Of the subscriptions received so far, 17,950 subscriptions were received online and 3,409 taken over the telephone. To improve the service from the previous year and reduce administration costs, the process of receiving the subscription pack was automated electronically when customers provided an email address, this in turn has generated a saving of approximately £6,460 in postage alone. In

addition, printing costs have been reduced and the removal of the subscription sticker for the bin has saved over £1,000.

- 5.8 Since the launch of the changes on 12th March those residents that have received their brown bins have switched and started officially using them from 4th June. Due to the high demand in subscriptions, the deadline for accessing free brown bins was extended until 16th July 2018. From 16th July, all brown bins issued, except in exceptional circumstances as determined by the Director of Leisure and Environment in consultation with the relevant Portfolio Holder, will incur a charge of £25.

Paper and Cardboard Recycling Service – Green Bins

- 5.9 In 2017, over 22,000 residents used the chargeable garden waste service. This meant that many properties, who chose not to access the garden waste service were left with a redundant green bin. With the introduction of a new brown bin for garden waste, only to those residents that chose to re-subscribe, this allowed for the reutilisation of the green bins for the collection of paper and cardboard and the removal of the blue bag system, except for those properties that are unable to accommodate a wheeled bin due to their design or where the property is serviced by a vehicle not fitted with the necessary lifting equipment.
- 5.10 It was estimated at the time that the number of properties that would require a green bin, free of charge, would be low due to the low number of properties without gardens. These properties did not receive a green bin at the time when garden waste was introduced and the free bin offer was made. Since 12th March, 2,500 green bins have been requested. Included in this figure is a number of requests that were received from residents who despite already having received a free green bin, first time round, requested a new one for paper and cardboard, these requests have been rejected and bins have not been delivered. If these bins are damaged or residents require a new bin these are chargeable under the current policy.
- 5.11 Since the change was announced in March 2018, over 250 requests have been received for green bins containing garden waste to be emptied to enable residents to now use it for paper and cardboard. Many of these requests have been actioned.
- 5.12 The use of green bins for paper and cardboard was implemented on 4th June and those residents who have received them have started to present them containing cardboard and paper. Some residents are still awaiting delivery of the green bin and in the meantime are continuing to use the blue bags. Due to the high demand and number of requests received the deadline for accessing a free green bin was extended along with the brown bins until 16th July.
- 5.13 Since this switch took place in June, feedback received from both residents and staff has confirmed that the system is much improved, with the bins being more convenient for residents and offering far more capacity, whilst the staff have reported that the system is easier, more efficient and the streets are a lot cleaner with the material being contained.

- 5.14 Residents that had more than one green bin for garden waste can return their unwanted bins to the Council and are being advised to leave them visible and in an accessible place so that they can be collected. Over the next few months these bins will be collected and if suitable, cleaned and returned to stock. Any bins that are unable to be returned to stock will be recycled.
- 5.15 The participation survey undertaken in June 2018 (see 5.24) has revealed that many residents are presenting paper and cardboard in a blue box having retained it when blue bins were introduced. It is recommended that the deadline for ordering a green bin, free of charge be extended until 31st October 2018 to enable those residents that are using boxes and other containers to obtain the correct bin and for the use of bags and boxes or other containers to be withdrawn, except in circumstances where properties meet the criteria for not accommodating a wheeled bin. In these circumstances a blue bag should be used. The provision of a free bin does not apply new properties ordering their first set of bins or any replacement bins, these will incur a charge in line with current policy.

Glass/Cans/Plastic Bottles Recycling Service – Blue Bins

- 5.16 In 2005, the Council introduced the recycling of glass/cans/plastic bottles using a blue box. The scheme was successful but there were issues with restricted volume of material presented by households, manual handling related to the lifting of the boxes by the collection teams, noise due to using a 'slave' bin system and productivity.
- 5.17 To overcome these issues as part of the budget setting process, Council in February 2013, approved the use of blue bins for the collection of glass, cans and plastic bottles. Whilst, at the time residents were given a choice to retain the blue box, they were encouraged to change to a bin and advised that blue boxes would no longer be issued and that if their box was damaged or went missing at a later date the box would be replaced with a bin. Residents were also advised that only one box would be collected and that no other containers could be used. At the time bins were issued free of charge, this however, subsequently changed when charges for replacement bins was introduced in 2014. Since this time, residents who have required a replacement blue bin have incurred a charge of £23, except in exceptional circumstances. Where it was possible to repair a bin (lids and wheels) this would have been done free of charge. In December 2017, as part of the policy options process and following consultation, this charge was revised to £25 and extended under delegation to cover all bins provided to all households except in exceptional circumstances and for those used for medical waste where a second grey bin is provided, free of charge. Exceptional circumstances would usually include those bins that have fallen into the back of the vehicle whilst being emptied. No concessions are allowed and where a report is received that a bin has allegedly been damaged by the staff, these will only if replaced free of charge if evidence can be provided of the staff causing the damage or the staff reporting the damage themselves. Damaged to bins is considered general wear and tear and due to difficulties in obtaining parts for the large variety of bins in use across the Borough damaged bins are also chargeable.
- 5.18 The change to bins improved the recycling rate by offering additional storage capacity, improved health and safety conditions for the collection operatives

(noise and manual handling issues) and allowed a more efficient collection process through the change from kerbside collection vehicles to a more traditional vehicle with compaction. An added benefit of the change from box to wheeled bin service was that the amount of litter generated on collection day reduced through improved presentation.

- 5.19 In 2013, 48,000 blue bins were purchased and rolled out at a cost of approximately £860,000. The estimated initial take up of bins was approximately 30,000. This figure was reported in a press release in 2014 and is the last known quantity reported. Based on a household figure of 48,000, minus the farms and communal sites, it was estimated that there could be anywhere up to 15,000 properties that still have blue boxes. Providing this number of households with free blue bins would have required further significant capital investment as the original stock has been used up since 2013 to replace bins or provide bins to new properties.
- 5.20 Since 2014, many residents who retained their blue box have mislaid it and rather than opting to purchase a blue bin have implemented their own system, as shown in the photographs below. This has resulted in various different types of containers being visible on collection day, presenting a health and safety risk to the staff. Residents are also presenting multiple containers, adding additional time to complete the rounds. This results in long hours, excess overtime and an additional member of staff being needed on these rounds. There are also many instances where properties have a blue bin and are presenting cardboard and paper in the blue box as previously mentioned at 5.15.



- 5.21 There are many advantages of using a bin including improvements to the service for residents making it simpler, whilst maximising their opportunities to recycle more by providing greater capacity, helping to increase the rate of recycling towards the 50% target. Using a bin also more effectively contains the waste, reducing the need to deploy additional resources e.g. street cleansing service to collect the scattered litter and it makes the operation much quicker, safer and more efficient. Where residents have raised concerns about having a bin due to the small amounts of waste that they are presenting a bin can still be used and presented less often or there are opportunities to share with a neighbour, if this is possible. Where residents are unable to accommodate a bin due to the design of the property as determined by officers, a blue box will be able to be used.
- 5.22 Having considered existing policies and operational practises, previous changes to the recycling service and the free bin offer and recent changes to the garden waste service approved by Council in February 2018 and the need to make

efficiencies of £100,000 across the waste service, using available delegations it was proposed that a more efficient, safer operational practise be adopted and steps were taken to move the remaining residents (except for those that are unable to have a wheeled bin due to the design of their property or due to the vehicle that they are serviced by not having the necessary lifting equipment) from a blue box to a blue bin, whilst continuing to apply the existing charging policy operated since its introduction in 2014. Since this time 401 blue bins have been purchased, although this figure is likely to change. Following a high number of enquiries received the deadline to request a blue bin was extended until 31st October 2018.

- 5.23 It was considered beneficial that the blue box change took effect at the same time as the other changes to the service involving the switch between the brown and green bins to ensure that efficiencies were maximised and that the round review could be completed within the timescales set.

Participation Survey

- 5.24 To obtain a more accurate figure of how many boxes are in use across the Borough, a participation survey was undertaken over a fortnight period between Tuesday 12th June and Friday 22nd June. This involved a member of staff driving the round and recording those properties that had presented glass/cans/plastic bottles in either a blue box or their own containers.
- 5.25 It quickly became apparent during the survey that many residents are also using blue boxes for paper and cardboard and these properties were also noted.
- 5.26 During this two week period a total of approximately 4,000 properties were recorded as having presented glass/cans/plastic bottles or paper and cardboard in a box or similar type of container. The number of households recorded gives a more accurate figure to that originally estimated, however, it is likely that the figure will be much higher due to the fact that not all properties present waste on every collection and residents may have stopped participating when they lost their blue box and this has been accounted for in the costings.
- 5.27 The deadline for residents to order a blue bin to replace their blue box has been extended until 31st October 2018. These bins are currently chargeable in line with existing policy.
- 5.28 Should Members wish to change the existing policies to take account of recent feedback from residents and consider offering those residents who have blue boxes, other containers or previously had a box a free blue wheeled bin, the following should be taken into consideration:
- The charge for blue bins has been in operation since 2014.
 - Since 12 March 2018, when the service change was introduced, at the date of writing this report 401 blue bins have been purchased by residents at a cost of £25.00 generating an additional £10,025.
 - If blue bins are to be provided free of charge to residents who are currently using a blue box (or similar container) for glass, cans and plastic bottles then the Council would reasonably be expected to reimburse those residents who, at the request of the Council, have already purchased blue

bins, since being notified of the service change on 12th March. Moreover, any move to reimburse could set an expectation for future changes to service requirements and may lead to complaints from residents who have previously purchased a bin, for the fee they have paid to be reimbursed.

- That free bins are not offered to new properties or to replace an existing bin.
- The time to introduce these containers will extend the project until 31st October 2018 and may impact on the ongoing work around route optimisation and the saving target previously agreed.
- Extending the project and making further changes may give rise to further complaints.
- The cost of providing the properties identified through the participation survey with free green and blue bins, communicating the changes in addition to handling calls is estimated to be up to £200,000, although the exact cost will depend on take up which cannot be known at this time. This is based on the cost per bin, recently obtained during a recent tender exercise through the Yorkshire Purchasing Order Framework.
- If green and blue bins are issued, free of charge until the end of October to those residents that are using blue boxes (or other similar containers) it is recommended that Council approve an exemption to Contract Procedure Rules Number 7, as the contract is expected to exceed £50,000 which would normally require a competitive tender process. This will enable the same supplier to be used who met the value for money criteria during a tender exercise in March 2018 for brown and green bins. This will also avoid any further delays in delivering this project.
- The use of blue bags and blue boxes would cease on 1st November 2018 except for those properties that cannot accommodate a wheeled bin due to the reasons outlined in 5.22.
- The free bin offer is for a limited time period only and green and blue bins will be chargeable to all households from 1st November 2018.

5.29 Members should also consider that there are a number of other key initiatives including the Skelmersdale Vision, Leisure Centre Strategy and Development Company that will be reported to Council in the forthcoming months that will require significant levels of investment. In addition the Council needs to generate estimated additional income and savings of £1.5m to £2.0m per year by 2020/21. Consequently careful consideration needs to be given to the priorities of different schemes, and allocating funding to provide free green and blue wheeled bins will make it more difficult to deliver on these other initiatives.

5.30 It is recommendation that Cabinet consider the options outlined in 5.27 and 5.28 above.

6.0 IMPLEMENTATION AND COMMUNICATION

6.1 The participation survey carried out has enable us to identify many of those households still using boxes for either cardboard and paper or glass/cans and plastic bottles. A letter specifically targeting these residents to explain the changes, could provide much of the information required and prevent residents contacting the Customer Services Team.

- 6.2 To deliver the bins it will be necessary to hire three vehicles and have three teams of staff delivering bins during a 6-8 week period. If delivery of the bins to the Council is delayed for any reason, by the supplier it will take longer to implement the changes which may give rise to increased enquiries to customer services.
- 6.3 The website will need updating and a number of press releases will need to be issued to ensure that residents are informed of the change. A service delivery document should also be produced to detail all the rules and criteria of the refuse and recycling service.
- 6.4 Training will be necessary for the Customer Services Team and Street Scene Staff through the use of scripts, verbal updates and frequently asked questions. Additional agency workers will need to be employed in Customer Services, to support the increase in calls during the first few months of the green and blue bin scheme being launched.
- 6.5 The delivery of green and blue bins would be co-ordinated by the Street Scene Services admin team. Training will be provided to the crews to ensure that they are aware of the change.

7.0 SUSTAINABILITY IMPLICATIONS

- 7.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 There are significant financial implications arising from this report in respect of the issues raised. The cost of purchasing and distributing green and blue bins, administering and communicating the changes has been estimated at up to £200,000. This will be funded from the capital receipts that were not allocated when the Council set the capital programme in February 2018.

9.0 RISK ASSESSMENT

- 9.1 There are a number of risks associated with the proposed service changes as follows.
- 9.2 The number of households using boxes may be higher than the participation survey showed and therefore the capital funding required would be greater.
- 9.3 A delay in the delivery of bins by the supplier, to the council will result in the changes being made later than anticipated. If a delay is experienced the service will continue to operate as is until such time that the new bins are delivered.
- 9.4 A lack of communication with the public could result in an increase in calls to the Customer Services Centre. A range of publications will be used to help minimise this.

- 9.5 Investing in free wheeled bins will reduce the monies available to fund other capital schemes. The existing charging policy allows the cost of the bin to be covered by the householder.
- 9.6 If blue bins are to be offered, free of charge to those residents that are currently using a blue box or similar container, this may give rise to complaints and challenges from residents who have previously purchased them since charging was introduced in 2014.
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Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does have a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment has been completed.

Appendices

Appendix 1: Equality Impact Assessment

Equality Impact Assessment Form



Directorate: Leisure and Environment	Service: Refuse & Recycling
Completed by: Heidi McDougall	Date: 18th June 2018
Subject Title: Recycling Update	

1. DESCRIPTION

Is a policy or strategy being produced or revised:	Yes <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Removing the use of blue boxes for the collection of cardboard/paper and glass/cans/plastic bottles from those properties that are able to have a blue or green bin.

*If you answered **Yes** to any of the above go straight to Section 3*
*If you answered **No** to all the above please complete Section 2*

2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	The service delivered will have a direct impact of the quality of the environment and residents ability to recycle.
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	

3. EVIDENCE COLLECTION

Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Residents of the Borough and employees of the service related areas.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	Universal service, no particular group affected more.

Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Residents across the Borough.
What will the impact of the work being carried out be on usage/the stakeholders?	Easier service and improved recycling service and environment.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The 2016/17 Community/Customer satisfaction survey Recycling Collection of 78%. It is anticipated that the satisfaction level can be positively affected by the proposal. Positive comments have recently been received about using bins and some residents have objected to the charge.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	It is a universal service that will not unduly disadvantage stakeholders with protected characteristics.
If any further data/consultation is needed and is to be gathered, please specify:	Consultation has taken place with service related employees. In the Citizen survey in 2016/17 some comments were received to improve the service.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	There is no anticipated disproportionate impact on people with protected characteristics.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or	There is no perceived negative impact on those with protected characteristics.

financial drivers etc.).	
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	June 2019

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