



Notice of a public meeting of

Decision Session - Executive Member for Environment

To: Councillor Waller (Executive Member)

Date: Monday, 9 January 2017

Time: 5.30 pm

Venue: The Rowntree Room (GO62) - West Offices

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00pm on Wednesday 11 January 2017**.

*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Corporate and Scrutiny Management Policy and Scrutiny Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00pm on Thursday 5 January 2017**.

1. Declarations of Interest

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests
 - any prejudicial interests or
 - any disclosable pecuniary interests
- which he might have in respect of business on this agenda.

- 2. Minutes** (Pages 1 - 2)
To approve and sign the minutes of the Decision Session held on 28 November 2016.

- 3. Public Participation**
At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is at **5.00pm on Friday 6 January 2017.**

Members of the public may register to speak on an item on the agenda or an issue within the Executive Member's remit.

Filming, Recording or Webcasting Meetings

Please note this meeting may be filmed and webcast and that includes any registered public speakers, who have given their permission. This broadcast can be viewed at <http://www.york.gov.uk/webcasts>.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officers (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at: http://www.york.gov.uk/download/downloads/id/11406/protocol_f_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf

- 4. Waste Collection Calendar 2017** (Pages 3 - 16)
This report proposes a revised waste collection calendar, for implementation in April 2017, as part of an initiative to improve the effectiveness and efficiency of the city's recycling arrangements.
- 5. Urgent Business**
Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officers:

Catherine Clarke and Louise Cook (job share)

Telephone No- 01904 551031

Email- catherine.clarke@york.gov.uk/louise.cook@york.gov.uk

For more information about any of the following please contact the Democratic Services Officers responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

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City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Environment
Date	28 November 2016
Present	Councillor Waller (Executive Member)

11. Declarations of Interest

At this point in the meeting, the Executive Member was asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests which he had in the business on the agenda. No additional interests were declared.

12. Minutes

Resolved: That the minutes of the Decision Session held on 5 September 2016 be approved as a correct record and signed by the Executive Member.

13. Public Participation

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

14. Steps Towards a Single Health & Safety (H&S) Organisation Update

The Executive Member considered a report which provided him with an update on the current position of the City of York Council (CYC) Health and Safety Service (H&S) following the secondment of the current five staff members from CYC H&S Team to North Yorkshire County Council (NYCC). The current arrangements would be in place until April 2017 and the Executive Member was asked to endorse the continued working arrangements for the short term whilst an options paper and business case was developed for submission to the Executive for a more long term arrangement.

Officers reported that the monitoring of the Service Level Agreement (SLA) to support these arrangements had been informed by comments raised by the Executive Member. They highlighted that there had been no noticeable reduction in service through the arrangements and it had a positive effect, for example increased capacity had led to a spread of knowledge. In addition, efficiencies could be made as it was no longer necessary to buy two sets of literature.

In response to a question about delays in one of the performance standards in the SLA, this was due to a contract not being finalised. It was noted that there may be inevitable delays in such arrangements when bringing two organisations together operating to different timescales.

The Executive Member felt it was important to review what both sides were bringing to the deal, to ensure parity. He stated that he could see that bringing together both City of York Council and North Yorkshire County Council Health and Safety teams would be of mutual benefit and would allow for best practice to be shared.

Resolved: That the Executive Member:

- Noted the progress of closer working between North Yorkshire County Council and City of York Council Health and Safety Teams operating under a single Head of Health and Safety.
- Endorsed the continued working arrangements for the short term whilst an options paper and business case was developed for submission to the Executive for a more long term arrangement.

Reason: To ensure that the Executive Member and residents are informed of the City of York Council/North Yorkshire County Council approach to ensuring the Health and Safety services are resilient and are better able to support the two organisations.

Councillor A Waller, Executive Member
[The meeting started at 5.30 pm and finished at 5.40 pm].



Decision Session - Executive Member for
Environment

9 January 2017

Report of the Assistant Director Communities & Equalities

Waste Collection Calendar 2017

Summary

1. This report proposes a revised waste collection calendar, for implementation in April 2017, as part of an initiative to improve the effectiveness and efficiency of the city's recycling arrangements.

Recommendations

2. The Executive Member is asked to:
 - (i) Approve the revised calendar.
 - (ii) Approve the communications strategy to inform residents about the changes.

Reason: To improve the efficiency of York's household waste collection service and in particular the roll out of recycling collections to rural areas of the city.

Background

3. The Council aims to increase the level of re-use, recycling and composting to reduce the amount of waste that ends up in landfill. By doing this we can reduce the risk of climate change, help to preserve the world's natural resources, save energy, and reduce the cost of landfill charges to the Council Tax payer.
4. The percentage of waste being recycling has plateaued over the last two years, which mirrors the case across the country. This review shows our commitment to increasing our levels of recycling, helping, for example, to address the collection of recycling materials in rural areas of the city which has been inconsistent for some years, due to the way resources have been deployed.
5. Provision of bring banks, which were introduced at various locations across the city, prior to kerbside recycling, will also be reviewed

early in 2017, with a report to be brought back to the Executive Member.

6. Over a number of years the household waste collection service has been operating with a significant annual over-spend. The principal reasons for this are:
 - (iii) A number of new homes have been added to the rounds in recent years with no additional resource being provided.
 - (iv) The kerbside recycling collection service doesn't run at full capacity.
 - (v) In 2015/16 over 2,900 tonnes of recyclable material was comingled which costs the council c. £200k compared to if it was separated. The current charge for comingled recyclable material is £65.03.
 - (vi) The vehicles used for collection in terraced areas have become uneconomical to use and will be replaced (see paragraph 8 below and photo at Annex 1).
7. Whilst it has been possible in the past to mitigate this overspend through underspends elsewhere in the Council's budget, in view of the Council's overall financial position it is now imperative that spending on this service is brought within budget. Failure to do this would mean that an additional £400k p.a. would need to be allocated to the service leading to additional cuts elsewhere in the Council's services.
8. A comprehensive review of all aspects of waste services is being undertaken. This review has been split into 2 phases so that efficiency savings can be delivered and the effectiveness of the service improved:
 - Phase one: Recycling collections, to be completed and implemented by April 2017.
9. The reason for reviewing recycling first is that there is obvious capacity in the vehicles and, by decoupling grey and recycling in terms of the collection day we can take out the spare capacity. This is combined with the fact that replacement of the existing "FAME" vehicles, which is in hand, gives us the opportunity to decrease comingling, bringing a big cost benefit, as well as to introduce more efficient collection regimes. The two new vehicles are bespoke and are being manufactured to suit our methods of collection.

- Phase Two: Grey and Green collections, to be completed and implemented by April 2018.
10. This part of the review will focus mainly on the opportunities arising from a change of vehicles in 18/19, when the current finance leases expire, including looking at full implementation of in-cab technology.
 11. The review to date has:
 - (vii) Looked at practice in other local authorities.
 - (viii) Consulted extensively with front-line staff.
 - (ix) Trialled new vehicles.
 - (x) Updated the assisted collections service removing around 3,000 properties from the collection lists, where the service was no longer required.
 - (xi) Reviewed the collection rounds using specialist route planning software.
 - (xii) The new rounds will include the capacity for known and planned new builds.

Proposals

12. The proposals contained within this paper represent the outcome of the first phase of the review. They will enable the service to operate within its budget and remove the overspend of £400k. It is anticipated that the second phase of the review which is ongoing, will deliver further savings for 2018/19 which will support future overall council budget reductions. Options arising from this second phase of review will be brought back to the Executive Member during 2017.

Proposal 1:

13. The current collection arrangements of collecting recycling materials on the same day of the week as grey and green bin collections are inefficient. This is because it is not possible to use the spare capacity that exists within the recycling rounds. By de-coupling the collection days it will be possible to use this capacity and reduce the number of non terraced recycling rounds by one vehicle and four full time equivalent (FTE) employees and reduce the number of terraced recycling rounds by one vehicle and four FTE employees.
14. The pattern of fortnightly collection of grey bin and kerbside recycling collections will be retained but we will move, where required, to a changed day of the week for the recycling collection.

This will enable the number of recycling rounds to be reduced by two.

Proposal 2:

15. The type of waste currently collected in rural areas is not the same in all locations; by reviewing the rounds and the way in which we collect from rural properties, it will be possible to expand the collection of all types of waste to all locations and properties.
16. It will now be possible to include properties in Kexby, as well as approximately 800 other individual rural properties, into our green waste collection service and to provide them with a glass recycling collection service so that they have the full kerbside recycling collections.

Proposal 3:

17. In order to mitigate any waste not being collected due to confusion of the new collection dates, we will provide a rapid response consisting of a mini refuse collection vehicle and driver to respond to reports of uncollected waste, for a period of 12 weeks. This will be funded from within existing resources.

Proposal 4:

18. In order to encourage increased recycling we will offer free recycling boxes, lids and nets to residents, during the first six months of 17/18. These will be made available for collection by residents where households have boxes or nets missing. These boxes have been purchased through the Increasing Recycling fund and will be made available as long as stocks last.

Communication Strategy

19. All properties affected by the changes with the service delivery will receive a new collection calendar. This will identify the collection days for their recycling days and their grey and green collection days.
20. A planned and timetabled communications strategy is attached at Annex 2.
21. We will promote the use of the One Planet York App, while using the app to publicise the new collection calendars.

Options and Analysis

22. The principal option to the Executive Member is whether to implement the new waste calendar. The new arrangements deliver the efficiency savings required by this service, as well as service improvements and are therefore recommended.

Future Developments

23. Undertake and implement recommendations of Phase 2 of waste services review.
24. Ensure at least annual route optimising to take into account the increase in property numbers.
25. Continued work with planning and developers in relation to provision of waste collection services and timetable of when new developments 'come on line'.

Council Plan

26. The proposals contained in this report assist with the priority of a Focus on Frontline Services.

Implications

Financial:

27. The waste collection service has overspent for the previous 3 financial years and in 2016/17 is currently forecast to overspend by £360k. The implementation of the proposals within this report will enable the service to operate within the allocated budget.
28. The cost reductions will primarily be delivered by reductions in staffing, both from the permanent establishment and the use of casual staff. The reduction of 8 FTEs will decrease staffing costs by £262k. A further £116k will be saved by the decreased reliance on the use of casual staff.
29. Further savings will be achieved by reduced co-mingling of recyclate. This should lead to an increase in income of £40k from the sale of recyclate. This forecast is based on prudent assumptions and could potentially be higher. These savings will initially be offset by costs associated with the rapid response refuse collection vehicle and potential redundancy costs which are yet to be confirmed.
30. The free supply of recycling boxes, lids and nets will be funded from existing waste minimisation budgets.

31. The supply of wheeled bins for properties brought into the green waste collection service will be funded from the existing capital provision for purchase of wheeled bins.
32. **Human Resources:** The proposals involve a reduction of 8 FTEs. This will be achieved through the deletion of 4 vacancies and accepting 4 requests for voluntary redundancy.
33. The proposals involve a reduced reliance on use of casual staff. This will be achieved by revised working practices including the introduction of group task and finish across the rounds, new agreed protocols with regard to minimum and maximum staffing levels and updating of the workforce agreement framework. These changes have been introduced following consultation in line with the Council's management of change procedures.
34. There are no equalities, legal, crime and disorder, property, IT or other implications arising from this report.

Risk Management

35. In compliance with the Council's risk management strategy the main risks identified associated with the areas of work covered in this report are financial: affecting the ability of the Council to meet its financial commitments, and operational: affecting delivery of the Council's business objectives and its image and reputation. Measured in terms of impact and likelihood, the risk score has been assessed at 10 which equates to "Low". This is acceptable but means that regular monitoring is required of implementation of the new arrangements.

Contact Details

Author:	Chief Officer responsible for the report:		
Russell Stone Head of Operations Tel. (01904) 553108 Rachel Stewart Waste Services Delivery Manager Tel. (01904) 553279	Charlie Croft Assistant Director Communities & Equalities		
	Report Approved	✓	Date 28.12.16.
Specialist Implications: Jayne Close Principal Accountant Tel. (01904) 554175 Nick Carter HR Business Partner Tel. (01904) 551679			
Wards Affected:			All ✓

Annexes:

Annex 1 – Photo showing style of new vehicle

Annex 2 – Communications strategy

Abbreviations:

FTE – Full Time Equivalent

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Example of Replacement Waste Collection Vehicle

Compaction Vehicles

3-compartment vehicle comprising a glass pod on the side and twin-compaction at the rear.



Glass



Paper/Card

Plastic Bottles/Tins

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Waste & Recycling: Communications Plan 2017

PROJECT NAME – <i>All stand alone campaigns</i>	DATE/DETAIL	APPROACH TO TAKE	OBJECTIVE /BACKGROUND
1. Waste collection changes review	29 December - report published - Phase 1 of the review Decision Session on 9 January decision expected	Media briefing - press release - FAQs - Internal communications: - staff sessions - Buzz article/feature - FAQs - information on screens	To seek approval and promote changes to the service. This will affect half of all York households where recycling collections will no longer be on the same day of the week
	HOW WE WILL PROMOTE THE CHANGES:		
	Promotion February 2017 onwards Commencement of new arrangements at the start of April	Sent by direct mail/addressed to resident - Myth busting/FAQs/ press release/infographics - Artwork for social media /posters for neighboured notice boards and key partners - Artwork on internal/external screens - Artwork on sides of waste vehicle - Paid for adverts on social media - 5min interview with staff (video) used internal/external. - Local and regional interviews/features - Trade media features e.g. Recycle Now magazine - Article in January's Our City - Article in Streets Ahead (Jan or Feb edition) which goes to 8,000 council tenants homes - Internal comms feature in Buzz	To promote as widely as possible, the changes to the service to affected households Optimising routes to improve efficiency, costs etc.



Waste & Recycling: Communications Plan 2017

2. New waste vehicles	Early 2017 comms	<ul style="list-style-type: none"> - To feed into the above comms but can also do separate press release/features/ interviews - Trade media features - Artwork for social media /posters/ infographics - Myth busting about new vehicles - FAQs for website - Photo opp with the new vehicles (internal and external) - Artwork on internal/external screens - Internal comms feature in Buzz 	Procure new waste vehicles to optimise collections – improve reliability etc.. two new vehicles will be used
3. New garden waste collections for Kexby	Expanding the green waste collection service to Kexby	In addition to the above: <ul style="list-style-type: none"> - Artwork for social media /posters/ infographics - Targeted communications to Kexby (mail out) - Myth busting/FAQs - Trade media features - Artwork on internal/external screens - Internal comms article in Buzz - Potential to include an article in January's Your Ward City (specific area edition) – dates of distribution TBC 	The first time homes in Kexby will receive a garden waste collection
4. Roll out of glass recycling collections in rural areas	Providing homes currently without a glass recycling collection with a collection	In addition to the above: <ul style="list-style-type: none"> - Artwork for social media /posters/ infographics - Targeted communications to Wards (mail out) - Myth busting/FAQs - Trade media features - Artwork on internal/external screens - Internal comms article in Buzz - Potential to include an article in January's Your Ward City (specific area edition) – dates of distribution TBC 	The first time these households will receive glass waste collections.



Waste & Recycling: Communications Plan 2017

Projects or campaigns which can support the review:			
5. One Planet York App	Ongoing promotion of the new app. Will be included in the new calendars and separate communications will be taking place		
6. New CRM	Spring/ Summer 'coming soon' End of 2016/start of 2017	<i>See separate comms plan for CRM</i>	Launch of new CRM – link to improved customer experience for waste and recycling services
7. Garden Waste Subscription	Start of season April To/ End of season November		Promote garden waste subscription service 7am – 7pm message

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