

<b>REPORT TO EXECUTIVE</b>			
<b>PORTFOLIO AREA: INFRASTRUCTURE, ENVIRONMENT AND TRANSPORT</b>			
<b>Date of Meeting:</b>		26/11/2001	
<b>Key Decision:</b>	YES	<b>Recorded in Forward Plan:</b>	NO
<b>Inside/Policy Framework</b>			

**Title:** Pilot Kerbside Recycling Scheme

**Report of:** Director of Environment and Development

**Report reference:** EN.181/2001

### Summary:

The report provides a progress update and seeks approval of a Service Level Agreement.

### Recommendations:

Members are recommended to:-

Approve the attached draft heads of terms for an agreement with Carlisle Environmental Action and authorise the City Solicitor to finalise the Service Level Agreement.

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## 1. BACKGROUND INFORMATION AND OPTIONS

1.1. Members will be aware that, jointly with Eden District Council, the Council is developing a pilot kerbside recycling project. The research project,

principally funded through landfill tax monies, is being operated by Carlisle Environmental Action. This Organisation is registered as an Approved Environmental Body and can therefore access funding raised through the Landfill Tax levy.

2. The landfill tax regulator has approved the scheme and all necessary funding is now in place. Carlisle Environmental Action are in the process of finalising the contract with their preferred contractor. Trial collection rounds are being finalised within both Councils.
3. In order to operate the pilot scheme, provision has been made for the 15 month temporary appointment of a Development Officer. The Officer will be funded by Carlisle Environmental Action, however, it is proposed that the appointment be hosted by Carlisle City Council as part of the Council's contribution to the scheme. The nature and terms of the employment have been discussed and agreed with the City Treasurer, the City Solicitor and the Head of Personnel.
4. All funding for the project is now agreed and in place and operational contracts are being finalised between Carlisle Environmental Action and their chosen contractor. In order for the project to continue and become operational in early 2002 it is now important to finalise the Service Level Agreement between the Council and Carlisle Environmental Action. The heads of terms for the content of the agreement is attached to this report for Member's information. This basic content has been considered by the City Solicitor and approval is now sought for the Agreement to be finalised.
5. The scheme will permit both Carlisle and Eden Councils to research the most effective ways of organising future refuse collection contracts at negligible cost. The information from the research will be crucial in helping both Councils to identify the most cost effective ways of meeting the Government's onerous waste minimisation and recycling targets.

## **2. CONSULTATION**

2.1 Consultation to date. Undertaken with all scheme partners.

2.2 Consultation proposed. NIL

## **3. STAFFING/RESOURCES COMMENTS**

NIL.

## **4. CITY TREASURER'S COMMENTS**

The City Treasurer has been consulted in the development of the project and the content of this report.

## **5. LEGAL COMMENTS**

The City Solicitor has been consulted in the development of the project and the content of this report.

## **6. CORPORATE COMMENTS**

NIL.

## **7. RISK MANAGEMENT ASSESSMENT**

N/A.

## **8. EQUALITY ISSUES**

NIL.

## **9. ENVIRONMENTAL IMPLICATIONS**

The scheme is essential in providing information which will allow both Councils to develop services to meet the Government's Waste Minimisation and Recycling targets.

## **10. CRIME AND DISORDER IMPLICATIONS**

NIL.

## **11. RECOMMENDATIONS**

Members are recommended to:-

Approve the attached draft heads of terms for an agreement with Carlisle Environmental Action and authorise the City Solicitor to finalise the Service Level Agreement.

## **12. REASONS FOR RECOMMENDATIONS**

A Service Level Agreement between the City Council and the providers of

the service, Carlisle Environmental Action, is essential to secure the delivery of the pilot kerbside recycling scheme. The Agreement specifies the responsibilities of the various partners and providers of the proposed service.

M. BATTERSBY

DIRECTOR OF ENVIRONMENT AND DEVELOPMENT

# ***Service Level Agreement***

This agreement is made between Carlisle City Council (the Council) and Carlisle Environmental Action.

## **Scope and Context**

### **1. Introduction:**

- 1.1 The 'Cumbria Kerbside Recycling Project' (the Project) has been awarded a Landfill Tax Grant (the Award) under the Landfill Tax Credit Scheme by the Cumbria Waste Management Environment Trust. The project has been registered with ENTRUST, the Regulatory Body for the administration of the Landfill Tax Credit Scheme, by Carlisle Environmental Action.
- 1.2 The Project is a pilot project that aims to research and evaluate the practicalities of a Kerbside Household Waste Recycling Scheme, and its impact on the existing and future collection of household waste, in the City of Carlisle and Eden District. Full details of the Project's remit are provided in Appendix 1.
- 1.3 The Award in relation to the Project will be implemented by Carlisle Environmental Action, subject to the overall regulatory framework contained within the Landfill Tax Regulations 1996 and subsequent amendments 1999.
- 1.4 The project will be managed by Carlisle Environmental Action but will be overseen and advised by the Cumbria Kerbside Recycling Partnership Group comprising representatives of the following organisations:
  - Carlisle Environmental Action
  - Carlisle City Council
  - Eden District Council
  - Cumbria Waste Management Environment Trust
  - Eden Local Agenda 21
  - Impact Housing Association Centre 47
  - The Project Contractor
- 1.5 This Service Level Agreement is intended to set out the arrangements between Carlisle City Council and Carlisle Environmental Action.

**2. Contributions and Services to be provided by Carlisle City Council**

- 2.1 A representative of the Council will attend all meetings of the Cumbria Kerbside Recycling Partnership Group.
- 2.2 The Council will provide the following financial contributions (detailed in paragraphs 2.2.1 and 2.2.2) subject to:
  - (i) Carlisle Environmental Action having a contract with a suitable contractor to undertake the project. That contract will be subject to the agreement of all parties involved in the Cumbria Kerbside Recycling Partnership.
  - (ii) Carlisle Environmental Action providing the Council with the information referred to in Paragraph 3.4 and Appendix 1, paragraph 2.
- 2.2.1 Along with Eden District Council, the Council will provide the 'Third Party 10% contribution' for the Project as detailed in Cumbria Waste Management Environment Trust's Award letter dated 5<sup>th</sup> July 2001. The Council's contribution will be calculated 'pro-rata' and agreed with Eden District Council.
- 2.2.2 The Council will provide a financial contribution of £8,000 towards the purchase of the 55 litre recycling collection boxes condition that Carlisle Environmental Action .
- 2.3 The Council will employ the 'Part Time (20 hours per week) Marketing / Development Officer' as detailed in Appendix 1. The Council will provide office accommodation, day to day supervision and all necessary equipment as required for that post.
- 2.4 The Council will liaise with the Part Time Marketing / Development Officer to assist with the development, production and delivery of promotional and educational materials and activities.
- 2.5 The Council will provide all necessary information relating to the pilot collection rounds as agreed with the Cumbria Kerbside Recycling Partnership Group to ensure that the project remains compliant with the Regulations governing the Landfill Tax Credit Scheme.
- 2.7 The Council will provide a 'point of contact' for members of the public wishing to obtain information about the project, or wishing to comment on the operation of the project. This information will be made available to Carlisle Environmental Action.

**3. *Services to be provided by Carlisle Environmental Action.***

- 3.1 Subject to the adoption by Carlisle Environmental Action of a suitable contract agreed by the Cumbria Kerbside Recycling Partnership Group, Carlisle Environmental Action will appoint a suitably qualified contractor (the Project Contractor) for the collection of recyclable material from all householders in the agreed pilot collection rounds.
- 3.2 Carlisle Environmental Action will undertake to implement the Project by a date agreed by the Cumbria Kerbside Recycling Partnership.
- 3.3 Carlisle Environmental Action will ensure that the subsequent implementation and administration of the Project remains compliant with the regulations governing the Landfill Tax Credit Scheme.
- 3.4 Carlisle Environmental Action will be responsible for all payments and contributions made to the Project Contractor as per the contract between Carlisle Environmental Action and the Project Contractor. In order that the aims of the Project are maintained, all requests for payment / contribution received by Carlisle Environmental Action from the Project Contractor will be considered by the Cumbria Kerbside Recycling Partnership Group. No payment shall be made by Carlisle Environmental Action to the Project Contractor without the agreement of the Partnership group.
- 3.5 Carlisle Environmental Action shall disclose to the Council, and other parties and participating bodies, any information they may reasonably require in connection with the project and for the carrying out of their own development and research into the collection of recyclable waste. This information is detailed in Appendix 1, paragraph 2.

This information will be provided in the form of:

- (i) A 6 month progress report
- (ii) A Project Review on the completion of the project.

## Appendix One

### Project Details:

#### 1 Phase 1 - January 2002 – April 2003. (*Year 1 & Year 2*)

Phase 1 of the proposed Cumbria Kerbside Recycling Project will utilise a dedicated specially designed multi-compartment kerbside collection vehicle to collect **'dry' recyclable materials** from c15000 households in Carlisle and Eden. Participating households will each be provided with a 55 litre recycling box into which they will place their recyclable waste. For the purpose of the pilot scheme, householders will be asked to place in the collection box varying combinations of glass, cans, newspapers and magazines. The operatives of the dedicated recycling vehicle will then separate the contents of the box into the appropriate compartments of the vehicle. With the 3 colours of glass, cans, newspapers and magazines, there will be up to 5 separate materials to collect from each household.

Each participating household will be serviced every two weeks with the result that phase 1 of the pilot scheme will operate 10 separate collection rounds, based upon a five day working week.

It is anticipated that Phase 1 collections will commence in January 2002.

#### 2. Research and Evaluation, (*monitoring the effectiveness of the project*).

The research aspects of the pilot project are as follows:

##### 2.1 Diverting household waste from Landfill:

The proposed pilot scheme aims to quantify the impact on the household waste stream in Carlisle and Eden of separately collecting a specified range of recyclable materials via dedicated kerbside collections.

##### *Methodology:*

Dry recyclables will be collected from the householder on the same day as the refuse collection. Recycling collection rounds will be synchronised with existing refuse collection rounds (i.e. all those households on a specific refuse collection round will have the opportunity to have specified 'dry recyclables' collected separately). Both refuse and recycling collection vehicles will be weighed to produce daily round totals. Historical data (all refuse collection vehicles are separately weighed at the local landfill site) will enable the



impact of the pilot kerbside recycling scheme on *individual* refuse collection rounds to be quantified and continuously monitored. This data will then be utilised to identify the following:

- (i) the percentage of household waste diverted from landfill as result of the pilot scheme (for individual rounds and for the scheme in total);
- (ii) the amount of recyclable material collected (by individual rounds and by the scheme in total)

Regular monitoring of the scheme and consultation with scheme participants will provide a practical opportunity to identify the reasons (if any) for non-participation in the scheme.

## 2.2 Kerbside recycling efficiencies:

The viability of collecting the different materials varies significantly, not only due to the differences in the product values per unit weight, but also due to speed of sorting per unit weight and differences in the maximum weights that can be transported for each separate material. Newspapers and glass are very cost efficient to collect from the kerbside due to their high bulk density. Cans are much less so due to their comparatively low bulk density.

### *Methodology:*

4 separate collection rounds will be taken and paired off giving two sets of two collection rounds. Each pair of collection rounds will contain rounds of close similarity in terms of the number of households serviced within the rounds, the socio-economic mix of the rounds and the rural/urban setting of the rounds. The only variable factor within each pair of rounds will be the types of material collected. On the first round within each pair we will collect the 3 grades of glass, newspapers and cans. On the second round within each pair only the 3 grades of glass and newspapers will be collected. By comparing the tonnages of recyclable material collected within a given time period from the rounds within the respective pairs, conclusions can be drawn as to the negative impact in terms of the tonnage collected per day as a result of collecting cans with the glass and newspapers as opposed to just glass and newspapers.

## 2.3 Rural / Urban differentials:

The geography of Carlisle and Eden allows the Pilot Scheme to incorporate a mix of urban and rural rounds. This will allow comparisons between rural and urban rounds in terms of the number of households that can be serviced, the percentage participation and the tonnage of recyclable materials collected per day.

*Methodology:*

Weighbridge data as detailed above will enable direct comparisons between the weights of recyclables and refuse collected by individual collection rounds to be made. This information can be used to identify which type of areas have responded best to the pilot scheme thus informing future development and promotion.

## 2.4 Socio-economic differentials:

The 10 participating collection rounds encompass a broad range of socio-economic groups. The influence of socio-economic factors on the following two elements of the scheme will be assessed:

- Participation rates
- Recycling collection efficiencies in areas with different housing types.

*Methodology:* For the purposes of the socio-economic assessment, housing within the Pilot Scheme will be split into 3 broad socio-economic groups:

- Group 1 - Housing comprising of predominantly council owned properties.
- Group 2 – Housing comprising of lower cost privately owned properties such as terraced housing and smaller semi-detached properties.
- Group 3 – Housing comprising of executive type properties, typically detached housing with driveways and gardens.

## 5. Impact of Pilot Scheme on Refuse Collection

Synchronising the pilot kerbside recycling rounds with existing refuse collection rounds will provide an opportunity to assess and evaluate the impact of the pilot scheme on the refuse collection service.

Opportunities to make more efficient use of resources within the refuse collection service will be investigated. For example these may include re-routing rounds, reducing the frequencies of refuse collections and the freeing up collection vehicles to enable phase 2 (kerbside collection of compostable garden waste) to be extended and integrated into the refuse collection service.

*Methodology:* It is proposed that this exercise be undertaken within the context of the local authority's Best Value Review of waste management.

## 6. Public perception of and response to Pilot Scheme:

An assessment of the public's response to the proposed pilot scheme will be undertaken.

*Methodology:* It is intended to utilise existing public consultation tools (e.g. Carlisle's 'Citizens Panel' – a representative sample of 1000 households) to assess and compare the public's response to the proposed pilot scheme. The responses from households included in the scheme will be compared with responses from households not included in the scheme.