



NOTICE OF MEETING

CABINET MEMBER FOR ENVIRONMENT & COMMUNITY SAFETY DECISION MEETING

WEDNESDAY, 25 JANUARY 2017 AT 4.30PM

GROUND FLOOR MEETING ROOM 5 - CIVIC OFFICES

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If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

CABINET MEMBER FOR ENVIRONMENT & COMMUNITY SAFETY DECISION MEETING

Councillor Rob New (Conservative)

Group Spokespersons

Councillor Dave Ashmore, Liberal Democrat

Councillor Julie Bird, UK Independence Party

Councillor Stephen Morgan, Labour

(NB This agenda should be retained for future reference with the minutes of this meeting).

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

A G E N D A

- 1 Apologies for Absence**
- 2 Declaration of Members' Interests**
- 3 Household Waste Collections in Portsmouth. (Pages 3 - 70)**

Purpose

1. To provide feedback on the trial to provide some residents in Cosham with a wheelie bin for rubbish.
2. To provide options, and a recommendation, for the development of the collection of household rubbish in Portsmouth.

2. Recommendations

- 1. That the operational roll-out, measures and feedback of the trial for wheelie bins for rubbish in Highbury are noted.**
- 2. That the options available are reviewed, taking note of the legal and financial comments**
- 3. In line with the current strategic approach of the council, it is recommended that Option 3 is taken forward. This would see the following:**
- 4. Continue with the trial in Highbury for at least another six months.**
- 5. Extend the trial of wheelie bins for rubbish across selected parts of the city**
- 6. Undertaking a trial for rubbish restriction in an area where the houses are flat-fronted.**

4 Portsmouth Stray Dogs Kennels Boarding Dogs For The Homeless. (Pages 71 - 82)

Purpose

This report is in response to Councillor Robert New's request for a policy whereby Portsmouth City Council will provide temporary boarding for a dog that is owned by a rough sleeper person. Boarding will be offered should they be given temporary accommodation to a premise not allowing animals.

Recommendations

That this policy (Appendix 1) be piloted to identify demand and costs of boarding these dogs at no charge to the rough sleeper. The pilot will be in place until the 31 March 2018 before a final decision is made to adopt the policy permanently thereafter.

Members of the public are now permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting or records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Agenda Item 3



Portsmouth
CITY COUNCIL

Title of meeting:	Environment & Community Safety Decision Meeting
Date of meeting:	25 January 2017
Subject:	Household Waste Collection in Portsmouth
Report by:	Director of Property and Housing
Wards affected:	Fratton, Paulsgrove, Hilsea, Copnor, Milton, Baffins, Cosham
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1. To provide feedback on the trial to provide some residents in Cosham with a wheelie bin for rubbish.
- 1.2. To provide options, and a recommendation, for the development of the collection of household rubbish in Portsmouth.

2. Recommendations

- 2.1. That the operational roll-out, measures and feedback of the trial for wheelie bins for rubbish in Highbury are noted.
- 2.2. That the options available are reviewed, taking note of the legal and financial comments
- 2.3. In line with the current strategic approach of the council, it is recommended that Option 3 is taken forward. This would see the following:
 - 2.3.1. Continue with the trial in Highbury for at least another six months.
 - 2.3.2. Extend the trial of wheelie bins for rubbish across selected parts of the city
 - 2.3.3. Undertaking a trial for rubbish restriction in an area where the houses are flat-fronted.

3. Background

- 3.1. The council has an obligation under the Environmental Protection Act 1990 (EPA 1990) to collect and dispose of household waste. The current methods for doing this were outlined in a report to the Cabinet Member for Environment & Community Safety on 6th July 2016.

4. Trial of wheelie bins for rubbish in Highbury

- 4.1. Following the decision taken by the Cabinet member for Environment & Community Safety on 6th July 2016, a trial was undertaken to provide residents in the Highbury part of Cosham with a black wheelie bin for rubbish. Collections remained weekly on the existing collection day of the week.
- 4.2. Communications began in July and the first collections from the new bin took place on 23rd September.

- 4.3. All houses were provided with a 140ltr wheelie from which rubbish would be collected. Any waste not in the bin was left.
- 4.4. A detailed report on the operational roll-out of the trial is shown in Appendix 1. The main summary points are as follows:
 - 4.4.1. The trial was delivered to the original timetable.
 - 4.4.2. A range of direct communications was used, including several opportunities on the doorstep for residents to talk to council officers.
 - 4.4.3. Biffa supplied the bins to the council at a lower cost than originally anticipated, to minimise risk on quality and delivery times. Bins cost a total of £21,089 and were delivered to residents within three days.
 - 4.4.4. Bins were provided at least one week before the first collection. Some residents put their bin out for collection a week early, but this was handled by the Biffa crew.
 - 4.4.5. The first week of the trial raised a number of operational problems, such as use of the lifting equipment and location of the bins, which were resolved either on that day, or within 1-2 weeks.
 - 4.4.6. Written feedback was provided to residents who had put out additional waste, telling them what had gone wrong, and what they needed to do to resolve it.
 - 4.4.7. Only a small number of residents (>4%) have contacted the council to formally ask for a larger bin. Of these, less than 2% require one because they are recycling all they can and produce large amounts of waste on a regular basis.

5. Measures of the trial

- 5.1. Details of the various measures of the trial are shown in Appendix 2. The main findings from this were as follows:
 - 5.1.1. The amount of waste tonnage collected has reduced by approximately 15% (2.3 tonnes) since the start of the trial. This compares with there being no significant change across the whole city.
 - 5.1.2. Some of this waste has been transferred into the recycling stream, with a rise of 0.5 tonnes per fortnight. The recycling rate for this area has risen from 20.7% to 24.7%.
 - 5.1.3. On the first week of collection 91.5% of houses put all of their waste in the bin correctly and presented it at the right place for collection. This figure has risen to 99% over the first two months of the trial.
 - 5.1.4. The standard of cleanliness was found to be high before the trial, and audits during the trial have found that this has been maintained. The survey of residents shows that 61% perceive the roads are cleaner since the trial began.
 - 5.1.5. It is not possible to show if residents are taking their waste to the Household Waste Recycling Centre. However, probably due to other changes at the site, the overall tonnage at the HWRC has fallen compared to the same period in 2015.
 - 5.1.6. There has not been a recorded change in the amount of household rubbish being dumped or fly-tipped.
 - 5.1.7. The survey shows that the majority of residents (74%) would rather keep the wheelie bin for rubbish than return to sacks on the streets.

5.1.8. The total cost of the trial was £28,105. Of this £21,089 was spent on bins, with the rest being spent on communications and council officer time, which was diverted from other duties

5.1.9. The total saving from reduction in rubbish, and small increase in recycling collected, is approximately £9,000pa. There are no savings associated with the collection of the waste.

6. Options

6.1. Learning from the trial in Highbury and the financial constraints upon the portfolio budgets, officers have identified a number of options for changing the way that rubbish is collected in Portsmouth. These are outlined in Appendix 3 as follows:

6.1.1. Option 1 - Don't extend the wheelie bins for household rubbish trial beyond the current area and do a different trial to reduced household rubbish in flat-fronted areas.

6.1.2. Option 2 - Undertake two trials for the fortnightly collection of rubbish, one in the current trial area and one in a flat-fronted area.

6.1.3. Option 3 - extending the trial of wheelie bins for rubbish to some new parts of the city, and undertaking a different trial to reduced household rubbish in flat-fronted areas.

6.2. To meet the council's current strategy to retain weekly collections of rubbish, yet, minimise rubbish, improve recycling and improve street cleanliness, the recommend option is Option 3. The details of this are as follows:

6.2.1. Continue with the trial in Highbury for at least another six months. There are no anticipated costs to this change as the bins have already been provided and the existing vehicle and crew would continue with the collections as they currently do.

6.2.2. Extend the trial of wheelie bins for rubbish in a number of other parts of the city.

- To establish the impact of wheelie bins for rubbish on a larger scale, and in other parts of the city, it is proposed that the trial is extended to four other areas across the city, comprising approximately of 6,500 households.
- Bins would be procured directly from a supplier to maximise the value for money to the council.
- A new lifter would be fitted to the back of a single vehicle (Refuse 1), who would collect rubbish from wheelie bins on Monday, Tuesday, Thursday and Friday.
- The total cost from this trial would be approximately £133,000, with an estimated annual saving from the reduction in waste disposal of £41,446.

6.2.3. Undertaking trials for rubbish in an area where the houses are flat-fronted. Undertaking two trials within a single collection round in the Fratton part of the city to restrict rubbish in areas where the houses generally have a small or no forecourt in which to store a wheelie bin. These are:

- Provision of seagull proof sacks
- Provision of council refuse bags

By controlling the amount of rubbish collected each week the aim is that recycling rates and street cleanliness will improve.

Residents would be provided either with a reusable seagull proof sack or a number of disposable plastic bags and only rubbish which is presented in these would be collected. Weekly collections, would remain and residents would be given support in recycling by being able to get bigger or more recycling bins and advice about local bring banks.

Enforcement will take place if persistent incorrect presentation of waste (littering, dumping etc.) arises. Enforcement officers will patrol any hotspot areas and can use relevant legislation as required.

7. Reasons for recommendations

- 7.1. Portsmouth has one of the lowest recycling rates in England. This is unsustainable and has a significant negative impact on the total cost of waste collection and disposal in the city.
- 7.2. Many streets become dirty as a result of rubbish bags being placed out for collection and, before the collection crew arrive, are attacked by animals and vermin.
- 7.3. The trial of a wheelie bin for rubbish in Highbury has proven to reduce the amount of waste collected, and improve recycling whilst also being popular with the majority of residents. A continuation of this trial, and an extension to some other suitable areas in the city, will help to establish the overall impact from this scheme whilst discovering any other issues not seen in the existing trial.
- 7.4. Undertaking an alternate trial in flat-fronted areas will show if a reduction in rubbish can be achieved without the use of wheelie bins.
- 7.5. Officers recognise the administration's current strategy for retaining weekly collections of rubbish. The option which meets this is option 3.

8. Equality impact assessment

- 8.1. A full Equalities Impact Assessment has been undertaken on the service changes in Highbury and is attached in Appendix 4.
- 8.2. Preliminary Equalities Impact Assessments will be completed for the new trial areas if the recommendations within this report are accepted.

9. Legal implications

- 9.1. The legal implications arising from the recommendations in this report are broadly the same as those previously identified in respect of the original wheeled bin trial and are as follows.
- 9.2. Waste collection is a function carried out by local authorities, as prescribed in Sections 45 and 45A of the Environmental Protection Act 1990 (EPA 1990).
- 9.3. Section 46 of the EPA 1990 relates to receptacles for the placing of household waste for collection (most commonly refuse sacks or wheeled bins). Section 46(1) provides that "*Where a waste collection authority has a duty...to arrange for the collection of household waste from any premises, the authority may, by notice served on him, require the occupier to place the waste for collection in receptacles of a kind and number specified.*" The City Council will rely on this report together with the additional written communications outlined, as meeting the statutory

requirement to give notice of the change. The receptacle for collection to be specified in the notice to occupiers will be a wheeled bin of 140ltr (or larger as deemed appropriate by the city council) or refuse sacks or seagull proof sacks as appropriate for the purposes of the alternative trial proposed

9.4. During the extended trial and the alternative trial, Section 46(3)(a) of the EPA 1990 will be applied, in that the wheeled bin, refuse sacks or seagull proof bags (as appropriate) will be provided free of charge. All wheeled bins, sacks and seagull proof bags will remain the property of the Council and the Council retain the right, at any point before, during or after the trial, to remove them from the properties. In the event of loss or damage to the wheeled bin, sacks or seagull proof bags the City Council may rely on Section 46(3)(b) of the EPA 1990 to require the resident to pay for replacements.

9.5. Under Section 46(4) of the EPA 1990 the City Council is able to include in the notice to occupiers provisions relating to the placing of the receptacle for emptying and the substances or articles which may or may not be put into them. These requirements will be made clear in communications with residents affected by the trials.

9.6. Under Section 46(5) of the EPA 1990 the City Council is required to obtain consent from the relevant highway authority for the wheeled bins or other waste receptacles to be placed on the highway and arrangements must be made as to the liability for any damage arising out of them being so placed. This issue will be discussed with the highway authority and the PFI contractor and permission obtained before any extended or alternative trial takes place.

10. Director of Finance's comments

10.1. The recommendations contained within this report seek to extend the waste trial, to other parts of the City. It also seeks approval to undertake a trial in flat fronted properties, where residents would be provided with either a reusable seagull proof bag or a number of disposable plastic sacks and only rubbish which is presented in these would be collected.

10.2. The cost of the two trials and the anticipated annual savings are as follows:

Capital Cost:	Wheeled bins	£96,200
	Lifter for vehicles	£15,000
		£111,200
Revenue Costs		£44,000
Total Cost of Trials		£155,200
Anticipated Annual Savings		
Reduction in disposal costs		£42,800

Increase in recycling income

£300

Total Annual Savings

£43,100

- 10.3. Whilst the revenue costs are anticipated to be covered from existing portfolio reserves, the additional capital cost of £111,200 will require a contribution from corporate capital resources. Full Council will approve the Capital Programme at its meeting on the 14th February 2017.
- 10.4. In the event that Full Council do not approve the funding of the proposals within this report, a subsequent report identifying an alternative funding would be required in order to enable the waste trial extension.

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Signed by:
Director of Property & Housing

Appendices:

Appendix 1 - Operational roll-out
Appendix 2 - Measures and feedback
Appendix 3 - Options for the household rubbish collection system
Appendix 4 - Equality Impact Assessment
Appendix 5 - Map of the city's rubbish collection rounds
Appendix 6 - Report on the use of seagull proof sacks in Clacton.

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Environmental Protection Act 1990	http://www.legislation.gov.uk/ukpga/1990/43/contents

The recommendation(s) set out above were approved/ approved as amended/ deferred/
rejected by on

.....
Signed by:
Portfolio holder for Environment & Community Safety

Appendix 1 - Operational rollout of the trial**Summary**

- The trial was delivered to the original timetable.
- A range of direct communications was used, including several opportunities on the doorstep for residents to talk to council officers.
- Biffa supplied the bins to the council at a lower cost than originally anticipated, to minimise risk on quality and delivery times. Bins cost a total of £21,089 and were delivered to residents within three days.
- Bins were provided at least one week before the first collection. Some residents put their bin out for collection a week early, but this was handled by the Biffa crew.
- The first week of the trial raised a number of operational problems, such as use of the lifting equipment and location of the bins, which were resolved either on that day, or within 1-2 weeks.
- Written feedback was provided to residents who had put out additional waste, telling them what had gone wrong, and what they needed to do to resolve it.
- Only a small number of residents (>4%) have contacted the council to formally ask for a larger bin. Of these, less than 2% require one because they are recycling all they can and produce large amounts of waste on a regular basis.

Contents of this appendix

- Timetable
- Communications
- Bin supply, cost and delivery
- Bin rollout
- Start of the trial and monitoring
- Assessment for larger bins

Timetable

Following the decision on 6th July 2016, officers planned a timetable for the rollout of the trial.

- First communication 11th July
- Local events 18th & 21st July
- Second communication early September
- Bin delivery 12th-16th September
- First collection of waste 23rd September
- Trial assessment Nov/Dec
- Decision on what happens next Dec/January

With the exception of the second communication (which was undertaken at the end of August) this timetable has been delivered.

Communications

As per section 5.5 of the decision report of 6th July 2016, it was decided that simple and clear communications should be provided to the residents within the trial, engaging in face to face and written communications. It was also decided that the sooner that communications began the better. This was for the following reasons

1. To ensure that residents were aware of the trial and why it was happening.
2. To give residents time to think about the change, and what it meant for them
3. To maximise the message about increasing recycling
4. To ensure that clear messages about the trial were provided.

First communications

On the 11th July waste officers began the communications of the trial by delivering a letter to all households in the trial area. The aim was to have a simple letter which could be printed and produced quickly, and clearly set out that the trial was coming.

The delivery of these letters was undertaken by waste officers, rather than by postal delivery, as the team also wanted to maximise the opportunity to have a face to face discussion with residents at the point of delivery. This was not only to explain the trial, but also to gather any initial feedback or concerns which could be used to help shape the trial.

First communication - letter

Dear resident

Your street and the surrounding area have been chosen to **trial wheelie bins for general household waste.**

There will be no change to your collection frequency as weekly collections will continue, but instead of putting out bin bags you'll be provided with a bin for your non-recyclable rubbish. Fortnightly recycling collections also remain unchanged.

Feedback tells us residents like the idea of a wheelie bin and other local authorities have found using them helps to increase recycling, which leads to reduced costs and cleaner streets

Bins will be delivered by 16 September, with more information about the trial, which will run for up to six months. The first collection of general household waste from these bins will be on **Friday 23 September**. We will be monitoring the amount of recycling and household waste during this trial and will provide feedback to you about the difference the trial is making.

We're also relying on your feedback to help decide whether the trial continues.

More information will follow in early September before the trial begins but if you have any questions please contact us on 023 9284 1105, visit the council's website and search 'waste trial'. Alternatively come and see us at the **Highbury Community Centre on Monday 18 and Thursday 21 July at 5-7pm.**

Kind regards

Clean City Team

Over the course of two weeks, officers visited all of the properties in the area at least once to deliver the letter and knock on the door, returning to as many properties as possible where the resident was not in on the first visit. Mostly this was undertaken between 9am-4pm, although some door knocking happened during the early evening. By the completion of this work officers were able to speak to 527 residents within the first three days, and were able to speak to further 73 within the following week.

From this officers learned that:

- The first round of door knocking was the most successful in talking to residents.
- Those not in during the working day were often back later than 5.30pm and usually not happy to speak with officers in the evening.

The initial feedback was that of the 600 people spoken to, only 34 negative comments were received on the doorstep.

In the **letter**, residents were invited to one of the two drop in sessions held at the local community centre. Three officers, including a senior manager, attended each session. There were a small number of people attending each session (less than 10). Those that came were able to see the 140ltr wheelie bin, gain additional written information, and talk to the officers about the trial. Information was also gained about potential problems which were used to inform the Frequently Asked Questions (FAQs) and future communications.

Second communications

Using the feedback received from the first communication, and similar communications used by Crawley BC who had previously undertaken a similar scheme, officers from waste management and the corporate communications team designed a **leaflet**. This leaflet was intended to provide more information about the trial and help residents to understand what to expect when the bin arrived.

This leaflet came with a smaller leaflet about recycling, mapping the location of the recycling banks in the area. These were delivered by an external delivery company on w/b 22nd August.

Second communications - information leaflet (pages 1 & 2)

recycle
for Portsmouth

Portsmouth
CITY COUNCIL

New black wheelie bins for rubbish

Trialling in the Highbury area

arriving from 12 September

www.portsmouth.gov.uk

**Why am I getting a bin for rubbish?**

The aim of this six month trial is to find improvements for waste collection. If everybody can minimise their rubbish, and recycle as much as possible, we can improve recycling rates and reduce the overall cost to you the taxpayer.

Many residents have said that they would like a wheelie bin to reduce spillages or sacks splitting, this also helps keep streets cleaner.

You will still keep your green bin for all of your recycling, and it will continue to be collected every other Friday.

Do I have to have a new bin?

During the trial we are only collecting rubbish from the black wheelie bins provided. The lid should be shut and only rubbish in the bin will be collected.

When will my bin be delivered?

Your bin will be delivered between 12 and 16 September. You don't need to be at home for the delivery and an

information pack will be provided. If you don't receive your new bin by 4pm on Friday 16 September contact us on 023 9284 1105.

What will my bin look like and how big will it be?

Your bin will be black and 140ltrs in size. It is approximately 110cm high, 50cm wide and 60cm deep. The base is no larger than a normal sized round dustbin, so if you have one of those you should have space for the new wheelie bin.

When will I be able to use my bin?

Please put the bin out for collection on Friday 23 September and every following Friday during the trial.

Do I still have to put my rubbish in sacks?

Please put all rubbish in tied carrier bags or sacks where possible. This helps to keep the bin clean, minimises smell and makes it easier for the collection team.

Second communications - information leaflet (pages 3 & 4)**Can I have a bigger bin?**

The 140ltr bin will be large enough for the majority of households if available recycling services are being fully used.

If, after using the new bin for at least one week, you find that the bin isn't big enough please contact us. A waste officer will visit to discuss your request and you will need to show us that you make full use of the fortnightly recycling service. You also need to recycle glass bottles and textiles at local bring banks or the Port Solent Recycling Centre.

I am unable to get a rubbish bin to my front boundary for collection, what can I do?

An assisted collection service can be provided for those not physically capable of putting their rubbish bin at the front boundary.

Call 023 9284 1105 to apply for a new assisted collection. If you already have an assisted collection, this will automatically apply to your new bin.

What to expect

- You don't need to be at home when your bin is delivered.
- An information pack will be delivered with your new bin with details about how to use it.
- Two blank stickers will also be delivered with your new bin - one for your new black bin and one for your green recycling bin. You can write your house number on these to help identify your bin.



For more information:

- Call 023 9284 1105
- Email recyclingandrefuse@portsmouthcc.gov.uk
- Search waste trial at www.portsmouth.gov.uk



You can get this information in large print, Braille, audio or in another language by calling 023 9284 1105

Designed by: marketing@portsmouthcc.gov.uk • Published: August 2016 • Ref: 34.56

www.portsmouth.gov.uk

Third communications

The final piece of written communications before the start of the trial was delivered along with the wheelie bin. This began on Monday 12th September and was completed within three days. Again, this was delivered by waste management officers who knocked on doors and offered a conversation as well as delivering the information pack. This **pack** consisted of the following:

- A4 leaflet
- A4 Bin sticker for the recycling bin
- A4 Bin sticker for the new rubbish bin
- A5 Small recycling leaflet

During this delivery the officers knocked many of the properties and spoke to a number of residents, showing them the bin and presenting their pack of information.

The following formats for communications were considered but rejected

- Flagship. Due to the specific area to which the information was relevant, this would have required a specific print run, and care that it was only delivered to specific homes.
- Radio/TV. Again it was important that the information on the trial only went to the people in area.

Recycling leaflet provided in the second and third communications

recycle
for Portsmouth

Portsmouth
CITY COUNCIL

What can I recycle?

Put ALL of these items IN your green recycling bin when they are empty.



Paper Metal cans Card Plastic bottles Aerosols

Put small electrical items in a carrier bag and put it on top of your green recycling bin on collection day.

Put ALL of these items in local bring banks (Portsmouth Road, Hawthorn Crescent, Tudor Crescent), or use the Recycling Centre at Port Solent

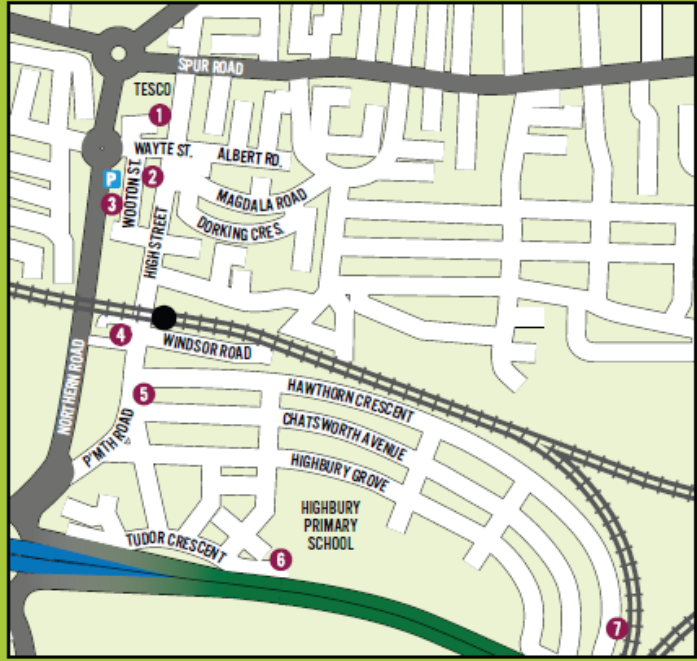


Glass bottles Textile and clothes

Take items that don't fit in your bin to the Recycling Centre at Port Solent

www.portsmouth.gov.uk

Where can I recycle?



1	TESCO CAR PARK	TEXTILES	SHOES
2	WOOTTON STREET BHF CAR PARK	TEXTILES	
3	WOOTTON STREET CAR PARK	GLASS	TEXTILES BOOKS CDS
4	COSHAM BUS INTERCHANGE	GLASS	
5	HIGHBURY BUILDINGS	TEXTILES	CDS
6	TUDOR CRESCENT	GLASS	TEXTILES
7	HAWTHORN CRESCENT (BY HOUSING OFFICE)	GLASS	TEXTILES BOOKS CDS

www.portsmouth.gov.uk

Third communications - information leaflet (pages 2 & 3) and recycling bin sticker

Your new black rubbish bin

Why am I getting a bin for rubbish?
The aim of this six month trial is to find improvements to waste collection. If everybody can minimise their rubbish, and recycle as much as possible, we can improve recycling rates and reduce the overall cost to you the taxpayer.

Many residents have said that they would like a wheelie bin to reduce spillages or sacks splitting, this also helps keep streets cleaner.

Do I have to have this new bin?
During the trial we are only collecting rubbish from the black wheeled bins provided. The lid should be shut and only rubbish in the bin will be collected.

Is anything changing for the green recycling bin?
No. You will still keep the green bin for all of your recycling, and it will continue to be collected every other Friday.

What should I do with my old bin?
As this is only a trial, we suggest that you keep any dustbins or other containers that you have until the trial has finished.

Who owns the bin?
Portsmouth City Council owns the bin but it is your responsibility to look after it, keep it clean and place it carefully at the boundary and not blocking the pavement/road. If you move house please ensure that you leave the bin at the property.

Before taking your bin out for collection, check:

All rubbish is in the black bin.



The bin lid is closed.



The bin is at the front boundary of your house by 7am on Friday



Making your bin right for you

Address labels
To help your collection team and neighbours know which bins are yours, use the labels provided to write your house number in permanent marker and stick on your new black bin and your green recycling bin. Place stickers on the back of the bins below the handles. A recycling sticker has also been provided to put on the lid of your green bin to remind you of all of what you can recycle in Portsmouth.

Damaged or missing bins / lids?
Your new bin is robust but if you find it's damaged or goes missing please contact us.

The right size
The 140ltr bin will be large enough for the majority of households if the available recycling services are being fully used.

If, after using the new bin for at least one week, you still find that the bin isn't big enough then contact us.

A waste officer will visit to discuss your request and you will need to show us that you make full use of the fortnightly recycling service. You also need to recycle glass bottles and textiles at local bring banks or the Port Solent Recycling Centre.

Green bin for recycling

Please put these in here












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Visit our website for a full list of frequently asked questions.

Bin supply, cost and delivery

The council needed to procure and provide wheelie bins for all of the properties identified as being within the trial area. In addition, contingency was made for a situation where some residents would require a larger bin. Therefore an initial order of 1450 x 140ltr bins, 30 x 180ltr bins and 30 x 240ltrs was required. Orders could be placed knowing that any bins not required for this trial could be reused for regular recycling collections in other parts of the city.

As the council is a member of the Eastern Shires Purchasing Organisation (ESPO), and has access to a framework agreement for the provision of bins, it was decided to review this framework to identify the current market rate for bins. From this it could be seen that 140ltr bins were between £13.40 and £16.98 per bin (depending upon volume ordered, colour, supplier etc.). However the council had no experience of the quality of the bins or any of the providers on the framework.

The council has contracted out the purchase and supply of wheelie bins for the main household waste contract to Biffa, and they were also asked if they could supply bins at a similar rate. Biffa confirmed that they could supply bins at the rate of £13.20 per unit, plus the standard contract 5% mark up. Officers consider the two options of:

1. Purchasing directly from a manufacture or
2. Requesting Biffa undertake the purchase, adding its mark up.

Whilst there was a cost difference of £1004 for purchasing the bins through Biffa, the council obtained the following advantages:

1. Not having a formal procurement exercise which would have been likely to take significantly longer than the timescales indicated within the report. Also this would have incurred procurement costs for the council.
2. Responsibility for the quality of the bins, and their ability to be used with the existing fleet, remained with Biffa. This risk materialised when a number of bins were delivered without wheels, and Biffa dealt with the manufacturer to resolve this.
3. Responsibility for the bins being delivered on time remained with Biffa.

Therefore it was decided, for the purpose of the trial, that the bins would be procured through Biffa, and all of the bins were procured, and delivered, for a cost of £21,089.25.

Bins came with the metal axle and rubber wheels separate, so required assembly on site. This is usual for wheelie bins.

The bins were delivered to the council site at Northarbour Road, where they were stored until the beginning of the rollout phase.

Bin roll out

Bins were delivered to the houses in the trial area on 12th-14th September 2016. This was undertaken by using four Biffa staff that would normally have been working on the normal collections work across the city. Bins were collected from the site at Northharbour Road and delivered to the Highbury area using a tail lift caged vehicle that is normally used to deliver recycling or collect bulky waste. The use of this vehicle, and staff, ensured that the additional costs for the delivery of the bins were avoided as these costs are already with the main collection contract with Biffa. However as a result of this it meant that normal deliveries of recycling bins across the city were delayed and took three weeks to catch up

The delivery crew were supported by council waste officers who helped in construction of the bins as well as posting the delivery pack and engaging with residents.

There were a very small number of properties who didn't get a bin during this delivery, and officers made dedicated special deliveries to ensure that all had a bin by the 16th September.

Despite the label on the delivery pack to advise residents that the bin was not to be put out for collection until 23rd September, it was anticipated that some residents may put their rubbish bin out a week early (i.e. on the 16th September) and so the only vehicle currently in the Portsmouth Biffa fleet which can safely handle bins *and* bags was put on the Highbury round for this Friday.

On Friday 16th September council officers were in the trial area and found that approximately 10% of residents had out their rubbish out in wheelie bins for collection. However, due to having the correct vehicle all of the waste, whether presented in a bin or a bag, was removed.

Crew preparation

All of the crew had received training on wheelie bin emptying. This crew had been given some additional time on the recycling rounds to ensure that they knew how to use the lifting mechanism safely and handle bins properly.

Start of the trial and monitoring

The first official collection of rubbish from wheelie bins took place on Friday 23rd September. Vehicle (VN13 EWA) was transferred from its normal duties (on bulk collections) to undertake the collections, keeping the usual crew who worked on that round.

This Friday was not a recycling week for this round, and therefore the only bins presented for collection were the black rubbish wheelie bins.

Officers and bin crew were at the start of the round at 6.55am. The crew consisted of a driver and two loaders. There were six monitoring officers from the council (two on each side of street plus two dealing with any concerns from residents). The aim of the monitoring was to establish the following:

- The number of properties who had not put a bin out at all
- The number who had put their bin in the wrong place for collection
- The number that presented black bag waste not in their bin, either as extra waste or instead of the bin, and how many bags were presented
- The number who had an overflowing bin

Where a problem was observed, the officers would deliver a simple piece of written feedback, posted through the door, which outlined what the problem was and what needed to be done to ensure that a collection took place next time.



Feedback information to residents who put out side waste

There was a problem with your rubbish collection today

We will not be collecting any rubbish left as a result of the problem(s) identified.

Please take it back onto your property and place it in your black bin and put this out, next Friday, to be emptied. Alternatively you can take your rubbish to the Recycling Centre at Port Solent.

☐

Your wheelie bin was not in the right location

Please place your wheelie bin at the front boundary of your property by 7am on Friday.

☐

Your rubbish was not in the black wheelie bin provided by Portsmouth City Council

Please place all your rubbish in the black wheelie bin provided. We do not collect any bags that are put next to the bin.

☐

Your bin was too full

Please make sure the lid of your wheelie bin is closed. You can reduce the amount of rubbish in your bin by recycling as much as possible.



If you need further information you can find it on our website www.portsmouth.gov.uk. If you need to contact us, please call or e-mail.

The following issues were observed during the first collection round on 23rd September.

- The crew were informed that side waste should not be taken.
- Whilst some residents had already started their working day, most still appeared to be at home at the start of the round.
- Initially it took approximately 1hr for the crew, with help from the supervisor, to work the lifter properly. This combined with the crews collecting wheelie bins of rubbish for the first time on a full round meant that the crew were initially slower than normal.
- The waste came out of the bins on lifting almost every time. The number of bags that had to be manually removed from the bin was very small.
- Some residents came out to discuss the trial, with a range of opinions either happy at the use of bins, or unhappy that they weren't big enough.
- The crews collected the bins from where the resident had placed them, looked inside to ensure that it was normal household rubbish, and pulled them to the lorry for emptying. The vast majority of bins were put back on boundary, at the place where they were collected from.
- The round was finished at 1.45pm, and all of the waste fitted onto one load (but was just under maximum allowed weight). The vehicle arrived at Veolia Energy Recovery Facility at 1.57pm, and had tipped and left the site by 2.09pm.

The information gained from the monitoring by council officers on the first collection day is shown in Appendix 2 of the report.

Assessments for larger bins

As outlined in the leaflet, and identified from both customer concerns and a review of how other local authorities have approached this type of change, it was expected that there would be some properties who would request a larger bin for their rubbish. This may be as a result of the type of waste being produced (non-infectious clinical waste such as incontinence pads, nappies etc.) or due to the number of people living in the property.

The council took an approach that larger bins would be supplied to residents providing:

- The customer was placing all of their kerbside recyclable material in their green recycling bin(s)
- They were using the bring banks for glass, textiles etc. and so had none of these items in their rubbish.
- They were regularly producing more waste that could be fitted into the bin

Residents who wanted to be assessed were able to contact the council and ask for an assessment. There was an initial conversation on the phone to ensure the resident understood the requirements before an officer was sent to visit.

If an officer was sent to visit, a time would be arranged with the resident, usually as near as possible to the next recycling collection. The officer would attend, meet with the resident, explain the process and then, with the residents permission, look through the rubbish in the bin and bags. Officers would make a judgement regarding the waste and then inform the residents if they were meeting the criteria above.

As of the 28th November (nine weeks into the trial), the council has received approximately 60 calls requesting a larger bin for rubbish, and attended 40 properties to undertake an assessment. Following assessment the council has provided larger bins (usually 180ltr bins) to 20 properties. This is less than 2% of the households in the trial.

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Appendix 2 - Measures and feedback

As outlined in the decision report on the 6th July 2016, officers have collected data on a number of different measures to identify the impact of the trial. Officers have interpreted this data and given a recommended view of the trial. However the weight that any one measure or piece of information has in the overall assessment of the trial will be for decision-makers to determine.

Summary

- The amount of tonnage collected has reduced by approximately 15% (2.3 tonnes) since the start of the trial. This compares with there being no significant change across the whole city.
- Some of this waste has been transferred into the recycling stream, with a rise of 0.5tonnes per fortnight. The overall kerbside recycling rate for the area has changed from 20.7% before the start of the trial, to 24.7% during the trial (upto 23rd December 2016).
- On the first week of collection 91.5% of houses put all of their waste in the bin correctly and presented it at the right place for collection. This figure has risen to 99% over the first two months of the trial.
- The standard of cleanliness was found to be high before the trial, and audits during the trial have found that it has been maintained. The survey of residents shows that 61% consider the roads to be cleaner since the trial began.
- It is not possible to show if residents are taking their waste to the Household Waste Recycling Centre. However, probably due to other changes at the site, the overall tonnage at the HWRC has fallen compared to the same period in 2015.
- There has not been a recorded change in the amount of household rubbish being dumped or fly-tipped.
- The survey shows that the majority of residents (74%) would rather keep the wheelie bin for rubbish than return to sacks on the streets.
- The total cost of the trial was £28,105. Of this £21,089 was spent on bins, with the rest being spent on communications and council officer time, which was diverted from other duties
- The total saving from reduction in rubbish, and small increase in recycling, collected is approximately £9,000pa. There are no savings associated with the collection of the waste.

Participation on the first day of the trial (23rd September 2016)

1364 properties were recorded as having a collection. Of this:

- 101 were not out (i.e. they had empty bins)
- 15 were bin in wrong place (i.e. the bins were 50%+ full but not at the front boundary)
- 73 had additional or side waste (i.e. black bags next to the bin)
- 20 had black bags but no bin out
- 8 had overflowing bins (i.e. we took a bag off of the top of a full bin)

This meant that only 8.5% of the properties did not present their rubbish correctly on the first day of the trial.

Subsequent collections

Officers undertook observations of the Highbury round for nine consecutive Fridays. Over this time the following was observed.

Date	Wrong location	Extra/Side waste	Bags no bin	Overflowing Bin	Quantity Bags	Repeat offender
23-Sep	15	73	20	8	>150	0
30-Sep	0	44	1	13	80	7
07-Oct	0	19	4	7	40	7
14-Oct	0	8	1	5	30	0
21-Oct	0	9	0	5	36	1
28-Oct	0	15	15	Not measured	37	0
04-Nov	0	13	2	11	23	0
11-Nov	0	8	9	Not measured	17	0
18-Nov	0	14	3	11	22	3

The number of properties presenting side waste has dropped to a consistent amount, with very few repeat offenders. This shows that within two months the number of problems in the area has reduced to a minimal level.

Street cleansing

The council's highways team undertook a survey of the street cleanliness of the trial area before and during the trial. This showed that the area is generally clean before the bin collections, remains relatively clean between the bin collections and street cleanse, and is clean after the street cleanse.

Feedback from the council's cleansing inspectors and, through them, the highways contractor indicates that during the first week of the trial there were a few problems from black bags being left on the street. However in the following weeks there have been no significant problems with the street cleansing. This is supported by the perception of residents surveyed.

Fly tipping

Analysis of the council's Clean City team data shows that since August 2015 there have been 113 reports of waste dumping, fly-tipping or early refuse in the Cosham ward. This has been plotted on a Winchart, which provides a statistical analysis, and

shows that there has not been a statistically significant change in the number of such incidents since the start of the trial.

Of all of the incidents of waste and fly-tipping which were in this area, 13 were in roads within the trial area. Of this four had occurred since the start of the trial and only two were clearly linked to black bag dumping. Therefore it has been assessed that the amount of fly tipping of household rubbish has not changed in a statistically significant way since the start of the trial.

Impact on the Household Waste Recycling Centre (HWRC) at Port Solent

Unfortunately it is not possible to tell if the trial is having an impact upon the waste arising at the HWRC. This is for the following reasons:

- The tonnage taken into the HWRC on a monthly basis ranges between 190 and 370 tonnes per month, which is much larger than the 8-10 tonnes per month change in rubbish seen in Highbury. This suggests that any extra waste from Highbury would be within the natural variation of the HWRC tonnage.
- There have been other changes to the HWRC (such as charging for some waste streams and opening times) which will also have restricted the waste volumes.
- It is not possible to identify the specific residents of Highbury visiting the HWRC.

From the residents survey it was seen that 32 people who responded said that they take waste to the tip/Port Solent.

Evidence of the impact on the HWRC will only come from the wider use of wheelie bins for rubbish, which would lead to a much larger volume in rubbish being diverted from bins.

Analysis of the waste and recycling

An analysis of the rubbish and recycling in this area has been undertaken by the Materials Analysis Facility (MAF) provided, through the disposal contract, by Veolia. Each recycling round is analysed at least once per calendar year, and rubbish on an infrequent basis. However there are a number of analysis done on rubbish and recycling from this round as shown in the following table.

Date	% Recycling in kerbside rubbish	% rubbish in kerbside recycling
2014		7.78%
2015		6.48%
April 2016		10.34%
June 2016	5.34%	
Pre-trial average	5.34%	8.20%
November 2016 (during the trial)	3.90%	5.90%
Difference	-1.44%	-2.30%

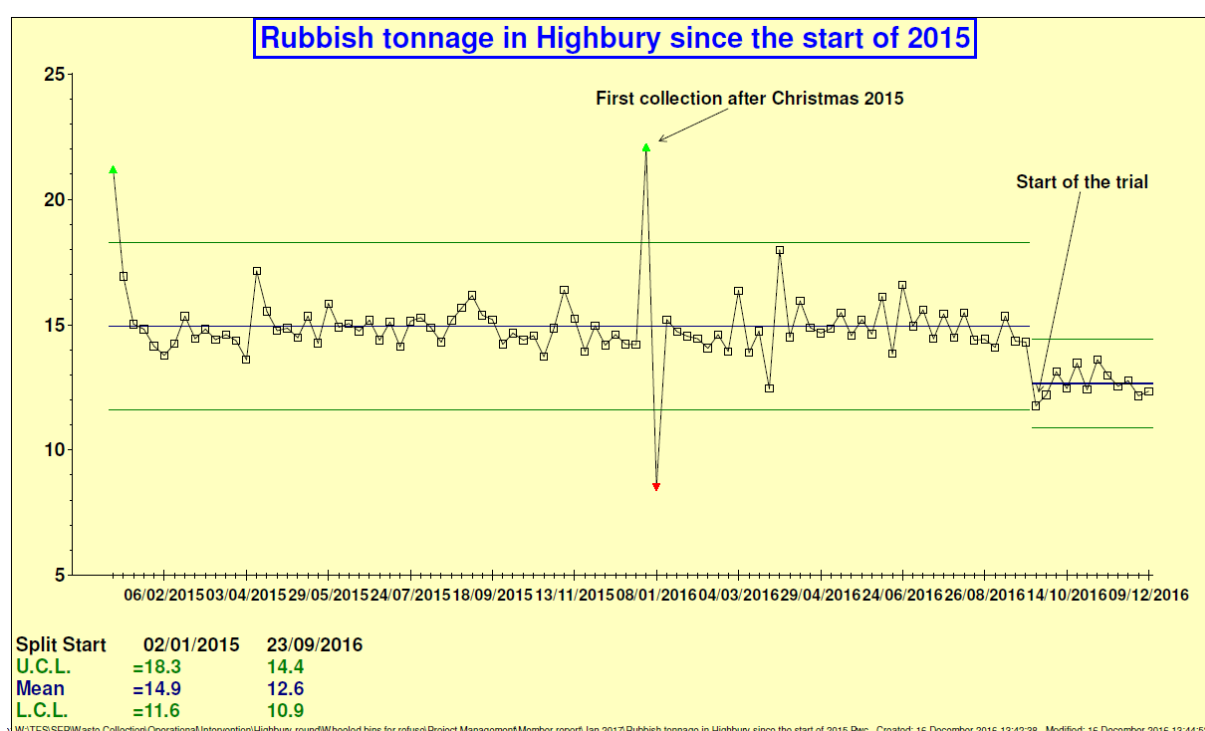
The figures in the table suggest that contamination of the recycling has not risen as a result of the trial. It also suggests that residents are more aware of what they can recycle and taking more from their black bag and putting it in their bin. This is critical as an increase in contamination rates has a financial cost to PCC. A reduction has a financial benefit.

Rubbish tonnage

Once a collection round has been finished, the Biffa collection vehicle takes all of the waste to the Energy Recovery Facility (ERF) in Copnor, where the vehicle is weighed into site, the waste is tipped in preparation of incineration, and then weighed again as it leaves.

The data from the weighbridge tickets has been collected every week during the trial and provides the following Winchart showing the total volumes of rubbish collected each week, in the trial area, since the start of 2015.

It is clear that the trial has made a significant change on the volume of waste that has been collected, with the mean value of the tonnage collected dropping from 14.9 to 12.6 tonnes per week. This is a reduction of 15% in the tonnage of rubbish collected.



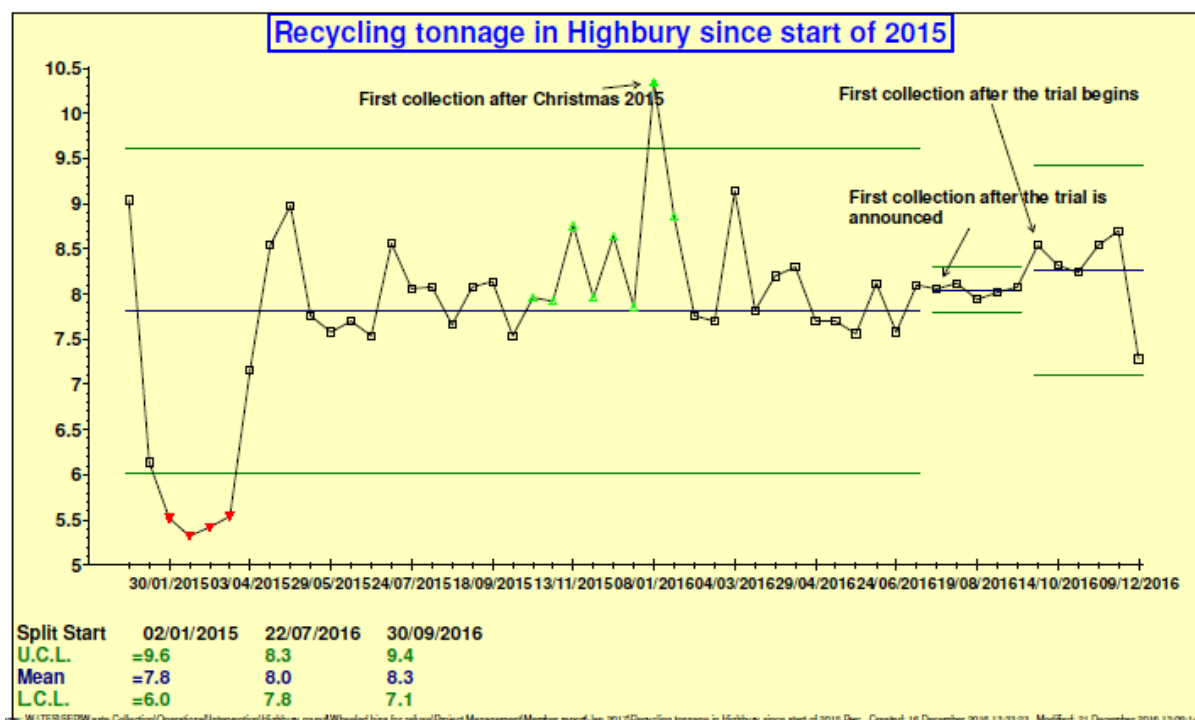
This compares to the figures for the whole city which show, over the last two years, less than 2% (i.e. normal) variation.

Recycling tonnage

Once a collection round has been finished, the Biffa collection vehicle takes all of the waste to the Materials Recovery Facility (MRF) in Copnor, where the vehicle is weighed into site, the waste is tipped for reprocessing, and then weighed again as it leaves.

The data from the recycling round in the trial area has been collected on a fortnightly basis. There have been six collections since the start of the trial (as of 09/12/16).

Whilst there has not been a statistically significant rise in recycling, it does appear there is an upward trend for increasing in recycling with a 0.5 tonne per fortnight between the stable period of the start of 2015 to June 2016, and the start of the trial



This is a 6.5% rise in recycling in this area, compared to a 2.5% rise during the same period across the whole of the city.

Due to the fortnightly nature of the recycling collections, more data may be needed to be sure that recycling is on a stable rise.

The overall kerbside recycling rate for the area has changed from 20.7% before the start of the trial, to 24.7% during the trial (upto 23rd December 2016)

It has not been possible to measure the tonnage impact of the additional glass bring banks which have been put in the area during 2016. However it is known that these banks are being used so may explain where some of the rubbish tonnage has been transferred to.

Biffa have also reported providing 180 new bins for garden waste to this area since June 2016. This suggests that some may be switching their garden waste from rubbish to the garden waste bins.

Resident survey

The council wanted to ensure that residents within the trial area had an opportunity to provide feedback on their experience of the trial and its impact on their waste habits.

The survey was collected by officers in early November 2016. The team door knocked houses in the trial area and asked the residents on the doorstep a series of questions. If the resident was not in, information was posted on how the survey could be accessed online via Survey Monkey. There were 340 respondents, of which 70 were seen on the doorstep and 270 provided feedback online. There were some differences between the results given on the doorstep and those online, with a lower

level of positive comments about the trial coming from the self-selecting online group.

The council's market research officer has calculated the margin of error on those numbers and based on a 95% confidence rate the margin of error on the data is 5%.

The main results from the survey were as follows:

- Q1 - 89% felt that the overall waste collection service had stayed the same or improved. From those asked on the doorstep this figure was over 98%.
- Q2 - The majority of respondents (almost 61%) felt that the street cleanliness had improved. Whilst this needs to be compared to the review undertaken by the council's own street cleansing team, it shows that, regardless of any actual physical change, streets are perceived to be cleaner with bins.
- Q5 - 28% of respondents said that they are not able to dispose of all of their rubbish in the wheelie bin. From those asked on the doorstep his figure was only 10%. However when surveying on the collection day we found that less than 1% actually put out any side waste.
- Q6 - 77% of those surveyed were satisfied with out the trial has been introduced. Of those spoken to on the doorstep the figure was 92%.
- Q7 - 74% of all those who responded would prefer to keep the new system, rather than return to sacks. Of those spoken to on the doorstep the figure was 89%.
- Q8 - 74% of residents believe that they are not doing anything different with their refuse, and 18% believe they are actually recycling more since the trial started.
- Q12 shows that residents would recycle more if it was able to be taken within the waste stream.
- Q14 showed that the communications before the trial were deemed as adequate by the residents, with the letter and leaflet being the largest influence.

There were 115 comments (from the 340 respondents) to Question 16, regarding improvement of the trial. Of these comments, over 90% related to having a larger bin.

Financial appraisal

Costs

Analysis of the budget showed that the total costs to waste management for the trial was £28,105. Of this approximately £3,530 were revenue costs (staff) from within the current budget.

There are some costs which would not be repeated if the service is rolled out elsewhere, such as design costs for communications. However the majority of the costs of the trial, and would be the same for any further rollout, are related to capital.

During the trial the existing fleet of vehicles were able to collect the waste without any adaption. However any further collection of wheelie bins in other areas would require vehicles to be fitted with bin lifting equipment.

Savings

There are financial savings from the reduction in revenue spend on the disposal of the rubbish at the Veolia Energy Recovery Facility (ERF), income from selling that capacity to other local authorities, and a small amount from the handling of the small increase in recycling.

The savings from a reduction in rubbish equate to £75.82 per tonne. Recycling gives a financial benefit to the council of £4.86 per tonne. Both figures are based upon a number of variables which change every year.

The overall savings from the Highbury are estimated to be approximately £9,000 per annum.

Assumption for the trial

- Significant amounts of waste has not be transferred into the HWRC.
- Survey responses are accurate, but being an option survey figures will differ from the empirical data, such as street surveys and recorded tonnage.
- Changes in rubbish and recycling volumes would be sustained on a long-term basis.

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Appendix 3 - Options for Household Waste Collection

Summary

- Three options have been considered. These are:
 - Option 1 - Don't extend the wheelie bins for household rubbish trial beyond the current area and do a different trial to reduced household rubbish in flat-fronted areas.
 - Option 2 - Undertake two trials for the fortnightly collection of rubbish, one in the current trial area and one in a flat-fronted area.
 - Option 3 - extending the trial of wheelie bins for rubbish to some new parts of the city, and undertaking a different trial to reduced household rubbish in flat-fronted areas.

The option which is in line with the council's current waste strategy is option 3 and is detailed as follows.

a) Continue with the trial in Highbury for at least another six months.

There are no anticipated costs to this change as the bins have already been provided and the existing vehicle and crew would continue with the collections as they currently do.

b) Extend the trial of wheelie bins for rubbish in a number of other parts of the city

To establish the impact of wheelie bins for rubbish on a larger scale, and in other parts of the city, it is proposed that the trial is extended to at least four other areas across the city, comprising approximately of 6,500 households.

Bins would be procured directly from a supplier to maximise the value for money to the council.

A new lifter would be fitted to the back of a single vehicle (Refuse 1), who would collect rubbish from wheelie bins on Monday, Tuesday, Thursday and Friday. Wednesday may follow after further assessment, and bins for this area would be funded from within existing portfolio budgets.

The total cost from this trial would be approximately £133,000, with an estimated annual saving from the reduction in waste disposal of approximately £41,446.

c) Undertaking a trial for rubbish in an area where the majority of houses are flat-fronted

Undertaking two trials within a single collection round in the Fratton part of the city to restrict rubbish in areas where the houses generally have a small or no forecourt in which to store a wheelie bin. These are:

- a. Provision of seagull proof sacks
- b. Provision of city council refuse bags

The purpose of undertaking two trials is to see which works best at:

- reducing the amount of rubbish,
- improving participation in recycling and the amount collected, and
- maintaining or improving street cleanliness

Residents would be provided either with a reusable seagull proof sack or a number of disposable plastic bags and **only** rubbish which is presented in

these would be collected. Weekly collections would remain and residents would be given support in recycling by being able to get bigger or more recycling bins and advice about local bring banks. Residents will also be reminded about how and where to place their rubbish.

Enforcement will take place if persistent incorrect presentation of waste (littering, dumping etc.) arises. Enforcement officers will patrol any hotspot areas and can enforce relevant legislation as required.

Factors in determining proposals

- Medium to long term budget management
- Local acceptability to a change in the waste collection system
- Current legislation targets for the UK to recycle 50% of its waste
- Legislation changes
- Items which can be kerbside recycled
- Staff resources available to make the change
- Lifespan of the waste collection vehicles
- Lifespan of the current household waste collections contract (ends in 2019 or extended to 2021)

Options which have been rejected at this stage, and why.***Roll out a bin collection scheme in flat fronted areas (without a trial).***

Do not have the evidence that this would work.

Roll out fortnightly rubbish collections without a trial.

Fortnightly collections would lead to a reduction in the costs associated with the collection contract, estimated to be between £200k-300k per year. A trial would be necessary to understand the operational and communications changes in order to make this system work in Portsmouth in the same way that it works in the majority of areas across the country.

Change behaviours by communication techniques alone (i.e. tell people to only put out a maximum of three bags of rubbish out, or recycle more.)

Various waste initiatives over the past 5-10 years, including The Big Recycle, show that communication alone only has a minimal impact on how much residents recycle. Large changes in waste outcomes have only come when operational changes have also happened.

Enforce and fine alone

It is unclear which legislation would be applied as legislation which forces people to recycle is unclear. Even if this was clear it would require officers to be patrolling the streets trying to catch residents illegally putting waste out, and could lead to criminalising many residents. Enforcement would be more effective when done in conjunction with a change in the collection system as it would target those not correctly using the new system.

Options based upon the learning from the trial in Highbury

Option 1 (not recommended)

- Leave Highbury as the only area with wheelie bins for rubbish.
- Undertake a trial into weekly volume reduction in Fratton.
- a) Prepare to roll out a rubbish restriction weekly collection scheme across the whole city in the second half of 2017.

The learning from Highbury needs to be trialled elsewhere to ensure that the assumed changes in rubbish and recycling levels are accurate and transferrable to other areas. Rolling out before a further trial would risk major investment being wasted. In addition the impacts on protected groups (such as those with disabilities, the elderly etc) would not be learned and so this option is not recommended.

- b) Put the work on hold until the start of the next waste collection contract in October 2019.

The advantage of doing this is that any new vehicles and lifting equipment can be purchased to match the new system, therefore maximising the payback period of capital. However there is still a lot of learning which needs to take place about how to make sure it can be rolled out successfully. In addition making major changes to the collection methods across the city will, with current resources, take at least a year. The start of the current contract in 2011 showed that making lots of changes at this time can have short-term detrimental impact on the service and operations. Therefore overall, this option is not recommended.

Option 2 (not recommended)

- Undertake a trial in Highbury for fortnightly rubbish collections using wheelie bins.
- Undertake a trial in Southsea for fortnightly collections using sacks/seagulls sacks.

If fortnightly collections of rubbish were applied across the whole city, it is anticipated that there would be a reduction of three collection crews. Each collection crew comprises a vehicle (and fuel), driver and two loaders. The immediate savings would be from a reduction in crew required, fuel and maintenance of the vehicles, and this is anticipated to be approximately £200,000 per year. Also, it would mean that three fewer vehicles would be required under a future waste contract, which under the current contract would save an additional £60,000 per annum.

The portfolio holder needs to be aware that these savings would only arise from a change in the frequency of rubbish collections and not simply from the provision of a wheelie bin for rubbish. 140ltr wheelie bins for rubbish are highly unlikely to be suitable for fortnightly collections, and therefore a major purchase of 140ltr

wheelie bins made whilst retaining a weekly service could be a wasteful step if a decision was subsequently made that larger bins were required for fortnightly collections.

However, officers are aware of the administrations current policy towards retaining weekly collections of rubbish, and this option would be at odds with that policy.

Option 3 - Recommended option

- Continue with the trial in Highbury for at least another six months. There are no anticipated costs to this change.
- Extend the trial of wheelie bins for rubbish across selected parts of the city
- Undertaking a trial for rubbish restriction in an area where the houses are flat-fronted

A decision to accept option 3 would be ruling out other changes to the household waste collection system within the lifecycle of the lifters/bins without a larger capital investment. In addition it would be ruling out any further financial savings from the service within the term of the current contract.

Further details on this option follow below.

Extend the trial for wheelie bin for rubbish across selected parts of the city

The trial in Highbury has shown that a restriction of rubbish volumes using a wheelie bin can result in a decrease in overall waste volumes and a small increase in recycling. A further expansion of this trial would show the impacts in other parts of the city, with different geographies, demographics and property types.

Area for roll-out

A number of rounds have been identified for a further trial to roll-out of wheelie bins for rubbish.

To minimise the financial risk to the council it is proposed that lifters are fitted to one vehicle at a time. Therefore the first vehicle to be fitted would be Refuse 1, and at least four of the rounds it collects from would change to wheelie bins.

Refuse 1

- Monday
- Tuesday
- Wednesday - It is possible that this area may be suitable but has not been fully assessed. If it is to be included it will only be trialled after trials have started in the other areas, and would need to recognise that some adjustments would need to be made for some flat fronted houses in the area.
- Thursday
- Friday

A map of these specific areas is shown in Appendix 5 of the main report.

This would require a vehicle to be fitted with a suitable lifter to collect from first four rounds that cover a total of approximately 6500 houses, which is approximately 10% of the houses in the city

If this was successful, and following agreement with the Cabinet member for Environment & Community Safety, it could be rolled out to other areas as follows.

Refuse 2 <ul style="list-style-type: none"> • Monday • Tuesday • Friday 	Refuse 7 <ul style="list-style-type: none"> • Monday • Tuesday • Friday (Highbury) 	Refuse 8 <ul style="list-style-type: none"> • Monday • Tuesday • Friday
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Council officers, and the collection contractor, need to retain the ability to change the exact rounds, and roads, where the trial happens. Therefore this list of areas may change.

As with the trial in Highbury, each area will be fully communicated with by the provision of a hand-delivered letter, information pack, door knocking and advertised

drop-in sessions. The exact rounds, and their start dates, will be communicated with the residents at the start of each process.

Cost of the wheelie bins to the council

To ensure that the purchase of a large number of bins is cost effective, they would not be purchased through the collection contractor but directly from a supplier. Officers would use the Eastern Shires Purchasing Organisation (ESPO) framework to source a suitable supplier, working to ensure best value for the bins over their lifecycle.

Using the current prices, and providing bins for 6500 households, the anticipated capital cost of the bins is approximately £91,000. Prices are approximate and subject to availability and agreement at the time of purchase.

Cost of the lifting equipment

To roll-out wheelie bins to a larger number of rounds, the current rubbish vehicles will need to be fitted with lifting equipment. Information from the collection contractor has confirmed the following options:

- Purchase of a new lifting mechanism is £15,700 with 3 year warranty
- Purchase of a refurbished lifting mechanism is £8,500 with 6 month warranty
- Interface between the vehicle and lifting mechanism is £1,700

Prices are approximate and subject to availability and agreement at the time of purchase.

It has also been confirmed that these lifters can be used to undertake a whole round of bins on one day, and a whole round of bags on another. A round of mixed bags and bins is not possible due to the health and safety, and time implications of continually changing the height on the equipment.

This is important as it means that vehicles can do different types of round throughout the week, which means that residents would not have a change in collection day.

Approximate timetable for roll-out

The timetable for each roll-out would be as follows:

- One week to delivery initial letters and talk to residents. Also includes community engagement events
- Two weeks of preparation.
- One week of the delivery of bins and communications packs
- One week of initial monitoring, feedback and initial bin assessments. Further monitoring would take place from officers and bin crew over a number of weeks.

Officers believe that roll-outs should be operated sequentially in order to deal properly with any learning and variation which is found on each trial. Trials could be undertaken simultaneously if additional resources were available, but it is anticipated that the existing waste management officers would undertake the trial.

Undertake a trial of rubbish restriction in an area where houses are flat-fronted

The trial in Highbury has focussed on providing wheelie bins for rubbish in an area where the properties have the space to manage a second bin (in addition to the green recycling bin). It is recognised that there are a significant number of properties in the city, mostly in the centre and south of Portsea Island, that are considered flat-fronted in that they have a small forecourt or no forecourt area and are therefore severely restricted in space to store a wheelie bin for rubbish. Many of these properties recycle by using a green box rather than a green wheelie bin.

If street cleanliness and recycling rates are to be improved across the whole city, these areas need to be addressed in any change to waste collections. However providing a wheelie bin for rubbish may not be the answer for the reasons identified. Therefore alternative methods need to be trialled and it is proposed that a trial in undertaken in an area with some properties being provided with reusable has seagull proof bags, and others having disposable rubbish sacks provided by the council.

Area

Officers have assessed that the most suitable area to undertake this trial would be Fratton. This is because it has many flat-fronted properties. Officers believe that the most appropriate area in which to undertake this trial is a round on Thursday (Refuse 4). This area is identified in Appendix 5 of the main report.

The number of lifts on this round (equivalent to the number of households) that would be in the trial is approximately 1400.

The approximate recycling rate for this area (taking account of the fact that the refuse and recycling rounds don't fully overlap in this area) is approximately 13.7% in 2016. This compares to 14.3% for the city as a whole

Seagull proof sack

For upto700 households there would be a trial where they would be provided with a reusable hessian sack, into which they would be required to place their black bags of rubbish. This would be rolled-out slowly and may begin with only two or three roads being initially included. Residents would keep their sack on/in their property until at least 7pm on the day before collection, and then place it out and put their black bags of rubbish inside sack. The collection crew would remove the black plastic bags of rubbish from the sack on collection day and leave the sack where it was.

Like in Highbury, residents who produce more waste on a regular basis than fits inside the bag, and can prove that they are recycling everything they can, will be provided with a larger bag free of charge. Due to the vehicle not being fitted with lifting equipment it will not be possible for houses to choose to have a wheelie bin.

Rubbish presented in any other bag or container outside of the seagull proof sack would not be removed and feedback would be provided. If the waste was not taken in then council officers may investigate and take enforcement action against those responsible.

There would be no change to the collection day during the trial and it would still be collected on a weekly basis.

The trial would include a similar communication campaign to Highbury, including letters, leaflets, door knocking engagement and drop in sessions. Deliver of the sacks would be undertaken by the waste officers whilst delivering the communications.

Places which are already doing this include Paignton, Isle of Wight and Clacton, who have provided Appendix 6 of the main report.

<https://www.thanet.gov.uk/your-services/waste-management/refuse-collection/seagull-proof-bags/>

<http://www.southhams.gov.uk/article/3813/Seagull-proof-Refuse-Sack-Collection>

<http://www.iwcp.co.uk/news/news/clear-recycling-bags-make-way-for-gullproof-sacks-93876.aspx>

The exact size and design of the seagull proof sack will be determined during the procurement phase, but the aim is to have a similar volume to the wheelie bins for rubbish in Highbury, i.e. approximately 140ltrs.

Rubbish bags trial

For approximately 700 households there would be a trial where they would be provided with plastic bag(s) for the disposal of their rubbish. They would be provided with a fixed number of bags for the trial to be used at whatever rate suits the household. Bags would be a different colour from black and hold a total volume approximate to the wheelie bins and seagull proof sacks (i.e. 140ltrs)

The residents will be required to ensure that the waste is safely and securely presented in the bag and tied, as they would with their current black bags. Whilst the council will aim to provide bags as robust as those available from retailers, it cannot take responsibility for the misuse of them by members of the public.

Residents of who produce more waste on a regular basis, and can prove that they are recycling everything they can, will be assessed and may be provided with more bags at no charge.

Rubbish presented in any other bag or container other than that provided by the council, would not be removed and feedback would be provided. If the waste was

not taken in then officers may investigate and take enforcement action against those responsible.

There would be no change to the collection day during the trial and it would still be collected on a weekly basis.

Delivery would be undertaken by the waste officers whilst delivering the communications.

Enforcement

Formal enforcement action has not been a significant requirement in the trial in Highbury to date. This is likely to be due to a number of factors, including the level of communications, demographics of the area and nature of the container used. In different trial areas, with different containers, there may be a greater need to take formal action against those who persistently litter or fly-tip household waste.

The council will look to provide information about the trial, and what is expected from every resident, in the first instance. This will include letters, leaflets, door knocking and community drop in sessions. At the start of the trial council officers will provide specific feedback to any household which has put out the waste wrongly, advising what they did wrong and what they need to do to put it right. Where repeat occurrences happen, this may become an issue for the council's enforcement team.

The council's Clean City service has a team of community wardens and environmental enforcement officers who can investigate dumped waste. They can patrol at any time if there are repeat problems and will also react to information provided by contractors or members of the public. They also have the ability to deploy cameras in hotspot areas.

The main legislation that would be used would be Section 46A of the Environmental Protection Act 1990 as amended by The Deregulation Act 2015 Section 58.

To enforce a Section 46A Notice we would prove that the behaviour was having a detrimental effect on the quality of life of their neighbours, community and environment. After a first warning letter is issued, the resident must comply otherwise a Notice of Intent can be served. The impact of this on the person responsible would be a £60 debt recovery fine, plus all costs incurred by the council.

Costs

There would be the following costs to the overall trial

Communications and staff costs

These would be similar to the trial in Highbury, except for the second communication (leaflet delivered by a delivery company) as this has been shown to be less valuable than the first and third communications.

The cost of officer time and communications will be approximately £5500 per 1000 properties (based upon the trial in Highbury). For 1400 properties this will be **£7,700**, of which approximately £3,500 are internal costs already budgeted for. Therefore the actual spend will be approximately £4,200.

Seagull proof sacks cost approx. £8 per bag is a maximum of **£5,600** if all of the 700 households eventually join the trial

Disposable council rubbish bags cost approx. = **£2,200**.

Therefore the total cost for the trial will be approximately **£15,500**, and the total additional funds required being £12,000.

Officers will aim to reduce costs to a minimum by sourcing the best value sacks and communications.

It is anticipated that, similar to Highbury, savings will be made by a reduction in the disposal of rubbish and an increase in recycling. However the exact level of savings cannot be predicted but will only be found through the trial.

Assessment of the trial

In line with the current trial in Highbury, a range of measures will be used to determine the impact of the change. These include:

- Volumes of kerbside refuse and recycling collected. This will be data collected from the weighbridge tickets
- Financial impact on collections and disposal contracts.
- Residents' use of sacks and bags will be monitored as part of how the city council supports the implementation of this trial. There will also be surveys undertaken to understand the satisfaction of residents towards the trial.
- Street cleanliness. This will be undertaken by the council's highway department in conjunction with the PFI contractor and will take place before and during the trial.
- Use of local bring banks.

Approximate timetable (subject to change)

- | | |
|--|-----------|
| • First communication | February |
| • Local events | Early Feb |
| • Disposable bag/seagull proof sack delivery | March |
| • First collection of waste | March |
| • Trial assessment | June |
| • Decision on what happens next | July |

Residents in the trial area will be made aware of the start of the trial in the trial area in the first communications.

Other factors

More enforcement may be needed to investigate any incidents of repeat dumping or uncollected waste not being taken back in by the resident.

Street cleansing is more likely to be a problem if rubbish, not in disposable council bags, is dumped.

Seagull proof sacks will not be moved from the place they are left by the resident. Therefore they may need to have a small weight built into them and collected in by the resident at the end of each day, similar to a wheelie bin.

Risks

The proposed option is based upon the understanding by officers of the current strategic policy towards collecting rubbish in the city. If there was a change in this policy, such as a move towards fortnightly collections of rubbish, this would require a large investment into new, larger bins and would invalidate the current financial appraisal.

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Equality Impact Assessment

Full assessment form v5 / 2013

www.portsmouth.gov.uk

Directorate:

Director of Property

**Function e.g. HR,
IS, carers:**

Waste Management

Title of policy, service, function, project or strategy (new or old):

Roll Out of Wheelie Bins for Refuse

Type of policy, service, function, project or strategy:

☒ New / proposed

☐ Changed

☐ Existing

Lead officer

Rebecca Adams- Waste Management Officer

People involved with completing the EIA:

Stacey Grant
Gina Perryman
Paul Fielding

Introductory information (Optional)

Currently, Portsmouth residents are not limited on the amount of refuse they can present for collection. In order to introduce a limited capacity refuse collection, a trial was conducted in Highbury, Cosham. This area consists of 1,388 households of which were given 140L refuse bins to present their weekly waste for collection- with no side waste.

Households were consulted with prior to the trial beginning. On 11th July waste officers began the communications of the trial by door knocking and delivering a letter to all the households in the trial area. Through this communication, 793 (57%) households were engaged with on the door and the remaining households received a letter. Of those 793 households, 34 negative comments were received on the door step. Evening drop-in sessions were also held on two days at the Highbury Community Centre. Second communications comprised of leaflets delivered to the residents detailing what to expect when the bin arrived. Final communications occurred alongside the delivery of the refuse wheelie bins preparing residents for the the start of wheelie bin collections for refuse.

The first collection using wheelie bins was 23rd September and waste officers worked along side the collection crew to provide feedback to residents who had either: placed out side waste, had an overflowing bin or placed black sacks out for collection instead of bin. This exercise was conducted for three consecutive collections in order to ensure residents were aware that any extra waste, not in the bin, would be left.

During the trial period, households had the opportunity to contact us if they believed they needed a bigger bin for refuse. Larger capacity bins were available (180L and 240L). These bins were issued after an assessment by Waste Officers. Households qualified for a larger bin if they could show that they are diverting all their recycling out of the refuse and generate more waste than would fit into a 140L bin. Out of 41 households contacting us for an assessment, 24 households qualified for a larger bin.

Step 1 - Make sure you have clear aims and objectives

What is the aim of your policy, service, function, project or strategy?

The aim is to permanently provide the Highbury estate with 140L refuse bins to limit capacity and reduce the amount of waste presented for each weekly collection- no side waste will be collected. As well as reducing waste and increasing recycling, street cleanliness will also be improved.

Who is the policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

The Highbury estate covers 1,388 households.

From the ward data for Cosham, the age population mainly consists of 25-64 year olds at 51.1% (n. 7,377) and people aged 16 and under at 21.0% (n. 3,033) (ONS Census, 2011).

In relation to ethnicity and language indicators, 6.9% (n. 952) of Cosham residents are of Black and Minority Ethnic (BME) groups. The population whose ethnicity is not 'White UK' is 9.5% (n. 1,309). Both these percentages are lower than for Portsmouth overall, which is 11.6% and 16% respectively (ONS Census, 2011).

The percentage of residents within the Cosham ward who have limiting long term illness or disability is 17.6% (n. 2,428) which is just greater than Portsmouth overall at 16%.

Within the Highbury area, 12 households were on an assisted collection for their recycling containers before the trial began. These properties were automatically put on assisted collections for the refuse bins after speaking with the residents. However we did understand that, while residents may be managing with their recycling container, they may have difficulty with placing the wheelie bin for refuse out each week for collection. This is due to refuse weighing considerably more than recycling.

What outcomes do you want to achieve?

Increase recycling through limiting refuse capacity.
Improving the street cleanliness of the area.

To ensure that the consultation process meets the needs and reflected needs of all the residents.

The Equalities Act 2010 is fully complied with.

A fair and reasonable outcome is achieved for all residents affected by the permanent roll out of the change in service.

What barriers are there to achieving these outcomes?

The residents may have tolerated being given a wheelie bin for refuse as a trial, however may object to having a bin permanently.

Step 2 - Collecting your information

What existing information / data do you have? (Local or national data) If you don't have any data contact the Equalities and diversity team for some ideas

From the trial period we have gathered tonnage data of both refuse and recycling to see if the introduction of wheelie bins has had an impact.

Contamination analysis- samples from each vehicle from each collection day are analysed on a yearly basis. We are able to compare the amount of non-targeted materials within the recycling from Highbury prior to the trial starting, to the amount of non-targeted materials within the recycling after the trial began. The amount of recyclables in the refuse was also compared prior to and after the trial starting.

Background information was also gathered from the Council's Equality and Diversity Strategy 2014-2017 and the Joint Needs Assessment (JSA).

We also conducted a resident satisfaction survey three months into the trial.

Using your existing data, what does it tell you?

From the tonnage data, refuse tonnage has decreased from an average of 14.9 tonnes per week to an average of 12.8 tonnes per week. Recycling has increased from an average of 7.8 tonnes a fortnight to an average of 8.4 tonnes a fortnight. This indicates that the limited capacity is reducing the volume of waste collected and disposed of from the trial area. Also, recycling has increased but not following the same amount as the reduction in refuse.

From Material Analysis Facility (MAF) data recycling contamination has reduced from 6.48% in 2015 to 5.90%. Furthermore, the percentage of recycling in the residual waste has decreased from 5.87% in April 2016 to 3.90% in November 2016.

From the JSA, the majority of the population of Cosham are aged between 25 and 64 years old (51.1%) and are predominantly of White British ethnicity (90.5%). The number of residents with a limiting long term illness or disability is 17.6%. From engaging with this area through door knocking we believe that these demographics of the Cosham ward closely match those of the Highbury area.

Step 3 - Now you need to consult!

Who have you consulted with?	If you haven't consulted yet please list who you are going to consult with
We have consulted with the residents of Highbury, trying to engage with as many residents as possible, through varying methods.	N/A

Please give examples of how you have or are going to consult with specific groups or communities e.g. meetings, surveys

Before the trial took place we door knocked the whole of the Highbury estate and engaged with 57% of households. Residents were also given the opportunity to attend drop-in sessions over two evenings. These were held at the Highbury Community Centre with the session being accessible for wheelchairs and pushchairs.

After three months of the trial being implemented, through door knocking and a leaflet drop, residents were given the opportunity to complete a satisfaction survey and provide their opinions on the trial. Residents were given the opportunity to complete the survey on the door step, online or if preferred a paper copy was provided. Out of 1,388 households 340 residents responded (25%).

Step 4 - What's the impact?

Is there an impact on some groups in the community? (think about race, gender, disability, age, transgender, religion or belief, sexual orientation, pregnancy and maternity and other socially excluded communities or groups)

Generic information that covers all equality strands (Optional)

The general impact on the residents of Highbury will be having to place their wheelie bin for refuse out for collection each week.

Due to the layout of the estate, the majority of households have open drives. Having to place bins out may obstruct the driveways and furthermore may obstruct the pavement for wheelchairs and people who are visually impaired. This would have a greater impact on the recycling week, as two bins will be placed on the pavement for collection. To mitigate this, engagement with the crew has been conducted to ensure that bins are placed back neatly as to not obstruct too much of the pavement.

From the satisfaction survey 80% (n. 273) felt that the bins were placed back tidily after collection.

Ethnicity or race

Out of 340 respondents, seven (2%) declared having an ethnic group of either Asian or Asian British (1.2%) or Mixed or Multiple Ethnic Groups (0.8%). Residents of White British ethnicity is the majority at 92% (n.313). The remaining 6% preferred not to state ethnicity. These percentages however do not fully represent the Cosham ward as, 9.5% of residents within the Cosham ward are not White British. This may be true of the Highbury estate as a section of the Cosham ward but we cannot be certain from the satisfaction survey alone.

Of the four Asian or Asian British respondents 100% were either satisfied or very satisfied with the introduction of wheelie bins for refuse.

Of the three Mixed or Multiple Ethnic Groups respondents 100% were either satisfied or very satisfied with the introduction of wheelie bins for refuse. One negative comment from a resident of a mixed or multiple ethnic group was that they "want to recycle more" but knowing what to recycle is "too complicated" this would lead us to review communications in future to make this clearer for residents.

The majority of residents of White British ethnicity were either very satisfied or satisfied at 78% (n. 244).

Gender including transgender

Out of 340 respondents- 197 (58%) considered themselves to be female, 126 (37%) considered themselves to be male, and 17 (5%) preferred not to say or left the question blank. Demographics for Portsmouth (ONS Census, 2011) indicate a near 50:50 split between genders.

75.8% of female respondents were either satisfied or very satisfied with the introduction of wheelie bins for refuse. 81.4% of male respondents were either satisfied or very satisfied with the introduction.

There was no significant difference in comments between female and male residents.

No equalities information was gathered for transgender residents.

Age

Within the Cosham ward, the majority of residents are aged between 25 and 64 years old (51.1%; n. 7,377). From the satisfaction survey, of 323 respondents who declared their age, 71.8% (n. 231) were between 25 and 64 years old. There is a higher number of 65 to 85+ year olds within the Highbury area, if the survey is taken to be representative, with 38% (n. 518) within this category compared with 16.9% for the Cosham ward. This may indicate that the population is older within the Highbury area than in the

Cosham ward as a whole. If this is the case then we would need to consider how managing a wheeled bin for refuse may impact someone of an older age. If it is proving difficult then an assisted collection can be set up for those residents. During the trial, two additional assisted collections were set up for residents either due to age or disability.

The most satisfied age group are the 65 year olds and overs with 92% being either very satisfied or satisfied with the introduction of a wheelie bin. The main concern of this age group was that the bins were not being put back tidily with one resident commenting: "Always ensure that householders and your operatives do not put bins and other items on the footway, making access difficult for prams, wheelchairs and the visually impaired and all pedestrians". The age group with the lowest percentage of satisfaction was the 25-34 year olds, however 62% (n.23) of respondents in this category were either very satisfied or satisfied. The majority of negative comments were in relation to the size of the bin, with one resident saying "Larger bins is the only complaint I have. The team collecting are great and courteous. The black bins just simply aren't big enough. Making them about the same size as the green recycling should be sufficient. We make an effort to recycle as much as we can, however with a young family there is still a lot of waste. Bigger bins would mean more overhead in case of weeks where we use more".

This indicates that the satisfaction of the introduction of wheeled bins for refuse is high overall across all age groups.

The limited size of wheelie bin may have had an impact on residents with medical needs whereby they need to dispose of medical waste into their refuse. Three larger bins were provided during the trial due to this.

Disability

Under the Equalities Act 2010, the Council has a duty to ensure that they eliminate unlawful discrimination and to advance the equality of opportunity for those residents who share a protected characteristic. This may mean that people with disabilities are treated more favourably than those who do not in order to achieve the same outcome for both groups.

The percentage of residents within the Cosham ward who have limiting long term illness or disability is 17.6%. Of 340 respondents, 37 declared themselves as having a disability (10.8%). This is slightly lower than the population within the Cosham ward.

Of the 37 residents who have declared that they are disabled; five are hearing disabled (13.5%), 20 are mobility disabled (54.1%), six are visually disabled (16.2%) and six (16.2%) marked down 'other'.

Of those 37 respondents, 86% were either very satisfied or satisfied with the introduction of wheeled bins. Mobility- 95% (n.19) were very satisfied or satisfied with the introduction of the bins. Hearing- 80% (n. 4) were either very satisfied or satisfied. Vision- 66.7% were very satisfied or satisfied. Other- 83.3% were very satisfied. The main concern for disabled residents is that the bin is not big enough "The wheelie bins need to be larger. Far too small for a family of four, we recycle to the max, our recycling bin is always full to the point of over flowing. If the bins were the same size as recycling bins you would stop seeing black bin bags lying in the road". Another resident described the problem of bins obstructing the pavements: "The first collection day the pavement in Highbury Grove was unnecessarily blocked along its length by badly returned wheelie bins, on one side, (north) to the extent that using the pavement as I do with my mobility scooter, I was constantly having to dodge badly placed bins".

There is the possibility that residents with a disability may struggle to manoeuvre the wheelie bin, as with an older person, an assisted collection can be set up. Assisted collections enable the crew to collect refuse/recycling from an agreed point and place back the container after it has been emptied. However, the crew are unable to go inside the property of the resident to collect domestic waste. Two additional collection were set up during the trial due to either disability or age.

Religion or belief

The permanent use of wheelie bins for refuse we envision, would not have an impact on any residents of certain religions or beliefs. This is due to residents already using a wheelie bin for recycling. However, we did not collect this equality data.

Sexual orientation

The permanent use of wheelie bins for refuse we envision, would not have an impact on sexual orientation. This is due to residents already using a wheelie bin for recycling. However, we did not collect this equality data.

Pregnancy and maternity

The increase in nappy use may impact families with babies. If residents can show that they are recycling all they can they will be entitled to a larger bin to accommodate the nappy waste. Only 53% of households with children under 5 were either satisfied or very satisfied. The majority of reasons behind non satisfaction is the bin not being big enough to accommodate their waste.

Other socially excluded groups or communities e.g. carers, areas of deprivation, low literacy skills

The Highbury area is between 10.2 and 24.4 on the Multiple Deprivation Indices scale (JSA, 2011). This is an average level when compared to the rest of Portsmouth. The roll out of wheelie bins for refuse as a permanent basis shouldn't effect socially excluded groups. However, we did not collect this equality data.

Health Impact

Have you referred to the Joint Needs Assessment (www.jsna.portsmouth.gov.uk) to identify any associated health and well-being needs?

☒ Yes ☐ No

What are the health impacts, positive and / or negative? For example, is there a positive impact on enabling healthier lifestyles or promoting positive mental health? Could it prevent spread of infection or disease? Will it reduce any inequalities in health and well-being experienced by some localities, groups, ages etc? On the other hand, could it restrict opportunities for health and well-being?

The use of wheelie bins for refuse has enabled people to secure their waste thus mitigating the issue of street litter and attraction for pests. From the satisfaction survey, 61% (n.206) of residents feel that street cleanliness has improved since the trial began.

Health inequalities are strongly associated with deprivation and income inequalities in the city. Have you referred to Portsmouth's Tackling Poverty Needs Assessment and strategy (available on the JSNA website above), which identifies those groups or geographical areas that are vulnerable to poverty? Does this have a disproportionately negative impact, on any of these groups and if so how? Are there any positive impacts?, if so what are they?

N/A

Step 5 - What are the differences?

Are any groups affected in a different way to others as a result of your policy, service, function, project or strategy?

Under the Equalities Act 2010, the Council has a duty to ensure that they eliminate unlawful discrimination and to advance the equality of opportunity for those residents who share a protected characteristic. This may mean that people with disabilities are treated more favourably than those who do not. Residents with disabilities who would struggle to place a bin out for collection would be given an assisted collection, whereby the bin would be collected and placed back by the crew. Whereas, able bodied residents would need to put out and collect the bin themselves from the boundary with the pavement.

Does your policy, service, function, project or strategy either directly or indirectly discriminate?

☒ Yes ☐ No

If you are either directly or indirectly discriminating, how are you going to change this or mitigate the negative impact?

It is possible that able bodied residents are being discriminated against, due to assisted collections being available to disabled residents. However, this is allowed under the Equalities Act (2010) as it achieves the same outcome for all residents through enabling waste to be removed from all households.

Step 6 - Make a recommendation based on steps 2 - 5

If you are in a position to make a recommendation to change or introduce the policy, service, project or strategy clearly show how it was decided on

The recommendation is to permanently install 140L wheelie bins for refuse in the Highbury trial area thus limiting refuse capacity. This has been led by the refuse tonnages decreasing, on an average of two tonnes per week, and the quality of recycling increasing (contamination reduced from 6.48% in 2015 to 5.90% in 2016). The trial has also shown that the amount of recycling in the refuse waste has decreased from 5.87% in April 2016 to 3.90% in November 2016.

From the satisfaction survey 77.1% (n.262) of residents were either satisfied or very satisfied with the introduction of wheelie bins for refuse. One resident emailed to convey their satisfaction detailing that "I want to thank all of you for implementing the black wheelie bins in our area.

What a great improvement - in environment, with regard to split black bags, smells, vermin and marauding cats (through the night targeting the black bags on peoples' drives, a real nuisance). Also black bags being blown around the streets in high winds, ending up all over the place and being split. Also people putting out rubbish too early, the day before collection, sometimes in the mornings, leaving bags around too long before collection.

For the above reasons if not more, thank you again for the black bins PLEASE DON'T TAKE THEM AWAY, make them a permanent fixture, as they are in numerous other council areas. I really don't want to have that loose rubbish bag problem again.

We have had wheelie bins before where we lived and it is so much more preferable to the black bags dumped on the driveways, often ending up causing a nuisance on the pavement or road."

When asked if residents felt the collection service has changed as a result of the bins, 89.1% (n.303) thought it had either stayed the same or improved. This indicates that the introduction of the wheelie bins have not impacted the outcome of the service as viewed by the residents. Their waste is still removed on their due collection day. The cleanliness of the streets have improved since the trial was introduced, with 61% (n.206) of residents believing it has improved and 93.2% (n.317) felt it has either improved or stayed the same.

Furthermore, 77.1% (n. 252) residents would like to keep the wheelie bin on a weekly collection. Whereas, 19.7% (n.67) preferred to go back to a black sack collection.

What changes or benefits have been highlighted as a result of your consultation?

From the start of the trial, residents have contacted us regarding the size of the bin. As there are households varying in size throughout the trial area, a 140L bin may not be adequate for a larger family. From the survey over 90% (n.154) of households with one or two people are able to fit their weekly refuse in a 140L bin. This drops to 42.3% (n. 11) when household size increases to four people. However, it then increases to 66.7% (n. 6) of households with six people are able to dispose of their weekly waste in a 140L bin.

One of the changes introduced during the trial was providing residents with a larger capacity bin (180L or 240L). If a household was unable to fit all their weekly waste in the 140L wheelie bin, an assessment was conducted by a Waste Officer. This is to ensure that the resident is recycling all that they can (i.e. no recycling found in their refuse) and their weekly refuse does not fit in the 140L bin. These assessments could continue once the wheelie bins become permanent as households can change in size. It may however, mean some form of annual review on these properties once agreed initially.

If you are not in a position to go ahead what actions are you going to take?
(Please complete the fields below)

Action	Timescale	Responsible officer

How are you going to review the policy, service, project or strategy, how often and who will be responsible?

Step 7 - Now just publish your results

This EIA has been approved by: Owen Buckwell, Director of Property & Housing Services

Contact number: 02392834503

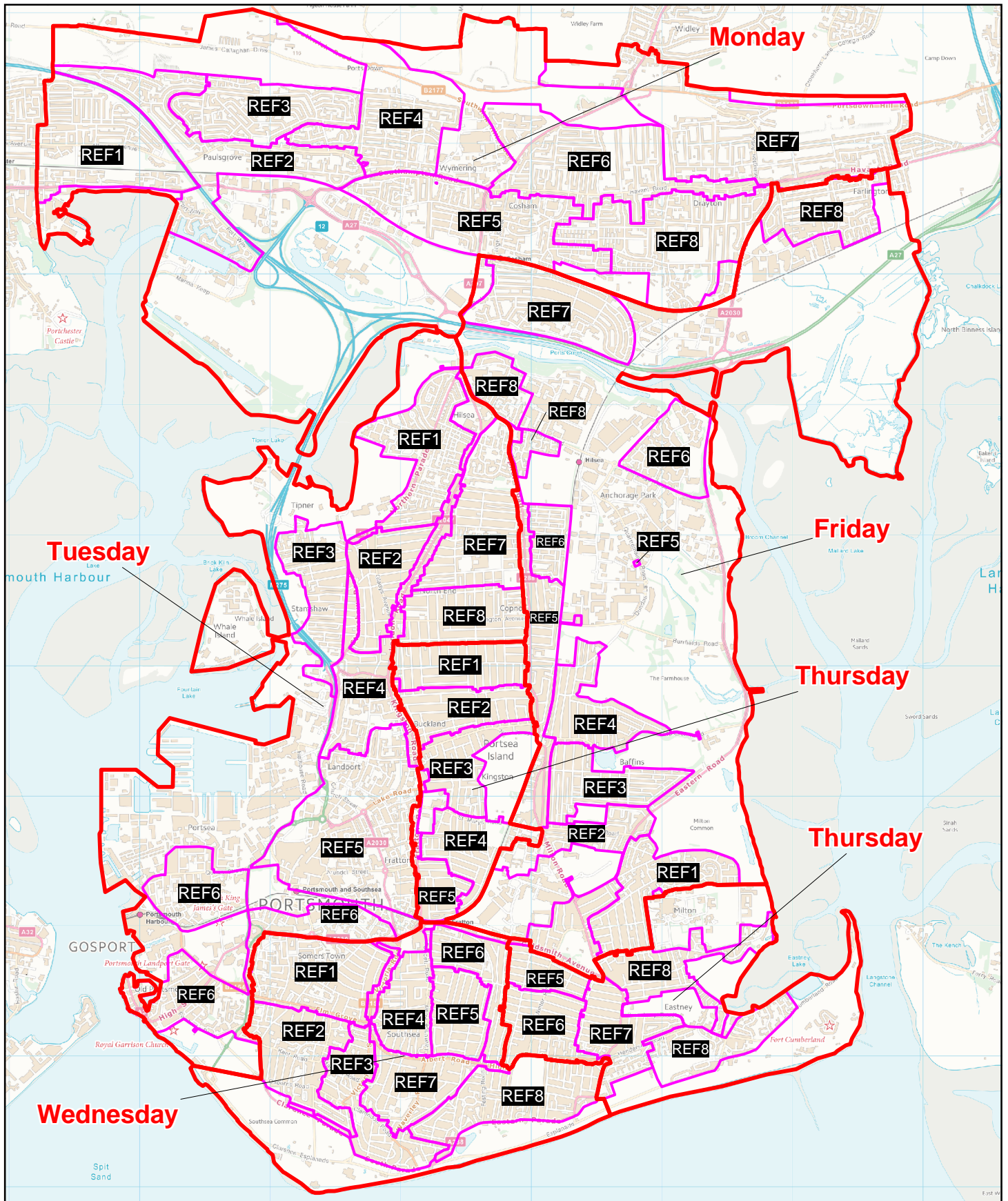
Date:

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your full EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

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Portsmouth
CITY COUNCIL

Title: **Kerbside Refuse Collection Day & Crew**

Drg No:

Scale: 1:40000

Date: 11/11/2016

Prepared for:

Prepared by: **Geographic Information Service**

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Appendix 7 - Report from Tendring District Council on pilot of seagull proof sacks

Reusable Seagull Bag Report

Objective

To reduce the amount of litter strewn in Clacton Town Centre as a direct consequence of household refuse bags being split open by seagulls and cats and vermin to a lesser extent.

By reducing the litter the visual amenity of the town centre would be enhanced for residents, tourists and businesses.

Householders would have a secure storage capability for their waste, enhancing their attitudes towards where they live.

Reduction in loose household waste will also reduce rodent activity in the areas using the bags.

Overview

Clacton Town Centre and surrounding residential areas refuse collection takes place weekly on Mondays. Due to the built up environment with residential properties in close proximity, high proportion of flats with no food waste and/or dry recycling available to them combined with inadequate refuse and recycling storage facilities all results in a higher proportion of black refuse sacks presented for collection containing food waste.

The town centre and surrounding areas contain a larger population of seagulls due firstly to the number of high buildings which the gulls use for nesting in the summer months. This in turn gives rise to a large number of chicks in the early summer months which increases the scavaging nature of the gulls resulting in householders refuse sacks being ripped open in the search for food. Tourists and residents also feed the gulls during the summer which maintains the high gull population in the area.

Alternatives

Currently the only commercial alternative is for residents to place bagged refuse into dustbins which the contractor would then empty; Wheelie bins are not emptied by the contractor. Plastic dustbins cost from £9 each and are available from hardware/DIY stores. The drawback of using dustbins is that they only hold 1 black bag with a reduced capacity of approx. 80 litres, also a suction effect occurs as the sack is taken out of the dustbin which can result in ripping of the sack.

History

Veolia, the refuse and recycling collection contractor had been reporting the issue of split refuse sacks in and around Clacton town centre and the impact it had on both the collection of the refuse and also the resulting cleaning of the roads which utilises a large number of operatives and equipment in relation to the area covered.

Tendring District Council initiated the project to reduce the strewn waste from the actions of seagulls.

As Tending District Council do not provide a wheeled bin service, the alternative was found to be “seagull proof bags”. Already used by many councils including Dorset, Torbay, Cornwall and Carlisle to combat the problem.

Bag specification

The bags are Tough, UV resistant, Woven Polypropylene bags with high abrasion resistance.

- 45x45x90cm high, 180 litres holds approximately 3 bin bags
- 2 Lifting handles & adjustable Velcro fastened lid keeps out Gulls, Foxes & vermin.
- Seagull Sacks are tried & tested and used by a number of local Authorities across the UK.
- Printed with your details and user instructions.
- Rubber anchor pads in the base to prevent them from blowing away once emptied.

Project commencement

Working with the Clacton Town Partnership, grant funding was awarded which was matchfunded by Tending District Council and allowed the purchase of **600** bags with both rubber anchor pad and bespoke artwork printed on the bags with each bag costing the equivalent of **£5.41**.

Two forms of leaflets were produced to accompany the delivery of the seagull bags to the residents detailing the reason for the bags and how to use the bags (see attached)

Clacton Town Partnership provided a list of roads to be targeted within the Pier Ward of the town centre:

Beach Road	Orwell Road	Colne Road
Agate Road	Penfold Road	Edith Road
Pallister Road	The Grove.	

Delivery roll out.

Based upon resources a soft option roll out was undertaken commencing with The Grove and inline with the following process:

- Inspect target street Monday mornings prior to Veolia presence with photos taken to highlight particular issues.
- Revisit the street within the same week to hand deliver bags to residents of the street talking through the process and discussing recycling, garden waste and refuse services.

- Reinspect the same street the following Monday before and during Veolia presence to ensure households utilising the bags correctly plus highlighting residents requiring further visits and/or extra bags.
- Inspect new target street and repeat above procedure plus revisits to previous target streets to ensure continued use and to “mop up” non participating households.
- During the commencement of the project and speaking with the Veolia crews it became abundant that additional roads not originally on the project needed to be included in the scheme and as a result to date the following roads have been targeted; with delivery dates, total bags delivered and participation rate:

Roll out timetable

Street	Delivery Date	No bags delivered	Participation %
The Grove	10.06.14	48	76%
Agate Road	16.06.14	29	53%
Beach Road	16.06.14	50	83%
Pallister Road	23.06.14	27	41%
Orwell Road	23.06.14	17	69%
Rosemary Road West	02.07.14	38	74%
Ellis Road	02.07.14	64	58%
Hayes Road	08.07.14	70	64%
Alexandra Road	17.07.14	13	50%
Wellesley Road	23.07.14	65	82%
Station Road	29.07.14	17	52%
High Street	29.07.14	0	0
Alton Road	05.08.14	24	71%
Edith Road	Not delivered to date		
Penfold Road	Not delivered to date		

Total bags delivered 466 +/- 5%

Town Hall Stock 25

Weeley Stock 100

Total 591

Results

Below are a selection of photos of the targeted roads with “before” and “after” photos.

The Grove

BEFORE

AFTER



Station Road

BEFORE



AFTER





Wellesley Road **BEFORE**

AFTER



Beach Road **BEFORE**

AFTER



Orwell Road

BEFORE

AFTER



Ellis Road

BEFORE

AFTER



Agate Road

BEFORE

AFTER



Rosemary Road West BEFORE

AFTER



Pallister Road BEFORE

AFTER



Findings

Strengths

- Roads where houses were owner occupied resulted in a higher participation of the scheme with residents generally taking a higher degree of pride in where they lived “buying in” to the product and the scheme.
- Positive feedback received from all who participated (helped that the product was free of charge) with many comments that this scheme was long over due.
- System works best for properties with forecourt or front garden area where bags could be left before and after collection with no impact on the public footpath.
- Households which used the bags had a 100% effect in reduction of their bags being ripped open.
- Bags are lightweight, foldable and easily portable making storage and use easy.
- Large capacity and non rigid structure makes storage of multiple refuse bags easy without tearing or catching.
- Some households leave bags permanently at the front of their property and use as a receptical unit reducing bags being ripped open between collection dates.

Weakness

- Bags are portable making them easy to steal; (less than 10 have been reported stolen to date)
- Lower participation in areas with a transient household population such as some flats and multi-occupancy properties.
- Some households leave bags permanently on forecourt/pavement and act as a waste storage receptical, which could be perceived as having a detrimental effect on the street scene.
- Following the commencement of the seagull proof bags the gulls started to concentrate on refuse bags in the streets where residents were not participating in the scheme or prior to the scheme had not been targeted by the gulls.
- Seagull proof bags prevent or limit the participation in the food recycling scheme as the refuse bags are now protected from gulls, vermin and cats, which is one of the main “selling” points of the food scheme.
- One household started to place loose rubbish in the bags even though this was clearly stated not to do on the leaflets.

Opportunities

- Have had many enquires from residents outside of the pilot area wishing to purchase a bag.
- Work well in areas where street cleaning is to a lesser frequency than the Town Centre such as weekly or monthly, provision of gull proof bags would reduce the street litter and could result in a reduction of the street cleaning frequency and hence a reduction in the street cleaning contract.
- Would recommend the purchase of a small quantity of bags (100+) to sell to the general public at £10 each.
- Refuse crews happy with the system with not much extra time spent on removing the refuse bags from the seagull bags as the bags were intact and not falling to pieces.
- Crew in this area work exceptionally well and remove refuse from split bags which technically could be left.
- Town Centre is helped that it is cleaned on a daily basis which results in a certain amount of apathy from residents who place their refuse out and basically leave the resultant mess for the street cleaners to clear.
- Sell from Weeley and Town Hall with delivery an option could combine with the introduction of selling compostable caddy liners at these two points along with promotion of black bag sales.
- Selling bags at £10 each would provide revenue which in turn could be used to purchase compostable caddy liners.

Threats

- In “normal” residential areas Veolia stock pile before collection, this leaves the bags vulnerable to attack before collection and even though would be the responsibility of Veolia could lead to complaints from the public questioning the whole procedure.
- Wide spread use would have an affect on the time taken by Veolia to carry out refuse collection, if bags not used properly (handles tied together, making it time consuming to untie when wearing gloves): majority of bags in the scheme were hand delivered where I spoke directly with the householder, but this is time consuming, but also gave me an opportunity to talk about recycling and garden waste scheme; successfully signing up new customers and delivery recycling containers to new and existing householders.
- Door knocking and speaking to residents highlighted the low recycling rate in this area with a general apathy to recycling as “don’t have time” and “too busy” “easy to just put it all in black bags”

Conclusion

Put simply, the bags work. All the households which used them resulted in a vast improvement of the visual amenity of the street with householders happy with the product and the Veolia operatives getting used to the product and generally happy.

Unfortunately not one street had a 100% participation rate; in a scheme where the product was for free, with doorstep delivery as an option. This reflects the issues with recycling participation rates for not just this area but as a whole.

Proposals

Purchase a small quantity of bags for general sale to the public, this will require new artwork and leaflets but selling at a recommended price of £10 each would cover all these costs and provide a surplus to re-invest in the purchase of food caddy liners

Food caddy liners could then be sold to the public for £1 a roll, compared to equivalent in supermarkets of around £2.50 for a roll constitutes a considerable cost saving for the public and a revenue stream for the council which is already undertaken by other local authorities.

Agenda Item 4



Portsmouth
CITY COUNCIL

Title of meeting: Cabinet Member For Environment and Community Safety

Date of meeting: 25 January 2017

Subject: Portsmouth Stray Dog Kennels Boarding Dogs for the Homeless

Report by: Director of Regulatory Services and Community Safety

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.2** This report is in response to Councillor Robert New's request for a policy whereby Portsmouth City Council will provide temporary boarding for a dog that is owned by a rough sleeper person. Boarding will be offered should they be given temporary accommodation to a premise not allowing animals.

2. Recommendations

- 2.1** That this policy (Appendix 1) be piloted to identify demand and costs of boarding these dogs at no charge to the rough sleeper. The pilot will be in place until the 31 March 2018 before a final decision is made to adopt the policy permanently thereafter.

3. Background

- 3.1** Portsmouth City Council stray dog kennel currently boards dogs at the request of other departments. This includes Adult Social Care which temporarily boards dogs on behalf of their clients. A referral form is completed and the referring agency will pay the fee dependant on the length of stay at the kennel. These referrals are referred to as 'emergency boarders' as the owners are unable to look after their dogs for a period of time often due to a hospital stay. The boarders are reunited with their owners when their circumstances enable them to take back their dog.
- 3.2** Portsmouth stray dog kennel is not currently a public boarding kennel other than by those classed as 'emergency boarders', and exists to meet the local authority's statutory responsibility. This duty is provided in the Environmental Protection Act 1990 and requires the local authority to be responsible for stray dogs and their welfare under Section 149 and Section 150.

3.3 It is proposed that under a new policy (appendix 1) that dogs owned by homeless individuals being temporarily housed, will be accommodated at the stray dog kennel at no charge. The policy requires:

- A referral being made by housing options confirming a placement is being requested including details of the owner and dog
- The dog being microchipped to the owner and having relevant up to date inoculations
- Visits to the boarded dog are by prior arrangement and during normal office opening hours to ensure staff are able to assist with the visit
- The owner retains responsibility for exercising the dog during its time boarded at the kennel.
- That dogs being taken away from the site are returned prior to kennel closing to enable the dog to be bedded down for the night.
- That the dog is signed back to the owner as soon as it is agreed that the criteria for securing a kennel place are no longer met.

3.4 There may be occasions when there is no room for these dogs in which case, staff will assist to identify other suitable facilities in the area. This includes boarders impacting on the kennel's statutory duty of housing strays. Stray dogs will take priority over all other dogs that may be placed in the kennels to enable the council to fulfil its statutory duty.

3.5 Current charges for dogs boarded at the kennels but being waived in this policy could include:

- Day 1 admin fee £11 and kennel fee £26
- Day 2 and each day thereafter daily fee £26
- Vaccinations as required £42
- Microchip as required £10
- Flea/worming treatments £8 - £16 dependant on size of dog

4 Risks

4.1 The risks to the stray dog kennel are listed below:

- Loss of income from letting out kennel used to house dogs under this policy.
- Housing Options has confirmed that boarding times could be anything between 3 months and 2 years before accommodation is available, suitable to accommodate a dog.
- Additional costs of staff and other costs e.g. food and cleaning materials to care for an unfunded boarder is not budgeted for.
- The budget could be overspent if a vaccination, micro-chipping, boarding elsewhere and other veterinary treatment is charged to the current Stray dog kennel budget.
- Health and safety of kennel staff (risk of assault) due to potential complex needs of this client group.
- Dispute over ownership of dog and proving that relevant inoculations are up to date.

- Concern for the welfare of the dog should boarding be required for an extended period of time.
- The kennels reach over capacity and these dogs restrict ability to carry out the statutory function and reduce the ability to receive additional income.
- Future consideration to provide a public boarding kennel or provide services for other authorities could be impacted by the introduction of this policy.

5. Reasons for recommendations

- 5.1** It has been identified that homeless people can refuse the offer of accommodation if they are unable to take their dogs with them. It is also acknowledged that the cost of boarding a dog is often out the reach of a homeless person trying to settle into a more secure lifestyle. Therefore it is believed that by offering a temporary (non-charged) boarding solution that this may enable more individuals to access housing. There are costs associated that Portsmouth City Council will incur as a result of this policy hence the proposal to initially run this scheme as a pilot and review before committing permanently.

6. Equality impact assessment

- 6.1** A preliminary Equality impact assessment was completed and it is not recommended to proceed to a full assessment due to the policy change not impacting negatively on any of the protected characteristics as described in the Equality Act 2010. Portsmouth does not currently have equality data regarding the makeup of homelessness in Portsmouth but a Homeless Working Group has been interviewing and carrying out a survey on some of those considered homeless. A report and recommendations will follow from this group so further information may become available then. I do not envisage that this policy would disproportionately impact on any particular group as this would be offered to the person who finds themselves in this difficult position regardless if they belong to a protected characteristic or not.

7. Legal implications

- 7.1** The above policy has no standing within the relevant sections of the EPA 1990, that said the position outlined within the proposed policy does not breach the Act and subject to balancing the risk of impact upon the undertaking of the primary duty under the Act is not such as to be a policy in respect of which there are any other relevant legal implications.

8. Director of Finance's comments

- 8.1** There are 14 kennels of which 4 are understood to be committed contractually to other local authorities and, on average, 5 are utilised to meet the current kennel requirements. Therefore the remaining 5 kennels are currently available to meet peaks in demand and for expansion in service provision to generate additional income.

- 8.2** The current kennelling budget incorporates income of some £50,000 per annum, however current indications are that this is not being achieved, through either lack of take up or capacity availability at specific times, giving a current budget pressure of around £20,000.
- 8.3** Implementation of the proposed policy will utilise and reduce the capacity to generate additional income and is likely to increase costs where capacity in our own facility is unavailable. Based on a 9-12 month boarding placement this could add around £7,200 - £9600 per dog boarded if the dog had to be placed with another provider; based on our current fee levels. Any financial impact arising from the proposals within this report will need to be accommodated within this existing directorate cash limit resources.

.....
Signed by:
Director of Regulatory Services and Community Safety

Appendices: Appendix 1 Homelessness Boarding Policy

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:
Cabinet Member for Environment and Community Safety

Appendix 1

Homelessness Temporary Dog Boarding Policy

- 1.1** Portsmouth City Council has agreed to assist homeless persons offered temporary accommodation which does not permit animals, by boarding their dogs at Portsmouth Stray Dog Kennels. The ethos is to temporarily house these dogs until such time that the person in temporary accommodation is offered a permanent home and is able to be reunited with their dog.
- 1.2** The stray dog kennels exist to meet the council's statutory requirement to accept a stray dog and are responsible for the welfare of the animal as defined by The Environmental Protection Act 1990 section 149 and 150. This act and relevant sections require that anyone finding a stray dog hands it over to the local authority. The council has a duty to accept it where practical to go and collect or recover it, and is responsible for the welfare of the animal.
- 1.3** The kennels are often not operating at full capacity and on those occasions, there is the potential for dogs whose owners present as homeless to Housing Options and are offered accommodation, to be offered temporary kennelling where the owner accommodation does not permit dogs.
- 1.4** This service will be provided free of charge to the owner until such time as they are able to find permanent 'dog friendly' accommodation.
- 1.5** All dogs boarding at the kennels through this policy must have up to date and documented vaccinations. If the owner is unable to pay then the kennels will make payment and arrange for the relevant vaccinations to the dog.
- 1.6** There is the potential that a boarded dog could kennel block and prevent Portsmouth from undertaking its statutory stray duty. Therefore stray dogs will always take priority over boarded dogs and if the kennels do not have room, advice about alternative provision will be provided. Should room then become available then with the kennels agreement, the owner can return the dog to the stray dog kennel. Portsmouth City Council will assist to try and find an alternative boarding placement and the charge would come from the current kennel budget.
- 1.7** There will be a weekly review of all dogs in the kennel including strays and those boarded to agree progress and any actions required.

2 Procedure

- 2.1** Housing Options identify temporary accommodation for a homeless person to a property that is unable to accept dogs. If the applicant agrees, housing options will contact the stray dog kennel team to check availability and complete a referral form to arrange for their dog to be admitted to a kennel space.
- 2.2** The owner will bring their dog to the kennel and complete an animal acceptance form to ensure contact details and any issues in relation to the dog is recorded. The owner will be expected to ensure their dog will have the necessary inoculations or make a payment for these to be completed as soon as possible to prevent the spread of disease in the kennel environment. Should the owner not be able to pay for any fees in relation to the above then the kennels would make the necessary arrangements and the cost would be charged to the kennel budget.
- 2.3** Once the dog has been accepted into the kennel it will receive the same care as that provided to other dogs within the kennels and will be fed, watered and have its kennel cleaned daily. The team will monitor the dog's welfare and take appropriate action should veterinary assistance be required.
- 2.4** The owner will be able to visit and remove their dog during usual office opening hours. An appointment must be booked to ensure that staff are able to be available to assist the dog leaving the kennel. The dog must be returned by 4.30 p.m. to ensure that it is able to be given a final feed and bedded down for the evening. The expectation is that the owner will ensure their dog is exercised and only if pre-arranged will a volunteer be asked to walk one of these dogs. A reason for this could be the owner is incapacitated and unable to attend the kennels for a period of time.
- 2.5** It is expected that as soon as the owner is able to secure accommodation that will allow animals, then arrangements are made to end the dog's stay at the kennels and paperwork completed to return the dog back to the owner.
- 2.6** Should there be a period of 7 days without contact by the owner then the kennel reserves the right to treat the dog as a stray and as such could invoke its procedures for managing a stray dog.



Equality Impact Assessment

Preliminary assessment form v5 / 2013

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Directorate:

Director of Regulatory, community safety & troubled families

**Function e.g. HR,
IS, carers:**

Portsmouth Dog Kennels

Title of policy, service, function, project or strategy (new or old) :

Boarding Dogs for the Homeless

Type of policy, service, function, project or strategy:

- ☐ Existing
- ☒ New / proposed
- ☐ Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

This policy is to temporary board dogs for the homeless in cases that they are offered accommodation that do not allow pets.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

This policy will have a benefit to those seeking accommodation who may not accept offers if they are unable to take their dogs with them. Additionally they will not be able to pay for boarding costs so this service is free to the homeless accepting accommodation.

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pregnancy and maternity

☐☒☐

Other excluded groups

☒☐☐

If the answer is "no" or "unclear" consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

☐

yes

☒

No

Q7 - How have you come to this decision?

A policy for Portsmouth Stray Dog Kennels to assist the homeless with temporarily boarding their dogs until they are in a position to accommodate the dog with them does not negatively impact on any equality groups. The policy does not discriminate against anyone that finds themselves homeless and may require assistance to board their dogs whilst they receive support to secure a tenancy.

Portsmouth does not currently have equality data regarding the makeup of homelessness in Portsmouth but a Homeless Working Group has been interviewing and carrying out a survey on some of those considered homeless. A report and recommendations will follow from this group so further information may become available then. I do not envisage that this policy would disproportionately impact on any particular group as this would be offered to the person who finds themselves in this difficult position regardless if they belong to a protected characteristic or not.

The policy does not help to promote equality of any specific group but works to try and provide the homeless with support irrespective of their background. Therefore it is considered that due to this policy not impacting negatively on any groups that a full EIA is not required.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

Q8 - Who was involved in the EIA?

Roy Goulding

This EIA has been approved by: Rachael Dalby

Contact number:

1766

Date:

08/11/2016

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

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