



NOTICE OF MEETING

CABINET MEMBER FOR ENVIRONMENT & COMMUNITY SAFETY

TUESDAY, 5 FEBRUARY 2019 AT 4PM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Jane Di Dino 023 9283 4060

Email: jane.didino@portsmouthcc.gov.uk

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

Councillor Dave Ashmore, Liberal Democrat

Group Spokespersons

Councillor George Fielding, Labour

Councillor Gemma New, Conservative

(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 Re-introduction of limited means tested free bulky collections (Pages 3 - 14)**

Purpose.

To propose a re-introduction of a limited means tested free bulky collection service.

RECOMMENDED that the Cabinet Member approves a 12 month trial of a means-tested bulky collection service to be funded from the Environment and Community Safety Portfolio reserve.

4 Household waste recycling centre cross border charging and permit system change for vans and trade vehicles (Pages 15 - 30)

Purpose.

To update the cabinet member on the decisions made by Hampshire County Council (HCC) regarding:

- i) The introduction of cross border charging at Household Waste Recycling Centres (HWRCs) and
- ii) Updates to the Permit system

RECOMMENDED that the Cabinet Member:

- 1. Approves that Portsmouth residents will not need to register to use the Port Solent HWRC.**
- 2. Notes that Portsmouth residents will need to register their vehicles to be able to use other Hampshire HWRCs without charge.**
- 3. Delegates authority to the director of Housing, Neighbourhoods and Building services to develop a free permit scheme for Portsmouth residents wishing to use a van or trailer to use at the HWRC.**
- 4. Notes that Portsmouth residents will need to register and pay for a permit if they want to access any of the other Hampshire HWRC sites using a van or a trailer.**

5 Update on the recent changes to refuse collection (Pages 31 - 38)

Purpose.

To update the Cabinet Member on the progress of the changes to refuse collection which began on 1 October 2018.

RECOMMENDED that the cabinet member notes the progress made in making the changes to the refuse collection service and the early impacts.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor 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.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the council's website.

This meeting is webcast (videoed), viewable via the council's livestream account at <https://livestream.com/accounts/14063785>

Agenda Item 3



Portsmouth
CITY COUNCIL

Title of meeting: Cabinet Member for Environment and Community Safety

Date of meeting: 5 February 2019

Subject: Re-introduction of limited means tested free bulky collections

Report by: Director of Housing, Neighbourhoods and Building Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1. To propose a re-introduction of a limited means tested free bulky collection service.

2. Recommendations

- 2.1. **That the Cabinet Member approves:
a 12 month trial of a means tested bulky collection service to be funded
from the Environment and Community Safety Portfolio reserve.**

3. Background

- 3.1. In April 2015 Portsmouth City Council ended its service which provided 25 free bulky collections per week to residents in receipt of Working Tax Family Credit, disability living allowance and Housing benefit.
- 3.2. Residents who qualified could call and book a slot but they did need to evidence that they were in receipt of one of the aforementioned benefits.
- 3.3. This service was withdrawn as part of the budgets savings programme.
- 3.4. The service currently operates and provides 30 chargeable slots. The charge covers the collection and administration costs only. Disposal costs are met by the Council. These slots will remain available.

4. Proposal

- 4.1. The administration has asked to look at re-introducing a means tested free bulky service for Portsmouth residents who are on the lowest incomes. The introduction of Universal Credit has replaced the aforementioned benefits.

Advice from the Tackling Poverty Co-ordinator has indicated that an entitlement to Council Tax Support (CTS) is the most appropriate qualification to capture those on the lowest incomes.

- 4.3. In November 2018 there were 9124 working age households in receipt of CTS, and a further 5888 Pension age households in receipt of CTS (total 15012 households who would qualify for a free bulky collection). This is approximately 17% of households in the City.
- 4.3. The service could provide 25 free bulky slots per week on a first come first served basis. This service would be available for 50 weeks of the year providing 1250 slots of up to 2 cubic metres.
- 4.4. Residents would be able to call in to make the appointment or book a slot online for the subsequent 2 collection days (day of the week to be confirmed).
- 4.5. They would also have to provide proof of their entitlement to CTS, or consent for us to check entitlement with the Revenues and Benefits team, and once checked, the collection appointment would be confirmed.
- 4.6. Residents who qualify and are able to secure a place would be able to book a free collection for up to 2 cubic metres of bulky items which is equivalent to a three piece suite or a double bed base and mattress (for list of items see appendix 1).
- 4.7. Residents who required more than 2 cubic metres would need to pay the additional charges per cubic metre (currently £15 per cubic metre).
- 4.8. 25 free slots are likely to get booked up quickly and demand may exceed supply.

5. Reasons for recommendations

- 5.1. The administration is keen to provide a free service for residents who qualify due to their entitlement to council tax support.

6. Equality impact assessment

- 6.1. A preliminary EIA has been completed. (appendix 2) Some equality groups may not be able to access the service and whilst there is no history of them doing so, these cases will be dealt with on a case by case basis.

7. Legal implications

- 7.1. The legal implications of the proposal are outlined within the report- there is a limited risk in a challenge to this service being re-introduced. The qualification is based upon a fair criterion - receipt of Council tax support.

8. Director of Finance's comments

- 8.1. Officers believe that by offering this means tested service that the amount of bulky waste collections will be greater than they are now as the service becomes more accessible for those on lower incomes. This will mean that there is likely to be an additional cost of this collection of around £12,000 per annum.
- 8.2 It is also anticipated that this additional waste tonnage will increase the cost of waste disposal by around £22,000 per year.
- 8.3 By introducing this concession the Council believe that these free collections; that would have ordinarily have been charged for, will lead to a loss of income of around £11,000 per annum.
- 8.4 Therefore the overall cost of the service is estimated to be £45,000 per year.
- 8.5 There are significant changes to the Refuse Collection and Waste Disposal Budgets in the current year and the full budget implications from the introduction of the wheeled bins service are not yet fully known.
- 8.6 It is therefore proposed that we provide the concession for one year funded from the Environment and Community Safety portfolio reserve. If the costs can be absorbed within existing budgets then the service could be extended beyond the initial one year period.

.....
Signed by:

James Hill - Director of Housing, Neighbourhood and Building Services

Appendices:

- 1 List of items equivalent to 2 cubic metres
- 2 Equality Impact Assessment

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:

Appendix 1

List of items equivalent to 2 cubic metres

1 x 3 piece suite

2 x Sofas

2 x Armchairs + 1 x TV

1 x Double bed base & mattress

1 x Dining table + 4 x dining chairs

1 x American style fridge/freezer

1 x Chest of drawers + 1 x double wardrobe

1 x Cooker + 1 x washing machine

1 x Bath, 1 x basin + 1 x toilet & cistern (charges apply to ceramic items)

2 x Single bed bases & mattresses

1 x Bunk beds & mattresses

This page is intentionally left blank

Equality Impact Assessment

Preliminary assessment form 2018

www.portsmouthccg.nhs.uk

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
 - How are going to mitigate or remove any potential negative impacts
 - 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:

Housing, neighbourhood & building services

Service, function:

waste management

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

Re-introduction of means tested free bulky collections

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?

To provide an opportunity for up to 25 residents per week who are in receipt of Council Tax support to secure a free bulky collection (up to 2 cubic metres)

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

This service is in addition to the paid for service that currently operates and should benefit those on low incomes who are in receipt of Council Tax Support. Advice from Mark Sage (Tackling Poverty Co-ordinator) was that an entitlement to CTS would capture the most eligible residents on low incomes. This allows those working on low incomes (approx. 15012 claimants) to access a free bulky collection along with those on other benefits.

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"/>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<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"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other excluded groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Other excluded groups examples includes, Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

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

If there are any potential negative impacts on any of the protected characteristics, What have you put in place to mitigate or remove the negative impacts/barriers?

There are some exclusions to entitlement to Council tax support as some groups may have no council tax liability. These include: students, severely mentally impaired, in prison or held elsewhere by the authorities, living in a hospital or care

home, a member of a religious community, a person living in a house of multi-occupancy, a person who lives in a hostel for the homeless or a night shelter, a member of international headquarters, defence organisations or a visiting force, a person with diplomatic immunity or privileges. We have no data on these groups being affected as these issues never previously arose. The team administering the system will be made aware of these exemptions and should they arise, each case will be considered on its own merit.

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups? e.g. A new service has been created for people with a disability to help them gain employment this would mean that this helps promote equality for the protected characteristic of disability only.

Group	Yes	No	Unclear
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy or maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other excluded groups	<input checked="" type="checkbox"/>	<input 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?
Please add in the text boxes below what feedback / meetings you have attended for each specific protected characteristic

Group	Positive or negative feedback
Age	There are 5888 households of pension age in receipt of CTS, and 9124 working age households who could benefit from the change to the service
Disability	There are 1388 households claiming CTS with a disability support element. The number with a disability is likely to be higher where an entitlement is through a passporting benefit and therefore not recorded with a disability element

Race	Portsmouth is an ethnically diverse city with Black, Asian, Minority and Ethnic (BAME) residents comprising 16% of its population, according to the 2011 census. The October 2016 survey regarding changes to CTS showed that 36% of respondents who were in receipt of CTS were from a BAME background.
Sex	According to the mid 2011 population estimates by the ONS, the gender split in Portsmouth is roughly 50/50.
Gender reassignment	There is no data collected for CTS claimants for this protected group
Sexual orientation	There is no data collected for CTS claimants for this protected group
Religion or belief	There is no data collected for CTS claimants for this protected group
Pregnancy and maternity	There is no data collected for CTS claimants for this protected group
Marriage & civil partnership	There is no data collected for CTS claimants for this protected group
Other excluded groups	There is no data collected for CTS claimants for the other excluded groups

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

PCC staff-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

CCG staff-If you have to complete a full EIA please email: sehccg.equalityanddiveristy@nhs.net if you require help

Q7 - How have you come to this decision? Summarise your findings and conclusion below

Completing a full EIA will not give us additional data that we don't already hold. As we know with the introduction of Universal Credit there will be more people who may not be so well off and residents who are in receipt of CTS will be able to access the free bulky collection service. Whilst some older people may not be online, the service will still be accessible by phone. This change only seeks to benefit those on low incomes to access a service that is currently fully paid for by the customer. It should benefit those on low incomes with an entitlement to CTS. This criteria was recommended by the anti-poverty co-ordinator to ensure greater access to the service from households on low incomes. Residents will be able to call to book a slot or access this online. Whilst there are a limited number of spots (25 per week x 50 weeks per year (1250 slots), this is an improvement from the paid for scheme and is in response to feedback to members on the doorstep. This issue was raised in full council.

Q8 - Who was involved in the EIA?

Colette Hill, Alan Knight, Gina Perryman, Mark Sage

This EIA has been approved by: James Hill

Contact number:

023 9283 4872

Date:

07/12/2018

PCC staff-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

CCG staff-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your preliminary . Email: sehccg.equalityanddiversity@nhs.net

This page is intentionally left blank

Title of meeting: Cabinet Member for Environment and Community Safety

Date of meeting: 5 February 2019

Subject: Household Waste Recycling Centre Cross border charging and permit system change for vans and trade vehicles

Report by: Director of Housing, Neighbourhoods and Building Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1. To update the cabinet member on the decisions made by Hampshire County Council (HCC) regarding
- i) the introduction of cross border charging at Household Waste Recycling Centres (HWRCs) and
 - ii) updates to the Permit system

2. Recommendations

- 2.1. That the cabinet member approves that Portsmouth residents will not need to register to use the Port Solent HWRC.
- 2.2. That the cabinet member notes that Portsmouth residents will need to register their vehicles to be able to use other Hampshire HWRC's without charge.
- 2.3. That the cabinet member delegates authority to the director of Housing, Neighbourhoods and Building services to develop a free permit scheme for Portsmouth residents wishing to use a van or trailer to use at the HWRC.
- 2.4. That the cabinet member notes that Portsmouth residents will need to register and pay for a permit if they want to access any of the other Hampshire HWRC sites using a van or a trailer.

3. Background

- 3.1. Portsmouth's HWRC is part of a wider network of HWRCs throughout Hampshire and also includes a HWRC in Southampton.
- 3.2. Hampshire residents can use any of the sites within Hampshire free of charge.

- 3.3. On the boundaries of Hampshire, there are a number of sites that get significant use from out of county residents which comes at a cost to the County.
- 3.4. On 29 October 2018 Hampshire took a decision to introduce charges for out of County users at their sites that will take effect from January 2020. (see appendix 1)
- 3.5. Another decision was also taken to introduce a £15 charge for the permit issued to Hampshire, Southampton and Portsmouth residents that enables them to use a van and/or trailer at the HWRC sites. This decision will take effect from 1 April 2019 and each permit would be for a one year period and allow one visit per month.

4. Reasons for recommendations

- 4.1. Cross border charging HCC have decided that they will introduce a requirement for residents to register up to three vehicles per household to avoid incurring charges at the HWRC. This will be an online process and residents will be able to register their vehicles, their name, address and an 'e-permit' will be created and this will populate the automatic number plate recognition (ANPR) system.
- 4.2. Online registration will take approximately 2 minutes.
- 4.3. The only data shared with the contractor is the vehicle registration.
- 4.4. Whilst this is a significant issue for the County who have a number of sites around the County borders where out of county residents may find it more convenient to use a Hampshire site, this is not an issue at the Port Solent site. The last site user survey in late 2017 recorded no out of county users.
- 4.5. As cross county border use is not an issue for PCC, it would seem disproportionate to require all residents wishing to use the site to register their vehicles - registration will need updating whenever a resident changes their vehicle.
- 4.6. There are out of county users who use the sites at Havant and Waterlooville who may be tempted to travel the additional 6.8 and 8.2 miles respectively to Port Solent to avoid the £5 use charge at the closest HCC site. This would need to be monitored and PCC would need to keep this issue under consideration. Ad hoc checks could be carried out on site.
- 4.7. Portsmouth residents using other HWRC sites in Hampshire will need to register on Hampshire's site to ensure that they can still access the sites for free.
- 4.8. Van and Trailer Permits Residents who want to use a van (van, pick-up or light goods vehicle) or trailer over 1.8m in length to take items to the HWRC currently need to apply for a permit from HCC. Permits are in place to ensure that commercial waste is not deposited illegally at the sites. HCC currently administer the permit process on behalf of PCC and SCC. This requires resource to undertake the validation, production, distribution and ongoing management of the system.
- 4.9. From 1 Nov 17 - 31 Oct 18, HCC issued 17047 permits, of these 1392 were for Portsmouth residents.
- 4.10. HCC has taken the decision to introduce charges for these permits from 1 April 2019.

- 4.11. The permits will cost £15 and will be valid for 12 visits in a 12 month period. The cost has been calculated to cover the cost of the permit system.
- 4.12. Portsmouth residents who wish to use a trailer or van would also be subject to this permitting system and costs imposed by HCC.
- 4.13. However, PCC can provide a permit system which can be applied for online or in person. There would be no charge made for this permit. This permit would only be available to Portsmouth residents and for use at the Port Solent HWRC only.

5. Equality impact assessment

- 5.1. Should the Cabinet Member agree that Portsmouth residents will not need to register to use the Port Solent HWRC, there is no need for an EIA as there will be no change. Residents will still need to register to use the other HCC HWRC sites and HCC will consider the EIA for their sites.
- 5.2. There is also no requirement for an EIA for the change to the permitting system. The permit system will be subject to a change in terms of who administers it, but it should not be different to that which currently exists. There are no negative benefits identified from the change in administration of the permits.
- 5.3. This change would be communicated to residents in a variety of ways in order to make them aware of the change to who administers the permit scheme.

6. Legal implications

- 6.1. The legal implications are limited to the usage of data: if and when Portsmouth takes a view as to a need to register- that is not a worry at this point. Should Portsmouth residents need to register with Hampshire the limited use of the resident's data will fall to Hampshire as controller and processor to deal with.

7. Director of Finance's comments

- 7.1 There are no financial implications for the City Council as a result of these recommendations.

.....
Signed by:

James Hill - Director for Housing, Neighbourhood and Building Services

Appendices:

1 HCC Decision report and Executive Decision Record 29 October 2018

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:

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Environment and Transport
Date:	29 October 2018
Title:	Household Waste Recycling Centres Cross Border Charging and Permit System Update
Report From:	Director of Economy, Transport and Environment

Contact name: Sam Horne

Tel: 01962 832268

Email: sam.horne@hants.gov.uk

1. Recommendations

- 1.1. That the Executive Member for Environment and Transport approves the introduction of an electronic residents' permit system to manage the cross border usage of Hampshire Household Waste Recycling Centres (HWRCs).
- 1.2. That a charge is levied, from January 2020 onwards, on non Hampshire residents of £5 per visit as a contribution towards the costs associated with the material they bring in.
- 1.3. That a detailed communications plan is developed, focused on the sites close to the Hampshire border, to encourage Hampshire residents to sign up for a permit.
- 1.4. That the transitional arrangements with West Berkshire are maintained until the new cross border system is implemented.
- 1.5. That an administration fee of £15 is levied for the provision of a waste permit for vans and trailers, taking effect from the 1 April 2019. In addition that the time period for which permits are valid will be reduced to be 12 months.

2. Executive Summary

- 2.1. The purpose of this paper is to outline both the options and the proposed solution for managing cross border usage of the HWRC service in Hampshire. It also sets out the proposed charge for waste permits for vans and trailers at the HWRCs.
- 2.2. It sets out the rationale for and financial implications of introducing a charge for residents from outside of the County to access the Hampshire sites.
- 2.3. The report considers the transitional arrangements in place with West Berkshire Council and proposes a short term continuation of those arrangements while a permanent solution is delivered.

3. Contextual information

- 3.1. At the Executive Member for Environment and Transport Decision Day in October 2016, approval was given to enter into a transitional solution to enable Hampshire residents to retain a level of access to West Berkshire's HWRC at Newtown Road whilst longer term solutions were considered.
- 3.2. A Hampshire resident permit was issued to Hampshire residents who lived more than 10 miles from a Hampshire HWRC and closer to the Newtown Road site in West Berkshire.
- 3.3. Just over 5,000 permits have been issued, using information provided by Basingstoke and Deane Borough Council, enabling all of those residents free access to the Newtown Road site to recycle and dispose of their waste. This costs the County Council £160,000 per annum.
- 3.4. Work has been on going with all neighbouring waste disposal authorities to try to establish a consistent approach to cross border usage but it has become clear that this is not possible.

4. Proposed Cross Border System

- 4.1. Two broad options were considered for the cross border system, a manual one and a digital one with each evaluated for its cost, management and effectiveness.
- 4.2. The manual option involves making it a requirement that all site users bring with them a suitable piece of identification to prove that they are a Hampshire resident. In most cases this is a council tax bill or drivers licence. This option has been implemented by a number of other authorities, most recently Wiltshire in early 2018¹.
- 4.3. Whilst the manual system appears very low cost in terms of roll out there are some costs that have to be met such as:
 - Communications to residents of the new requirement;
 - Cost of HWRC site staff checking documents of every site user; and
 - Cost of managing and responding to complaints.
- 4.4. There are currently about 4 million visits to Hampshire's sites each year, which is an average of over 400 visits per day per site. Even if it is assumed that documents will be ready to be viewed it is likely that this process will slow down the throughput at the site and lead to increased queuing. This would be particularly true at peak times.
- 4.5. Alternatively, a physical permit or sticker could be issued to all Hampshire addresses so that these can be presented when entering the HWRC. There is, however, a significant cost in producing and distributing these to almost 800,000 households, as well as the ongoing cost of replacing damaged and lost permits.

¹ <http://www.wiltshire.gov.uk/household-recycling-centres-id-faq>

- 4.6 The digital option involves all Hampshire residents registering for an e-permit that would be used to identify those non Hampshire residents using the sites and focus on them rather than on checking everyone who enters the sites.
- 4.7 As part of the HWRC management contract that commenced in April 2016, a new Automatic Number Plate Recognition (ANPR) system was introduced by the contractor to enable effective management of trade waste abuse at the site but also to monitor site usage and visitor numbers. Whilst the sites now offer a service for small and medium sized businesses to dispose of their waste, there is still a need to monitor illegal trade waste, and this system is a key part of that deterrent.
- 4.8 The proposal is to place a link on the County Council's waste webpage that will take residents to a web form to register as a Hampshire resident. They will be required to enter their name, address, phone number and email address and up to three vehicle registrations. Assuming a valid Hampshire address is entered, an e-permit record will be created and this will populate a database that is shared with the ANPR system.
- 4.9 The only data that will be shared are the actual vehicle registrations. When a vehicle comes into an HWRC that isn't on the list it will be flagged to site staff who can then approach the customer and manage it from there. This means that once registered Hampshire residents will be able to freely enter the sites without any delays or further checks being required.
- 4.10 There are set up costs in terms of the webpages and online forms, but these will be one off. Beyond this, there is only minimal maintenance cost associated with the webpages.
- 4.11 Registration for a permit should take a maximum of two minutes and assuming the address is valid the information will be uploaded to the ANPR system very quickly enabling access. It is intended to make the transfer almost instantaneous, but more work is required before this is confirmed.
- 4.12 Whilst sign up will be primarily a 'self service' activity we will make provision for those residents that are not able to access the internet to support in signing up for the permit.
- 4.13 Having considered all factors associated with the manual and digital solutions it was determined that the flexibility, reduced impact on Hampshire residents, minimal administration, and low delivery cost of the digital solution is the preferred approach.

5 Financial Considerations

- 5.1 In reviewing how to manage cross border usage there are two broad options in terms of the restriction that is applied: one, to ban all those not resident within the local authority area; or two, to levy a charge to offset the costs incurred in dealing with the waste deposited.
- 5.2 It is recognised that sometimes facilities located in another authority's area can be more convenient to access than those within their own local authority's area. However, whilst there is a need for this service provision it

does not come without a cost, which should not be borne solely by Hampshire tax payers.

- 5.3 In considering the charge that should be levied, a number of factors need to be considered. As it is not possible to be certain of what material will be brought in or practical to weigh or assess material as it comes in, a flat fee per visit is the logical answer. It is proposed that it be £5 per visit. It should be noted that charges for non domestic waste at the site will be in addition to the flat rate charged for access if out of county users wish to dispose of these waste types.
- 5.4 The fee has been developed using the cost of both delivering the service and dealing with the waste that is being presented. Clearly, this is an estimate based on the uncertainty of the amounts that will actually arise.
- 5.5 This figure is in line with charges made by other authorities, although there are authorities that do charge more such as: Greenwich Council, who levy a charge of £10 per visit to residents from outside of the Borough wishing to use the HWRC.²
- 5.6 The charge is meant to act as an incentive for those non-Hampshire residents accessing Hampshire's HWRCs to maximise the use of each trip to the sites rather than making multiple journeys to sites with small amounts of material. It is hoped that it might also incentivise users to consider other disposal options such as home composting and furniture donation and reuse.
- 5.7 The charge has been set to reflect a reasonable level of cost recovery whilst at the same time seeking to encourage the behaviours outlined in 5.6.

6 West Berkshire Arrangements

- 6.1 The County Council has transitional arrangements in place with West Berkshire Council to provide free access to its site at Newtown Road to Hampshire residents.
- 6.2 A permit was issued to Hampshire residents who lived more than 10 miles from a Hampshire HWRC and closer to the Newtown Road site in West Berkshire.
- 6.3 Just over 5,000 permits were issued, using information provided by Basingstoke and Deane Borough Council, enabling all of those residents free access to the Newtown Road site to recycle and dispose of their waste.
- 6.4 Discussions are on going with West Berkshire Council with regards to long term options on cross border usage, but as these are not complete there is a need to extend these arrangements until the new cross border system is fully implemented at a cost up to around £14,000 per month (£170,000 per annum).

2

https://www.royalgreenwich.gov.uk/info/200171/recycling_and_rubbish/285/reuse_and_recycling_centre

7 Consultation and Equalities

- 7.1 Having completed an equalities impact assessment it has been determined that there is one area where there is a low impact on people with protected characteristics as a result of this proposal. The text from the assessment is set out below:

Poverty – Low Impact

Levying a charge on both non Hampshire users and for waste van and trailers permits would have an impact however the service can still be accessed for free in a non commercial vehicle and so there is adequate access to the service without any charge.

With regards to non Hampshire users the HWRCs within their own local authority areas are accessible for free albeit that the distance to travel may be greater.

8 Waste Permits for vans and trailers

- 8.1 The County Council operates a waste permit system for vans and large trailers as part of the controls in place at the HWRCs to prevent trade waste abuse at the sites.
- 8.2 Any resident wishing to use a commercial type vehicle (van, pick-up, or light goods vehicle) or trailer over 1.8m in length needs to apply for a permit to gain access to the HWRCs. The permit allows the user to visit the site up to 12 times per permit. A permit remains valid for a maximum of 3 years . All other site and waste acceptance rules apply.
- 8.3 Since the permit scheme was introduced in 2008 on average 16,000 – 20,000 permits have been issued each year, with just over 13,200 issued by 1 January 2018. This requires resources to undertake the validation, production, distribution and ongoing management of the system and comes at a considerable cost.
- 8.4 The costs associated with the staff delivering this service and the other costs of printing and distribution equate to just under £15 per permit based on a set number of permits.
- 8.5 Currently these permits are provided free of charge. However, there is a significant cost in the production, distribution and management of the system. The HWRCs are provided for residents to dispose of household waste, and there is a need to ensure that commercial waste is not deposited illegally at the sites.
- 8.6 It is proposed to introduce a flat rate fee of £15 per permit for anyone who wishes to use a commercial type vehicle to dispose of their waste at the

HWRCs. This is comparable with permit charges from other authorities that range from £5 per visit to £49 for 6 visits.³

- 8.7 Under the proposed new approach for permits each permit will continue to provide for 12 visits but will only be valid for a 12 month period, effectively one visit per month, with the remaining permit rules in place.
- 8.8 External legal advice has been sought with regards to the legal status of the charges that are proposed and this advice stated that:

‘The WDA may only charge an administration fee for the implementation of the permit, this may be used to cover the costs of issuing and/or maintaining the permit.’.
- 8.9 This is on the basis that the County Council has made provision for residents to access the sites free of charge in their domestic vehicles and that the waste permits are a mechanism to prevent illegal deposit of trade waste to the network, both of which are true in the case of these proposals.
- 8.10 The charge would commence on the 1 April 2019.

³ <https://www.torfaen.gov.uk/en/RubbishAndRecycling/Householdwaste-disposalsites/Van-Permit-Scheme.aspx>
<https://www.redcar-cleveland.gov.uk/resident/bins-waste-and-recycling/waste-sites/Pages/Vehicle-Permits.aspx>

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	yes/no
People in Hampshire live safe, healthy and independent lives:	yes/no
People in Hampshire enjoy a rich and diverse environment:	yes/no
People in Hampshire enjoy being part of strong, inclusive communities:	yes/no
OR	
This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because: It supports the delivery of service efficiencies in order to meet the County Councils transformation targets.	

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Cross Border Household Waste Recycling Centre Access – 7801	12 October 2016
Progress report on Household Waste Recycling Centre Cross Border Charging	14 November 2017
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equality Duty

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2 Equalities Impact Assessment:

An equalities impact assessment has been completed and no disproportionate impacts have been identified for people with protected characteristics. The proposals will introduce a robust system to manage cross border usage of Hampshire's HWRCs and will secure a contribution to the cost associated with material from outside of Hampshire, thus helping to sustain the service to the benefit of all Hampshire residents.

2. Impact on Crime and Disorder:

- 2.1 It is recognised that there is significant focus at present on fly tipping and possible links to changes in service provision at Household Waste Recycling Centres.
- 2.2 All of the data and anecdotal evidence shows that there is no relationship between the two, and indeed the tonnage of fly tipped material in Hampshire is on a downward trend overall.

- 2.3 Hampshire County Council has developed and is leading on a fly tipping strategy and action plan to combat fly tipping across the County.⁴

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption?

It is not anticipated that there will be an impact on the County Council's carbon footprint or energy consumption.

- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

The HWRC service has been the subject of a review that considered the impact of climate change and potential mitigation and this will be reviewed as part of the next service review.

⁴ <http://documents.hants.gov.uk/waste-prevention/fly-tipping-strategy.pdf>

This page is intentionally left blank

HAMPSHIRE COUNTY COUNCIL

Executive Decision Record

Decision Maker:	Executive Member for Environment and Transport
Date:	29 October 2018
Title:	Household Waste Recycling Centres Cross Border Charging and Permit System Update
Report From:	Director of Economy, Transport and Environment

Contact name: Sam Horne

Tel: 01962 832268

Email: sam.horne@hants.gov.uk

1. The decision:

- 1.1 That the Executive Member for Environment and Transport approves the introduction of an electronic residents' permit system to manage the cross border usage of Hampshire Household Waste Recycling Centres (HWRCs).
- 1.2 That a charge is levied, from January 2020 onwards, on non Hampshire residents of £5 per visit as a contribution towards the costs associated with the material they bring in.
- 1.3 That a detailed communications plan is developed, focused on the sites close to the Hampshire border, to encourage Hampshire residents to sign up for a permit.
- 1.4 That the transitional arrangements with West Berkshire are maintained until the new cross border system is implemented.
- 1.5 That an administration fee of £15 is levied for the provision of a waste permit for vans and trailers, taking effect from the 1 April 2019. In addition that the time period for which permits are valid will be reduced to be 12 months.

2 Reasons for the decision:

- 2.1 To introduce a robust system to manage cross border usage of Hampshire's HWRCs and secure a contribution to the cost associated of dealing with material from outside Hampshire.
- 2.2 The current interim arrangement with West Berkshire to enable Hampshire residents to access their facility finishes on 31 December 2018 after which Hampshire residents will no longer be able to use Newtown Road HWRC.
- 2.3 To off set the cost of administering the waste permits system for vans and trailers.

3 Other options considered and rejected:

- 3.1 The option to do nothing and continue to allow unfettered access to the HWRCs has been considered and rejected as this means the County Council continues to have to bear the costs associated with disposing of material originating from outside Hampshire.
- 3.2 The option to completely ban non Hampshire residents from Hampshire's HWRCs has been considered and rejected. The County Council recognises that this would impact on a proportion of out of county site users who would wish to continue to use the service for convenience reasons and hence the option to pay a fee as a contribution towards costs has been chosen.
- 3.3 The option to make financial arrangements with each of the neighbouring authorities rather than charge service users has been considered and rejected. Because of the varying positions and policies of the neighbouring authorities it would lead to a number of different arrangements across the County and result in potential confusion for service users and complicated management arrangements.

4 Conflicts of interest:

- 4.1 Conflicts of interest declared by the decision-maker:
- 4.2 Conflicts of interest declared by other Executive Members consulted:

5 Dispensation granted by the Conduct Advisory Panel: none.

6 Reason(s) for the matter being dealt with if urgent: not applicable.

7 Statement from the Decision Maker:

At my discretion I welcomed Cllr Toni Coombs from Dorset County Council to speak at my Decision Day. I look forward to working alongside Dorset County Council at an Executive Member level going forward so any issues can be addressed as changes are implemented.

Approved by:

Date:

29 October 2018

**Executive Member for Environment and Transport
Councillor Rob Humby**

Title of meeting: Cabinet Member for Environment and Community Safety

Date of meeting: 5 February 2019

Subject: Update on the recent changes to refuse collection

Report by: Director of Housing, Neighbourhoods and Building Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1. To update the Cabinet Member on the progress of the changes to refuse collection which began on 1 October 2018.

2. Recommendations

- 2.1. **That the cabinet member notes the progress made in making the changes to the refuse collection service and the early impacts.**

3. Background

- 3.1. On 1 October 2018, changes to waste collection services began across the City.
- 3.2. 140 litre wheeled bins were rolled out to approx. 55,000 properties from 1 October to 23 November 2018. Where storage of the wheelie bin might be difficult, residents have an allowance of up to 3 standard bin bags per week. This affected approximately 11,000 properties. The weekly refuse collection frequency was retained.
- 3.3. Recycling continues to be collected fortnightly.
- 3.4. Bring banks continue to be provided across the City for residents to deposit glass and textiles.
- 3.5. Earlier 'waste reduction trials' had delivered improvement of up to 20% reduction in refuse and up to 6% increases in recycling.

4. Impact

- 4.1. Larger bins and allowances were agreed for 1522 households.
- 4.2. An additional 1700 recycling bins were issued to residents. (1 Oct 18-1 Jan 19)
- 4.3. It is too early to see the full impact on the tonnage streams (see appendix 1).

6. Equality impact assessment

- 6.1. As this is an update paper, no additional EIA is required

7. Legal implications

- 7.1. There are no legal implications from this update.

8. Director of Finance's comments

- 8.1. It is forecast that the project will be delivered within approved budget.
- 8.2. As the main body of the report states the full impact of the benefits that this scheme are not yet clear. Continued monitoring of the impact on refuse and recycling tonnages will continue to ensure that the change delivers the savings that were anticipated.

.....
Signed by:

James Hill - Director for Housing, Neighbourhood and Building Services

Appendices:

1 Refuse and Recycling tonnages

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

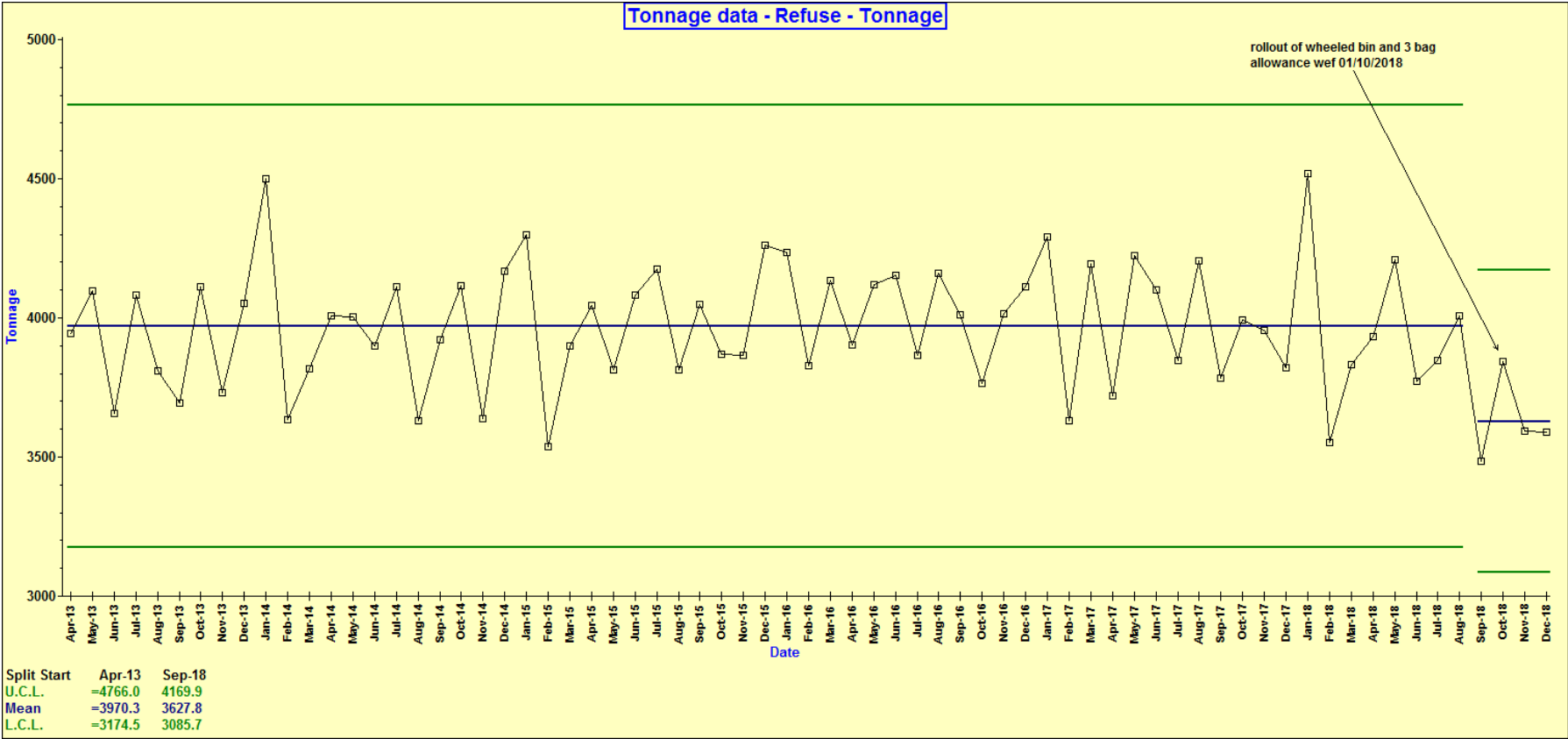
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

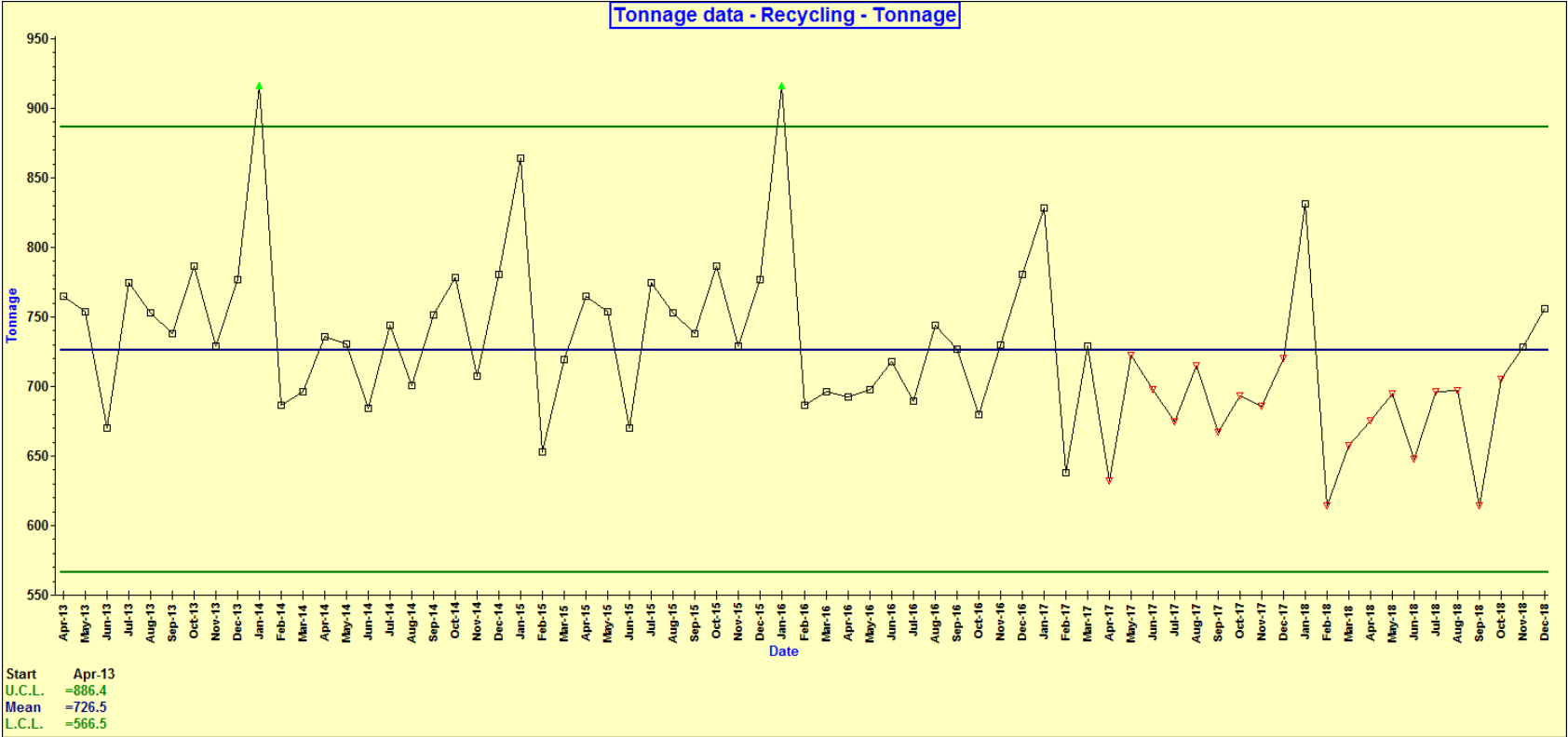
Title of document	Location

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

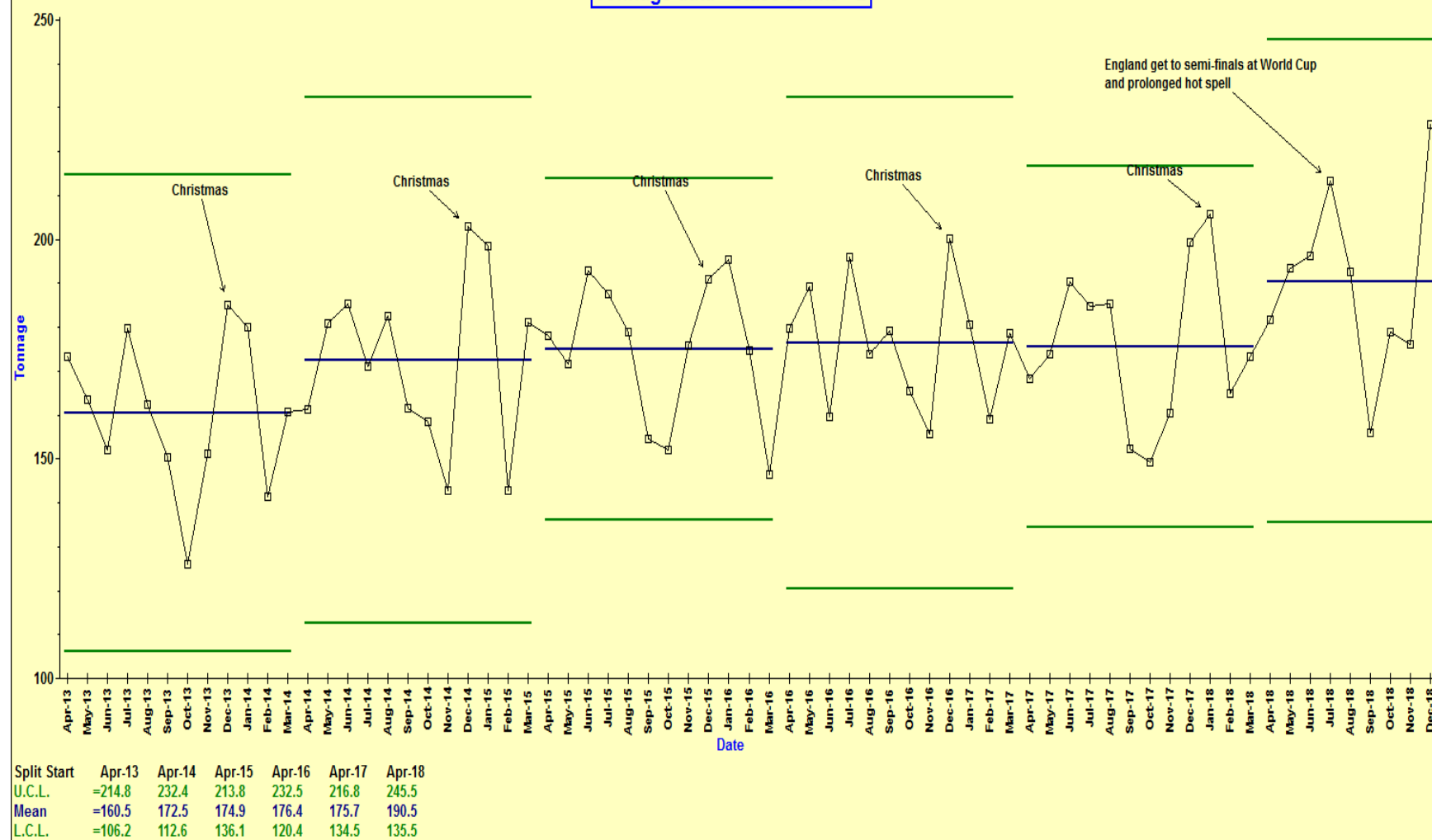
.....
Signed by:

This page is intentionally left blank





Tonnage data - Glass banks - B



This page is intentionally left blank