



# NOTICE OF MEETING

---

## **CABINET MEMBER FOR ENVIRONMENTAL SERVICES**

**THURSDAY, 14 DECEMBER 2023 AT 10AM**

**COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH**

Telephone enquiries to Jane Di Dino, Local Democracy Officer - Tel: 023 9283 4060.  
Email: [jane.didino@portsmouthcc.gov.uk](mailto: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.

---

### **Membership**

Councillor Dave Ashmore (Cabinet Member)  
Councillor Simon Boshier  
Councillor Asghar Shah

---

(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](http://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.**

### **AGENDA**

- 1 Apologies.**
- 2 Declarations of Members' Interests.**
- 3 The 2023 Annual Status Report of Air Quality (Pages 3 - 10)**  
**RECOMMENDED that the Cabinet Member for Environmental Services note the report.**

**4 Waste Collection Service Transfer & Changes to the Garden Waste Collection Service (Pages 11 - 22)**

1. Purpose.
2. To update the Cabinet Member for Environmental Services on the progress of work to transfer and mobilise the waste collection service.

**RECOMMENDED that the Cabinet Member for Environmental Services:**

1. **Notes the progress to transfer and mobilise the waste collection service, and places on record a note of thanks to the project team for the significant work to date to bring the service in house.**
2. **Approves the pricing schedule for the 'Leaf it Out' garden waste collection scheme.**
3. **Delegates authority for future price changes to the garden waste collection scheme to the Director of Housing, Neighbourhood and Building Services in conjunction with the Section 151 Officer and consultation with the Cabinet Member for Environmental Services.**

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



## **THIS ITEM IS FOR INFORMATION ONLY**

**(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)**

**Title of meeting: Environmental Services Portfolio Decision Meeting**

**Subject: The 2023 Annual Status Report of Air Quality**

**Date of meeting: 14<sup>th</sup> December 2023**

**Report by: Richard Lee, Assistant Director Culture, Leisure, and Regulatory Services**

**Wards affected: All**

---

**1. Requested by Councillor Dave Ashmore, Cabinet Member for Environmental Services**

**2. Purpose**

2.1 To provide the relevant Portfolio Holder information on the Local Air Quality Management (LAQM) process and recent Review and Assessment (R&A) of air quality (AQ) in Portsmouth through the publication of the 2023 Annual Status Report (ASR).

**3. Information Requested**

3.1 Through the LAQM system relevant local authorities must assess air quality in their area against air quality objectives and submit an ASR to His Majesty's Government (HMG). The 2023 ASR reports upon the 2022 data set.

3.2 The formal submission deadline of Portsmouth City Council's (the council) 2023 ASR to Department for Environment Food and Rural Affairs (Defra) was 30<sup>th</sup> June 2023. DEFRA had been advised of our delay in submitting this document which was uploaded to their platform on the 30<sup>th</sup> November 2023.

3.3 Whilst the 2022 ASR was comprehensive, as a result of Defra's assessment of such, additional information had been requested to be contained with the 2023 ASR. These recommendations were actioned / included. The majority of this information related to how the data was presented and not the data itself or the method it was collected and verified. Consequently the 2023 has expanded to over 350 pages. This report highlights the most relevant data sets and trends in pollutant levels contained within the 2023 ASR.

**4. An introduction to our sampling network**

4.1 The council has frequently revised its non-automatic monitoring of NO<sub>2</sub> network via Nitrogen Dioxide Diffusion Tubes (NDDT) expanding it in 2021 to reach 233 sites as a



## THIS ITEM IS FOR INFORMATION ONLY

**(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)**

result of the additional monitoring requirements of the council's Clean Air Zone (CAZ). This number of sites is also reported within the 2023 ASR and is considered to provide a robust data set in respect to our monitoring and the pollution levels during 2022. The historical expansion of the NDDT monitoring network\* is set out below:

- 27 sites prior to 2017.
- 76 additional monitoring sites were deployed in the period 2017-2018 (103 sites in total).
- 41 additional monitoring sites were deployed in 2019 (144 sites in total).
- 17 additional monitoring sites were deployed in 2020 (161 sites in total).
- 72 additional monitoring sites were deployed 2021 to specifically assess the performance of the CAZ (233 sites in total).

\* The number of locations may have been subject to change during each year.

4.2 An expansion of the Continuous Air Quality Monitoring Station (CAQMS) network occurred in late 2020, increasing the council's network from four to five CAQMSs. The additional station was installed in Alfred Road to further assess the impact of the CAZ. The first comprehensive year of sampling data from this station occurred in 2022.

4.3 The impact of the increasing demands for data upon the existing staffing resource of 1 FTE created significant problems in respect to mandatory reporting during 2021/2022. This resourcing issue has been carefully considered and additional funding has now been provided to Regulatory Services (RS) to secure additional personnel to maintain the existing R&A requirements and the further reporting needs which have arisen as a result of the CAZ. It is therefore anticipated that the council will continue to be better placed to meet the requirements of Defra, both in relation to the ASR reporting process, and reporting the performance of the CAZ, moving forward.

4.4 Whilst the reporting of data had previously been significantly impacted as a result of the increased need for such, the council has acquired and retained all the necessary data as required by Defra therefore maintaining its mandatory reporting requirements.

## 5. What is the 2022 data telling us?

5.1 With respect to Nitrogen Dioxide (NO<sub>2</sub>) annual mean, covering 227 NDDT monitoring locations for the last two years, the levels were in excess of the National Air Quality Objectives (NAQO) at four locations.

5.2 Two of these locations were in excess of the NO<sub>2</sub> annual mean NAQO in 2021. These are located along the road links, as identified by Defra as significant areas of concern and are now areas subject to the CAZ:

- Alfred Road, south / west of AQMA11: **Alfred Road, 48.54 µg/m<sup>3</sup> (AR-Col 9)** and **Alfred Road, 45.89 µg/m<sup>3</sup> (AR-Col12)**.

## THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

- Hope Street south / west of AQMA11: **Hope Street, 44.88 µg/m<sup>3</sup> (HR-opp-Column4).**
- The fourth monitoring location in excess of NO<sub>2</sub> annual mean NAQO is located on the south / west of AQMA11 on Market Way that is an extension of Alfred Road to the East: **Market Way, 48.47 µg/m<sup>3</sup> (MW-OppStABS).**
- In addition to the above, the 2022 NO<sub>2</sub> annual mean increased from 2021 to 2022 to reach 40 µg/m<sup>3</sup>. This site is located in AQMA6 outside the geographical boundary of the CAZ: **Kingston Road, 40 µg/m<sup>3</sup> (KR-Col4).**

5.3 A summary of annual mean concentrations as recorded by the network is as follows:

- NO<sub>2</sub> annual mean increased between 2021 and 2022 at 113 out of 227 locations (49.78%).
- NO<sub>2</sub> annual mean decreased between 2021 and 2022 at 114 out of 227 locations (50.22%).
- In the long-term, NO<sub>2</sub> annual mean trends for the last five years (2018-2022) exhibited downward trend at 119 out of 155 locations (76.77%) and exhibited upward trend at 36 out of 155 locations (23.23%) for the same period.

5.4 A further assessment of NDDT results within and in the immediate vicinity of the existing five Quality Management Areas (AQMA) in the short term (between 2021 and 2022) and long-term (period between 2018 -2022) concluded the following:

- **AQMA 6:** LAQ worsened within AQMA 6 in the long-term and improved in the short term. However, LAQ improved in the vicinity of AQMA 6 in the long-term and in the short term.
- **AQMA 7:** LAQ improved within and in the vicinity of AQMA 7 in the long-term. However, LAQ worsened within and in the vicinity of AQMA 7 in the short-term.
- **AQMA 9:** LAQ improved within and in the vicinity of AQMA 9 in the long-term. However, LAQ improved within and in the vicinity of AQMA 9 in the short term.
- **AQMA 11:** LAQ improved within and in the vicinity of AQMA 11 in the long-term, However, LAQ worsened within and in the vicinity of AQMA 11 in the short term.
- **AQMA 12:** LAQ improved within AQMA 12 in the long-term. However, LAQ worsened within AQMA 12 in the short term.



**THIS ITEM IS FOR INFORMATION ONLY**

**(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)**

5.5 With respect to NDDT NO<sub>2</sub> 1-hour mean values, none of CAQMS NO<sub>2</sub> annual mean exceeded 60µg/m<sup>3</sup> which indicates that an exceedance of the NO<sub>2</sub> 1-hour mean NAQO is highly unlikely.

5.6 The 2022 NO<sub>2</sub> annual mean level increased across 3 out of five CAQMSs (60%), however, still met the NO<sub>2</sub> annual mean NAQO at all long-term CAQMSs. These changes are considered as adverse with variable degrees. However, an overall long-term AQ improvement over the last five years was still exhibited.

5.7 A breach of NO<sub>2</sub> annual mean was registered at the council's newly established 5<sup>th</sup> CAQMS at Alfred Road 43.45 µg/m<sup>3</sup>.

5.8 The annual means at each CAQMS are confirmed below:

- London Road, 32.08 µg/m<sup>3</sup>, **Adverse, Upward No Exceedance**
- AURN, 14.87 µg/m<sup>3</sup>, **Beneficial Downward No Exceedance**
- Burrfields Road, 27.07 µg/m<sup>3</sup>, **Adverse Upward No Exceedance**
- Mile End Road, 26.73 µg/m<sup>3</sup>, **Beneficial Downward No Exceedance**
- Defra, 23.31 µg/m<sup>3</sup>, **Adverse Upward No Exceedance**
- Alfred Road, **43.45** µg/m<sup>3</sup>, **Exceedance**

5.9 There has been no exceedance of the PM<sub>10</sub> annual mean NAQO since 2018 at any of Portsmouth based CAQMSs. The highest registered PM<sub>10</sub> annual mean since then was recorded in 2018 at PCC's Burrfields Road roadside CAQMS (21.69µg/m<sup>3</sup>). The highest PM<sub>10</sub> annual mean recorded in 2022 was 19.27µg/m<sup>3</sup> at Defra's CAQMS located at Anglesea Road.

5.10 In the long-term, PM<sub>10</sub> annual means are decreasing across all the council's and Defra's owned CAQMSs, except for the AURN Gatcombe Park CAQMS since 2018. In the short-term, PM<sub>10</sub> annual mean increased across all Portsmouth based CAQMS in the, except for Mile End Road CAQMS where the PM<sub>10</sub> annual mean decreased by 0.45 µg/m<sup>3</sup>.

5.11 The 2022 PM<sub>10</sub> monitoring concluded the following:

- London Road, 17.39 µg/m<sup>3</sup>, **Adverse Downward No Exceedance**
- AURN, 15.7 µg/m<sup>3</sup>, **Adverse Upward No Exceedance**



**THIS ITEM IS FOR INFORMATION ONLY**

**(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)**

- Burrfield Road, 16.12  $\mu\text{g}/\text{m}^3$ ,      **Adverse      Downward      No Exceedance**
- Mile End Road, 14.04  $\mu\text{g}/\text{m}^3$ ,      **Beneficial      Downward      No Exceedance**
- Angelsea Road, 19.27  $\mu\text{g}/\text{m}^3$ ,      **Adverse      Downward      No Exceedance**
- Alfred Road, 17.68  $\mu\text{g}/\text{m}^3$ ,      **No Exceedance**

5.12 There were four occurrences in 2022 at Alfred Road CAQMS where the  $\text{PM}_{10}$  24-hour mean was in excess of  $50\mu\text{g}/\text{m}^3$ . This does not amount to an exceedance on  $\text{PM}_{10}$  24-hour mean NAQO. The highest number of  $\text{PM}_{10}$  24-hour mean in excess of  $50\mu\text{g}/\text{m}^3$  in the last five years (2018-2022) reached five occurrences in 2018 at London Road and Mile End Road CAQMSs. This does not amount to an exceedance of the  $\text{PM}_{10}$  24-hour Mean NAQO.

5.13 The Council monitors  $\text{PM}_{2.5}$  at London Road, Gatcombe Park AURN), Burrfields Road, Mile End Road and Alfred Road CAQMSs. In 2022  $\text{PM}_{2.5}$  the highest  $\text{PM}_{2.5}$  Annual Mean level ( $10.47\mu\text{g}/\text{m}^3$ ) being recorded at London Road CAQMS.

5.14 In the short-term, the 2022  $\text{PM}_{2.5}$  annual mean:

- decreased at London Road and Mile End Road resulting in short-term AQ amelioration.
- increased at Gatcombe Park and Burrfields Road CAQMS resulting in short-term AQ deterioration.

5.15 In the long-term the 2022  $\text{PM}_{2.5}$  annual mean exhibited a downward trend cross London Road, Gatcombe Park AURN), Burrfields Road, Mile End Road CAQMSs resulting in a long-term AQ improvement.

5.16 Historically, the highest  $\text{PM}_{2.5}$  annual mean recorded in Portsmouth was  $14.26\mu\text{g}/\text{m}^3$  in 2014 at the AURN CAQMS. This level dropped in 2018 to  $12.32\mu\text{g}/\text{m}^3$ , decreased further in 2019 to  $8.9\mu\text{g}/\text{m}^3$  and then started to increase since to reach  $10.47\mu\text{g}/\text{m}^3$  in 2022.

5.17 The 2022  $\text{PM}_{2.5}$  monitoring concluded:

- London Road, 10.47  $\mu\text{g}/\text{m}^3$       **Beneficial      Downward**
- AURN, 9.26  $\mu\text{g}/\text{m}^3$       **Adverse      Downward**
- Burrfields Road, 9.85  $\mu\text{g}/\text{m}^3$ ,      **Adverse**
- Mile End Road, 8.32  $\mu\text{g}/\text{m}^3$ ,      **Beneficial      Downward**



## **THIS ITEM IS FOR INFORMATION ONLY**

**(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)**

- Alfred Road, 9.83 µg/m<sup>3</sup>.

### **6. Non-technical summary - a one minute guide**

6.1 It is difficult to summarise a year's worth of data across hundreds of monitoring locations and three different pollutants. When doing so it is important to recognise the significant public health implications that are created as a result to poor air quality and that the council is working hard to continue to further reduce levels of pollutant within the city.

6.2 The work of RS is to create a robust data set which will assist others in making important decisions in respect to health and the causes of pollution. RS immediate work concentrates around the NAQO and the council's compliance with such. Therefore, when attempting to summarise the data within this report and the 2023 ASR with reference to the 2022 data set it may be possible to do so as follows:

- With respect to nitrogen dioxide levels across our monitoring network, six results in four separate locations exceed (or are equal to) the NAQO. These are shown through five NDDT and one CAQMS. The focus of these areas are within the geographical extent of the CAZ and are concentrated around the road links which are subject to the government's primary attention - i.e., Alfred Way and Hope Street. One of these exceedances (that equal to the NAQO) sits outside the CAZ within Kingston Crescent.
- With respect to particulate matter (both of PM<sub>10</sub> and PM<sub>2.5</sub>) levels are significantly below those stipulated within the NAQO or the current target concentrations for such.

6.3 The level of nitrogen dioxide therefore remains the primary concern of the council in respect to compliance with the NAQO.

6.4 The 2022 data in its entirety, its relevance to public health, and necessary actions to improve air quality, will continue to be discussed with our partners within those functions of the council together with external interested parties who need to have high regard to this data and the pollution trend lines formulated (where they exist) over a period of years.

### **7. Conclusions**

7.1 It is not always possible to categorically state why the NO<sub>2</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> levels changed in 2022, given that a multitude of factors influence pollutant generation and their subsequent dispersion.

7.2 It should however be noted that, as a result of the impact of the Covid-19 pandemic, levels of pollution fell uncharacteristically in 2020 and therefore it may not be unexpected that increases in NO<sub>2</sub> occurred in 2021 and 2022 as traffic levels returned gradually to pre-pandemic levels when compared with the levels recorded in 2020. Therefore, a collation





**THIS ITEM IS FOR INFORMATION ONLY**

**(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)**

between levels of NO<sub>2</sub> increasing between 2020 and 2022 as a consequence of other contributory factors such as the Covid-19 pandemic is more than likely and should be taken into consideration when considering the data within this report.

7.3 A copy of the 2023 ASR is available on request from:  
[cleanerair@portsmouthcc.gov.uk](mailto:cleanerair@portsmouthcc.gov.uk).

.....  
Signed by Richard Lee, Assistant Director Culture, Leisure, and Regulatory Services

**Appendices:** None

**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:

<b>Title of document</b>	<b>Location</b>
LAQM Technical Guidance (TG16)	<a href="#">Technical Guidance LAQM.TG(16) Online Viewer - Defra, UK</a>
Locations of Portsmouth AQMAs	<a href="#">Local Authority Details - Defra, UK</a>
Drive in a clean air zone	<a href="#">Drive in a clean air zone - GOV.UK (www.gov.uk)</a>
UK National Air Quality Limits	<a href="#">UK Air Quality Limits - Defra, UK</a>

This page is intentionally left blank

# Agenda Item 4



**Portsmouth**  
CITY COUNCIL

<b>Title of meeting:</b>	Cabinet Member for Environmental Services
<b>Date of meeting:</b>	14 <sup>th</sup> December 2023
<b>Subject:</b>	Waste Collection Service Transfer & Changes to the Garden Waste Collection Service
<b>Cabinet Member</b>	Cllr Ashmore - Cabinet Member for Environmental Services
<b>Report by:</b>	James Hill - Director of Housing, Neighbourhood and Building Services
<b>Report Authors:</b>	Ashleigh Moore - Project Manager (Waste Management) David Emmett - Head of Waste Management
<b>Wards affected:</b>	ALL
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

---

## 1. Purpose of report

1.1. To update the Cabinet Member for Environmental Services on the progress of work to transfer and mobilise the waste collection service.

## 2. Recommendations

2.1. The Cabinet Member for Environmental Services notes the progress to transfer and mobilise the waste collection service, and places on record a note of thanks to the project team for the significant work to date to bring the service in house.

2.2. The Cabinet Member for Environmental Services approves the pricing schedule for the 'Leaf it Out' garden waste collection scheme.

2.3. The Cabinet Member for Environmental Services delegates authority for future price changes to the garden waste collection scheme to the Director of Housing, Neighbourhood and Building Services in conjunction with the Section 151 Officer and consultation with the Cabinet Member for Environmental Services.

## 3. Background

- 3.1. On 21<sup>st</sup> June 2022, the cabinet took the decision to bring the waste collection service in house and noted that work to transfer and mobilise the service should start immediately to ensure service continuity at the end of the contract date.
- 3.2. Biffa Municipal have been contracted to operate the waste collection service on behalf of Portsmouth City Council ('the Council') since 2011, and the contract will end on 31<sup>st</sup> March 2024. From Monday 1<sup>st</sup> April 2024, the waste collection service will be delivered by the Council.
- 3.3. There are a number of work streams underway to ensure that the transfer of the service happens in a way that ensures service continuity. Updates for each are noted in the section below.
- 3.4. Overall, each work stream is on schedule to be delivered by 1<sup>st</sup> April 2024 and significant milestones have already been achieved.

#### **4. Work Streams to bring the service in house**

##### 4.1. Staff

- 4.1.1. Work is progressing with HR teams at both the Council and Biffa to understand the implications of TUPE and ensure a successful transfer.
- 4.1.2. Work to engage with Biffa staff will be undertaken closer to the transfer date.

##### 4.2. Vehicles

- 4.2.1. A new fleet of 21 refuse collection vehicles (RCVs) has been procured to replace the existing fleet. Two RCVs will remain in service as spare vehicles - these vehicles were purchased later than the rest of the fleet and are Council assets.
- 4.2.2. Dennis Eagle was awarded the contract to manufacture and supply the 21 26 tonne narrow track RCVs - vehicles have been ordered and are being manufactured. The new RCVs will be fitted with Euro 6 engines, operate using HVO fuel and electric lifters (reduce fuel consumption by up to 9.7%) - the service has opted to continue use of HVO fuel as it reduces carbon emissions by 90%, particulates by 85% and NOx by 30%, improving the green credentials of a sector challenging to decarbonise.
- 4.2.3. Vehicles will be delivered to Portsmouth during February and March 2024, ready for the start of the in-house service on 1<sup>st</sup> April 2024.
- 4.2.4. The current fleet of 7 food waste vehicles (FWVs) has been procured as the separate food waste collection service has expanded and as these vehicles



are in good condition and are the Councils assets, will continue to be in service.

4.2.5. In addition, Dennis Eagle was awarded the Service & Maintenance contract for the RCVs and FWVs. As the incumbent contractor, they will continue to be serviced at the Dennis Eagle garage on Fitzherbert Spur, Farlington.

#### 4.3. IT

4.3.1. A fully integrated IT system for the waste collection system has been procured. The contract to supply the IT system has been awarded to Bartec Municipal Technologies.

4.3.2. The IT system will provide a new customer facing portal for the reporting of waste collection issues, a new in-cab reporting and routing system for collection crews and associated hardware and a new back-office system. It will also provide a subscription element for the management of the garden waste collection service.

4.3.3. Procurement of a fleet management system, fuel management system and digital tachographs is underway - the fleet management system and digital tachographs will lead to earned recognition from the Driver Vehicle Standards Agency (DVSA).

4.3.4. Procurement of a bolt-on to the existing corporate payment system is underway to ensure reoccurring payments can be offered to customers signed up to the garden waste collection service.

#### 4.4. Ancillary contracts

4.4.1. The new fleet of RCVs will run on hydrotreated vegetable oil (HVO) fuel, in the same way the existing fleet is fuelled. HVO is made entirely from waste oil. Currently the HVO fuel is procured by Biffa and bunkered at the waste collection depot at Alchorne Place. Biffa have secured the current supplier and fixed price. Procurement of HVO fuel for the RCVs and FWVs is currently at the soft market engagement stage. The procurement will also include purchase of fuel for PCC Green & Clean.

4.4.2. Procurement for a contract to supply & service tyres to the RCVs, including roadside assistance and repairs is in progress. A local supplier will be used where possible.

4.4.3. Both contracts will be in place for the 1<sup>st</sup> April 2024.

#### 4.5. Uniform

4.5.1. Procurement of industry standard uniform with Portsmouth City Council branding is underway, and staff have been measured up for sizing.

#### 4.6. Health & Safety

4.6.1. On 1<sup>st</sup> April and beyond, the Council will be wholly responsible for Health & Safety in the service.

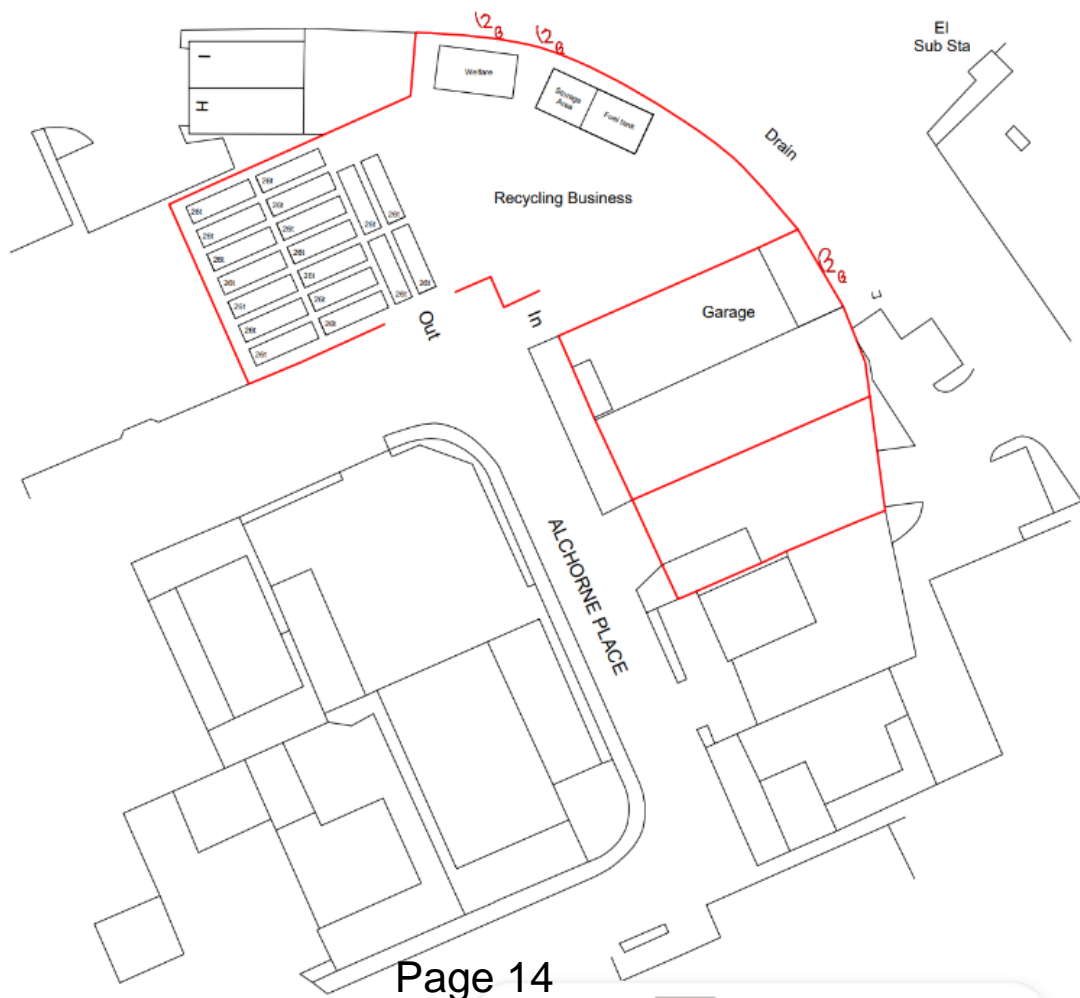
4.6.2. Risk assessments, safe systems of work, training requirements and inductions are being completed in conjunction with the Councils health and safety team and Biffa.

#### 4.7. Insurance

4.7.1. The corporate insurance team have been engaged throughout to ensure all elements of the service, public liability, vehicles and staff are covered from 1<sup>st</sup> April 2024 with the Councils current incumbent insurance provider Zurich.

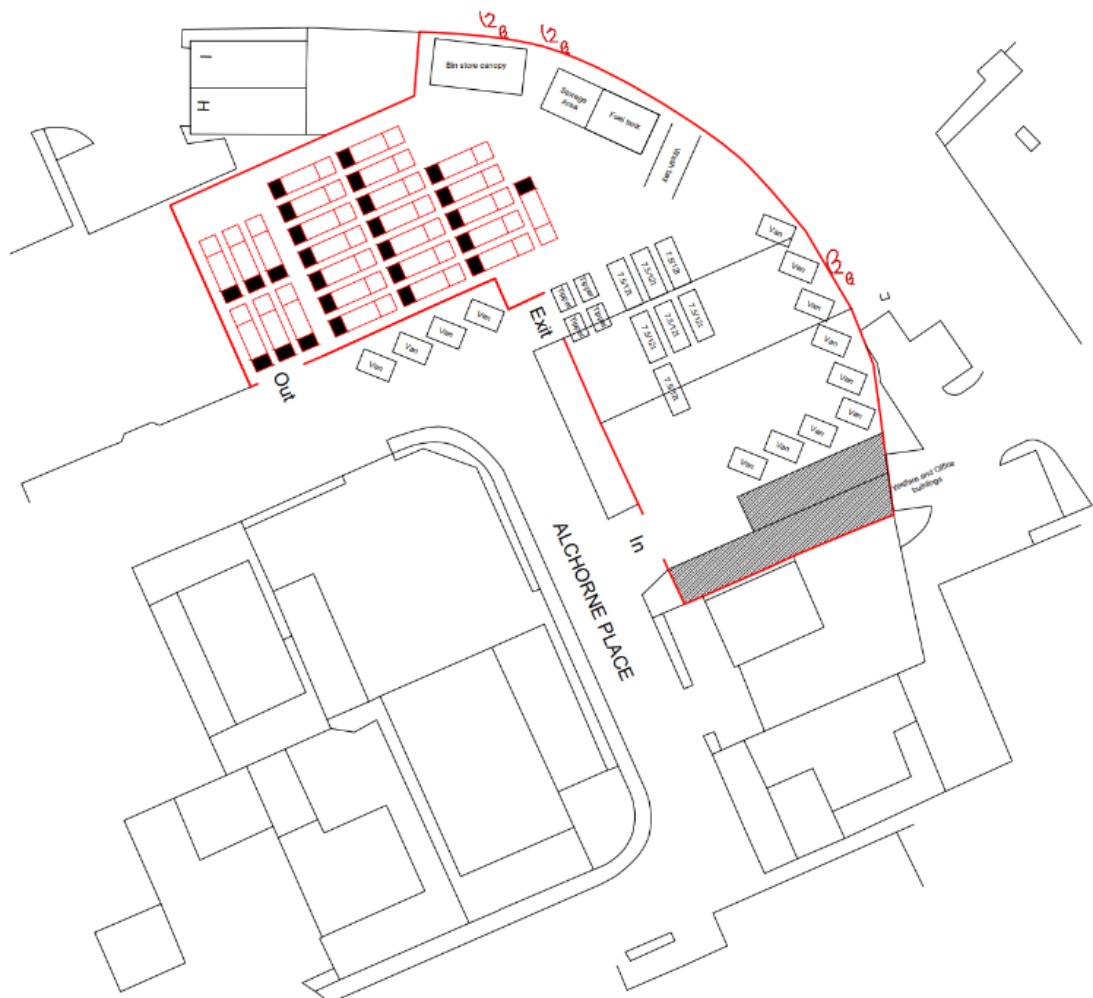
#### 4.8. Depot

4.8.1. The waste collection depot located at Alchorne Place was in need of improvement work before the decision was made to transfer the service to the Council. It also needed to be expanded to accommodate a larger fleet of RCVs in the future. The existing depot site plan is shown below.





4.8.2. Negotiations to expand the depot have been completed and the Council will lease an additional unit at Alchorne Place. Refurbishment and improvement works will combine the three units to be occupied by the waste collection service into one single unit. The proposed site plan is shown above - this is subject to a future planning application.



4.8.3. The refurbishment and improvement work to the depot including the replacement of boundary walls, replacement of and improvement to welfare units and office space and improvements to the vehicle and pedestrian access and movements at the site.

4.8.4. Plans are progressing and the depot will be required to remain operational throughout the programme of works in order to maintain delivery of the waste collection service. The works will be phased in a way to ensure that this can happen with no disruption to the service,

4.8.5. In addition, the depot at Alchorne Place will be added to the Operating Licence held by the Council. The licence will be amended to reflect the changes, and this will require an application to the Traffic Commissioner.

**5. Garden waste collection service**

5.1. The current Green Waste Club is operated by Biffa, separate to the core waste collection contract. Biffa has operated this service since 2013 however this will end on 31<sup>st</sup> March 2024 and PCC will launch a new subscription-based garden waste collection service.

5.2. As the service is wholly operated and run by Biffa, they set the annual prices for the scheme. When the service was launched, Biffa were able to apply a discount for the duration of the contracts for the first 5,000 customers due to funding and resources that were awarded to the Council from central Government. There are currently 3,085 customers still signed up with this 'early bird' deal who receive a £10 annual discount each year they renew.

5.3. Biffa have offered customers one-, two- or three-year contracts - customers who signed up for two or three years received a small discount of 5-10% over the duration of their contract.

5.4. The current charges set by Biffa are:

<b>Payment schedule</b>	<b>Price</b>
One-year	£65.00
Two-year	£61.75 per year
Three-year	£58.50 per year
Monthly (12 months)	£5.42

Biffa review the charges annually and the charges shown above would increase from April 2024 to reflect inflated costs across the service.

5.5. The Council will launch a new subscription-based garden waste service from 1<sup>st</sup> April 2024 and work is underway to understand how customers will transfer from the Biffa service - this is being carried out in conjunction with Biffa to ensure a smooth transition.

5.6. Communications are being prepared to advise customers of the new service and any actions they may need to take in order for them to continue to receive the service - this will be dependent on how the final transfer happens between Biffa and the Council.



5.7. The Council propose to offer 12-month contracts to customers from 1<sup>st</sup> April 2024, and any customers joining mid-year will be pro-rated to take the service to the end of the contracted year.

5.8. The proposed pricing structure for the first year will be as follows, and the charges shown will apply to all existing and new customers:

<b>Payment schedule</b>	<b>Price</b>
One-year	£65.00
9 months (pro-rata)	£48.75
6 months (pro-rata)	£32.50
3 months (pro-rata)	£16.25
Monthly recurring payment	£5.41

The charges shown will be subject to annual increases applicable 1<sup>st</sup> April 2024 and will be agreed at the budget setting meeting.

5.9. It is proposed that approval for any future price increases in line with inflation is delegated to the Director of Housing, Neighbourhood and Building Services in conjunction with the Section 151 Officer and in consultation with the Cabinet Member for Environmental Services.

5.10. Branding for the new service, 'Leaf it Out', is underway and all customer information points being updated in readiness for 1<sup>st</sup> April 2024.

5.11. Existing bins in circulation at customer addresses will remain with clients, and customers will be sent a sticker with the new branding to place over the current logo on the bins.

## **6. Outline of the New Garden Waste Collection Service - 'Leaf it Out'**

6.1. The Green Waste Club operated by Biffa will cease to operate from 31<sup>st</sup> March 2024, and 'Leaf it Out' will launch on 1<sup>st</sup> April 2024. Work is in progress to understand how customers will transfer from one service to the other.

6.2. Branding for the new service has been designed and shown below.



6.3. The Council run garden waste collection service will offer only 12-month contracts to customers, and the discount Biffa were able to apply previously due to external funding boosts will not apply - all customers will be charged the same rate for the service. This is due to the need to procure a new vehicle for the service. (Government funding paid for the vehicle when the green waste club started and therefore a discount was applied to the first 5000 customers).

## 7. Reasons for Recommendations

7.1. The decision taken on 21<sup>st</sup> June 2022 to bring the waste collection service in house recommended work towards this started immediately. The work to transfer and mobilise the service is underway, and a cross directorate project team have been overseeing the implementation work. The Environmental Services portfolio have been updated on the work and this report further provides an update on all the work areas.

7.2. The garden waste collection service will be solely run and operated by the Council, with the Council taking all risk and reward. The recommendation for the Cabinet Member to approve the new pricing schedule (12-month contracts only) is to



ensure the percentage customers who opt to sign up with the Council service is maximised as we understand the demand and needs of the service.

7.3. Delegation of approval for future price increases to the Director of Housing, Neighbourhood & Building Services in conjunction with the Section 151 Officer and in consultation with the Cabinet Member for Environmental Services, will ensure there is no lengthy approval process each year and any price increase can be communicated to customers as soon as possible.

7.4. Communications to the customer will be planned to ensure continuity of service and the change in service provider has no impact on the customer. There is a notification in the Autumn/Winter Flagship planned, the Garden Waste pages on the Council website will be updated and correspondence sent to each customer via email or letter with details on how to renew their current service or join if they are a new customer.

## 8. Integrated Impact Assessment

8.1. The integrated impact assessment from the decision to bring the service in house has been reviewed and is still applicable.

## 9. Legal Implications

9.1. The overarching waste collection service in-housing project entails multiple smaller projects and Legal Services are engaged and continue to provide legal support to the project team with regards to these projects.

9.2. With regards to projects that involve the purchase of services and/or goods, the project team is ensuring that any such purchases are being undertaken in accordance with public procurement rules as well as the Council's internal governance arrangements.

9.3. With regards to the new Garden Waste Collection Service, discussions are ongoing with Biffa to ensure a smooth transition for the customers from Biffa to the Council whilst ensuring that the proposed transition is carried out in accordance with the laws and the interests of the Council are protected.

9.4. With regards to charges for the new Garden Waste Collection Service, in accordance with section 45(3) of the Environmental Protection Act 1990 (as amended), the Council does not have the right to charge the customers for the collection of household waste (including garden waste) **except in cases**



**prescribed in regulations** made by the Secretary of State; and in any of those cases:

- (a) the duty to arrange for the collection of the waste shall not arise until a person who controls the waste requests the Council to collect it; and
- (b) the Council **may recover a reasonable charge for the collection of the waste** from the person who made the request.

9.5. In addition, paragraph 4 of Schedule 1 to The Controlled Waste (England and Wales) Regulations 2012 (as amended) prescribes that the Council may charge for the collection of garden waste, but not for the disposal, provided that the charge is reasonable as per section 45(3) of the Environmental Protection Act 1990.

## 10. Director of Finance's comments

- 10.1. Finance staff have been working, in consultation with the Waste Service, Human Resources and the Biffa local management team, to refine the financial forecast relating to the cost of the in-house provision of waste collection.
- 10.2. The underlying methodology has been to take the existing Biffa operations data for staffing in the waste collection service areas of Core, Food Waste and Garden Waste and model these parameters to nearest PCC pay scales and Terms & Conditions, as effective from 1 April 2024, whilst recognising TUPE implications and the requirement to maintain operational service with agency staff.
- 10.3. The modelling also considers other overheads, based on new contracts from April 2024. These include vehicle maintenance, collection software tools and fuel, along with depot rents. Income from the current operation has been restated to the equivalent value for an in-house service.
- 10.4. The income from the Garden Waste Service will offset the increased costs of in-house provision. The cost of acquiring the existing garden waste bins is being negotiated with Biffa and will be within the approved £100,000 capital programme budget, leaving a balance for any additional or replacement bins required.
- 10.5. It is anticipated that the cost of the in-house service provision will be within the range of projections, 21<sup>st</sup> June 2022 being the first year of the service in-house, there will be some risks. Most noteworthy of these would be sickness levels above historic norms, garden waste club subscriber losses reducing income and risks on vehicle fuel prices.

.....  
Signed by: James Hill - Director of Housing, Neighbourhood and Building Services

**Appendices:** None

**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
'Provision of Waste Collection Services'	<a href="#">Provision of waste collection services.pdf (portsmouth.gov.uk)</a>

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

.....  
Signed by:

This page is intentionally left blank