



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

SUPPLEMENTARY PAPERS

Committee	ENVIRONMENTAL SCRUTINY COMMITTEE
Date and Time of Meeting	TUESDAY, 15 MAY 2018, 4.30 PM
Venue	COMMITTEE ROOM 4 - COUNTY HALL
Membership	Councillor Patel (Chair) Councillors Philippa Hill-John, Owen Jones, Lancaster, Lay, Mackie, Owen, Wong and Wood

The following papers were marked 'to follow' on the agenda circulated previously

- 5 Pre Decision Scrutiny of Cabinet Paper titled 'Recycling & Waste Management Strategy - 2018 to 2021' (Pages 3 - 150)**
- (a) Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment has been invited to attend the meeting and make a brief statement on the item titled 'Pre Decision Scrutiny of Cabinet Paper titled 'Recycling & Waste Management Strategy – 2018 to 2021' (if he wishes);
 - (b) Officers from the Planning, Transport & Environment Directorate have been invited to attend to deliver a presentation on the item titled 'Pre Decision Scrutiny of Cabinet Paper titled 'Recycling & Waste Management Strategy – 2018 to 2021' and answer Member questions;
 - (c) Questions by members of the Committee.

Davina Fiore

Director Governance & Legal Services

Date: Wednesday, 9 May 2018

Contact: Graham Porter, 02920 873401, g.porter@cardiff.gov.uk

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

15 MAY 2018

**PRE DECISION SCRUTINY OF CABINET PAPER TITLED ‘RECYCLING &
WASTE MANAGEMENT STRATEGY – DELIVERY PLAN REQUIREMENTS
2018 – 2021’**

Reason for the Report

1. A report titled ‘Recycling & Waste Management Strategy – Delivery Plan Requirements 2018 to 2021’ is due to be received at the Cabinet meeting on the 17 May 2018. The report will deal with decisions required to progress components of the Recycling Waste Management Strategy 2015-18, and update the strategy for the next three years.
2. As part of the delivery of the Recycling Waste Management Strategy 2015-18, and in preparation for an updated strategy, the report seeks approval for:
 - The expansion of the provision of wheeled bins in the city;
 - Proposed changes to Household Waste Recycling Centre (HWRC) education stations;
 - A pilot scheme for the collection of domestic glass waste for recycling, which is separate to other household waste collections; and,
 - Consultation on a draft Recycling and Waste Management Strategy 2018-21, as well as the future infrastructure, partners and service standards required to meet statutory Welsh Government targets for recycling.

Background

3. Cardiff is Britain’s best performing Core City for recycling. Driving recycling rates, improving operational efficiencies and reducing service costs continue to be priorities for the Council. The Council will, therefore, update the Recycling Waste

Management Strategy 2015-18 to respond to the reduce, reuse recycling and waste challenge.

4. This is in the context of demanding recycling targets, where statutory recycling targets impose a £200 per tonne penalty for failure. If the Council does not increase the recycling performance year on year, the annual fines could quickly escalate to excess of £3.5million by 2020. If the Council stays at 60%, recycling fines could total and grow to over £10.45m by 2025.
5. Global recycling markets are also having an impact on the cost efficiency of local Waste and Recycling services. Since approving the Strategy in 2015, the recycling markets have seen a decrease in market values alongside an increase in quality demands for recycled materials. This places increased pressure on the Council to improve the quality of separation and clean materials from both the kerbside and materials recycling facilities.

Update to the Recycling and Waste Strategy

6. The updated strategy will build on the current Recycling and Waste Management Strategy 2015-2018 and will outline the planned changes to drive forward the next phase of the Council's recycling delivery. It is designed to meet the Council's statutory obligations.
7. The legislative context of recycling and sustainability in Wales aligns with the commitments made in the Council's Capital Ambition document. It places great value on recycling education, cleaner streets and community partnerships to drive sustainable attitudes and behaviours. These are of key importance in the updated strategy.
8. The Council is subject to a wide range of legislation relating to recycling, waste treatment and disposal. The key principles of this legislation are to deliver waste minimisation, increased recycling and address a broad range of statutory obligations. The core legislative drivers relevant to the Cabinet report are:
 - Waste (England and Wales) (Amendment) regulations 2012;

- The Landfill Allowances Scheme (Wales) Regulations 2004 for the disposal of biodegradable waste;
- Waste (Wales) Measure 2010;
- Recycling, Preparation for Re-use and Composting Targets (Definitions) (Wales) Order 2011 and Regulations 4 and 5 of The Recycling, Preparation for Re-use and Composting Targets (Monitoring and Penalties) (Wales) Regulations 2011 for recycling performance targets.

9. To meet the legislative requirements the Council must move from achieving 60% recycling to at least 64% in the next two years and to 70% by 2024/25. This means that at least a further 20,000 tonnes is required to be recovered to meet those targets. While the city grows so does the volume of discarded items from householders. These proposals explain where the performance is required to improve and how the Council plans to help residents, business and its services to deliver those changes.
10. The Council remains committed to take preventative measures to ensure future recycling targets are secured and cost efficiencies maximised. The updated strategy tests the Council's compliance with the duties to collect recyclable materials separately while being cost effective and obtaining high quality recycling.
11. The report will look at the areas of recycling potential and the areas of focus to improve the recycling yields across the various waste streams to achieve the required increased performance. The strategy will set out the main areas where recycling remains available and should be targeted and explains how 70% and a further 20,000 tonnes of recovered recycling can be achieved.

Cabinet Report – Recycling & Waste Management Strategy – Delivery Plan Requirements 2018 to 2021

12. A copy of the report titled 'Recycling & Waste Management Strategy – Delivery Plan Requirements 2018 to 2021' is due to be received by Cabinet on the 17 May. It is attached to this report as **Appendix A**. The Cabinet report introduces the 'Recycling & Waste Management Strategy 2018 to 2021' that is attached to this report as **Appendix 1**.

13. The 'Recycling & Waste Management Strategy 2018 to 2021' includes a further six appendices, these are listed below and individually cover the main aspects of the strategy:

- **Appendix A1:** Separate Collection of Glass
- **Appendix A2:** Wheeled Bin Expansion
- **Appendix A3:** Minimisation, Education, Reuse and HWRCs
- **Appendix A4:** Planning Ahead – Infrastructure and Partners
- **Appendix A5:** Service Standards
- **Appendix A6:** Recycling Performance

14. In addition to Appendices 1 to A6 the 'Recycling & Waste Management Strategy 2018 to 2021' is supported by three further appendices that are referenced below:

- **Appendix B** – Gap Analysis
- **Appendix C** – Compliance with Welsh Government Collections Blueprint
- **Appendix D** – Equality Impact Assessments & Screening Tool

15. At the meeting Members will have the opportunity to review the 'Recycling & Waste Management Strategy 2018 to 2021' and ask any questions that they might have on the ten supporting appendices.

Previous Scrutiny

16. The Environmental Scrutiny Committee received an item titled 'Update to the Recycling & Waste Management Strategy' at its meeting on the 17 April 2018. This involved receiving a presentation on the basic principles and suggested structure for Cardiff's Recycling & Waste Management Strategy – 2018 to 2021. At the meeting Members will have the opportunity to scrutinise the actual documents supporting this revised strategy.

Way Forward

17. The Cabinet Member for Clean Streets, Recycling & Environment and officers from the Planning, Transport & Environment Directorate have been invited to provide a presentation on the item and answer any questions that Members may have.

Legal Implications

18. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

19. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

The Committee is recommended to:

- i. Note the contents of the report and pass on to the Cabinet any comments, observations or recommendations that they might have.

DAVINA FIORE

Director of Governance & Legal Services

10 MAY 2018

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Recycling Waste Management Strategy

Cardiff Council - Updated Strategy 2018-21



WORKING FOR CARDIFF, WORKING TOGETHER

MAE'R DDOGFEN HON AR GAEL YN GYMRAEG / THIS DOCUMENT IS AVAILABLE IN WELSH

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Introduction

Cardiff is one of the UK's fastest growing cities. While this growth is a signal of strength and a period of opportunity for the city's economy, it will bring challenges too. It will put pressure on both the city's physical infrastructure - like our roads and public transport system - and our public services. With Cardiff projected to grow by more than every other Local Authority in Wales combined over the next 20 years, more waste will be created. Not only does this waste need to be dealt with sustainably, but the Council must also increase the amount it recycles to meet statutory recycling targets whilst dealing with waste collection in the most cost effective way possible.

Cardiff is already Britain's leading major city for recycling, with recycling and composting rates having increased from 4 % to 58 % over the last 15 years. This represents an important achievement by the residents of the city, and Capital Ambition makes clear the administration's commitment to increasing the levels of recycling whilst providing an effective and efficient waste collection service.

Moving forward, Cardiff could become one of the world's leading recycling cities if recycling rates could be increased beyond 70 % by 2025. What this means in practice is that the Council will need to recycle a further 17,000 tonnes of the city's waste by 2025 to meet Welsh Government's 70 % target. Every tonne missed from the target could cost the Council £200 in fines. If the city's recycling rates do not increase, and remain at 58 %, the resulting fine by 2025 could be as high as £10m.

The city is well placed to respond. The Council's Recycling Waste Management Strategy 2015-18 - which set out the Council's approach for reducing waste and increasing reuse and recycling opportunities for residents and businesses - has delivered real progress.

It is clear, however, that there is more to be done. There are challenges in increasing recycling and achieving efficiencies in waste collection in a city as large and diverse as Cardiff. The fact that the Council must collect waste from several different property types - including terraced housing, houses with multiple occupants, medium and high density flats - means that finding a solution that meets the needs of citizens as well as the aspirations of a sustainable city is difficult. There can be no "one-size-fits-all" solution, and we need to work with communities to tackle waste and improve recycling across Cardiff.

We also know that in some of the more disadvantaged areas of the city, recycling rates are persistently low. This is a challenge that must be met with greater support and improved education. More broadly, the world market for waste is changing, meaning that, as a city, we will all have to do more. Unless we do so, the financial cost of dealing with waste in the city, not to mention the global environmental cost, will simply become too high.

This strategy will play an important role in helping to keep Cardiff streets clean. To do this staff from across the Council will work across departmental and organisational silos, integrate services, build new partnerships and use new technology to help keep streets clean, as part of a Total Street approach.

The updated Recycling and Waste Management Strategy 2018-2021 will therefore help the city meet its recycling targets, deliver a cost effective waste collection service and, more generally, deal sustainably with household waste.

CLlr Michael Michael
Cabinet Member for Clean Streets, Recycling and Environment



1. Overview

The Council's Recycling and Waste Management Strategy is reviewed every three years, with the last strategy covering the period 2015-18.

This update to the strategy is informed by:

- *the administration's Capital Ambition commitments to increase recycling, deliver an efficient waste service and ensure Cardiff streets are clean;*
- *the need to comply with legislation;*
- *a review of the Recycling Waste Management Strategy 2015-18; and*
- *a formal consultation process which will run from June to August 2018.*

The strategy reaffirms the Council's core principles for increasing recycling and the actions identified in the previous strategy, which will continue to be driven forward in addition to new and emerging actions that also need to be progressed during 2018-21. The following appendices provide further detail..

- **Appendix A1** - Separate collection of glass
- **Appendix A2** - Wheeled Bin Expansion
- **Appendix A3** - Minimisation, Education, Reuse and HWRCs (Household Waste Recycling Centres)
- **Appendix A4** - Planning Ahead - Infrastructure and Partners
- **Appendix A5** - Service Standards
- **Appendix A6** - Recycling performance
- **Appendix B** - Gap analysis
- **Appendix C** - Compliance with Welsh Government "Collections Blueprint"
- **Appendix D** - Equality Impact Assessments and Screening Tool



2. Cardiff's Recycling Waste Management Strategy

2.1 Key Principles

The Recycling Waste Management Strategy 2015-18 established a series of key principles that provided the policy foundations for increasing recycling and dealing effectively with waste management in the city. These key principles included:

Key Principle	Purpose
Waste Minimisation	To inhibit the growth of Municipal Solid Waste per capita by promoting waste minimisation initiatives with a long term aim of reducing growth to zero.
Awareness and Education	To raise awareness with the public and the Council of the need to enhance reuse, high quality recycling and composting throughout the city through comprehensive stakeholder engagement.
Maximise high quality Reuse, Recycling and Recovery	To ensure compliance with all legislation and guidance produced, with the ultimate aim of achieving 70 % reuse/recycling/composting rate by 2024/25.
Minimise Waste to Disposal	To minimise the amount of Municipal Solid Waste sent for disposal, by not exceeding the maximum amount of energy from waste facility targets set by Welsh Government.
Partnering	To work with local partner organisations, where practicable, to deliver local, regional and national benefits.
Cost Effective Service	To provide a value for money waste management service which is cost effective and efficient.
Sustainable Management	To offer waste management services that offer substantially improved sustainability, and much reduced carbon emissions and carbon footprint.

These principles, which have served the Council well, must continue to underpin the Council's strategy as it seeks to increase recycling rates and improve the operating efficiency of the waste service. They will also underpin the delivery of a Total Street approach to keeping streets and public spaces clean whilst joining up Council services.



The 2018-21 strategy will therefore continue with the core principles of the Council's Recycling and Waste Management Strategy, which have also been reinforced by the policy commitments set out in Capital Ambition.

2.2 Key Achievements

Cardiff's Recycling Waste Management Strategy 2015-18 has delivered successfully, with appropriate investment, changes to operational practices as well as behavioural change. It has resulted in overall recycling, reuse and composting rates rising from 53 % in 2014/15 to the current rate of over 58 %.

The increase in overall recycling rates is significant, and the Council thanks its residents for their co-operation in the waste restriction scheme. Over the last three years, the strategy has also enabled Cardiff to:

- *Increase recycling performance and meet statutory targets*
- *Deliver a new and improved Household Waste Recycling Centre (HWRC) at Lamby Way*
- *Provide a free bulky waste collection service for recyclable items*
- *Introduce a reuse partnership at Bessemer Close and Lamby Way HWRCs*
- *Move closer to the Welsh Government's "Collections Blueprint", which is its recommended approach for the collection of household waste*
- *Move to the provision of 140L wheeled bins and equivalent restriction via the provision of red striped 'bespoke' bags across the city*
- *Replace single use bio-bags for garden waste with re-useable sacks across most of the city*
- *Deliver the organic waste treatment contract for food and green waste recycling*
- *Prevent non-Cardiff residents from using HWRCs by introducing a requirement to provide proof of residency*
- *Secure new recycling markets for tyres, mattresses, carpet and uPVC*
- *Charge £25 for replacement of lost or stolen wheeled bins*
- *Commence regional contracts to process food waste and garden waste within Wales*



3. Informing the Updated Strategy

3.1 Review of the Recycling Waste Management Strategy 2015-18

The previous strategy was broken down into five separate phases that were reviewed as part of the ongoing process of delivery. The review has also informed the updated strategy for 2018-21, with progress summarised below:

Phase	Progress Review
Phase 1: Residual waste restriction programme	Phases 1 and 2 have been delivered in full, and have resulted in our overall recycling performance rising from 53 % in 2014/15 to 58 % in 2016/17.
Phase 2: Household Waste Recycling Centres, new markets and reuse options	
Phase 3: Recycling collections change requirements	Phase 3 was completed in 2015. Further review will be required to continue to move with market and performance requirements.
Phase 4: Recycling infrastructure	A new Household Waste Recycling Centre was completed in 2017. Additional recycling performance was achieved through the treatment and recycling of street sweepings and mattresses. Phases 4 and 5 will continue to be delivered through the updated strategy.
Phase 5: Additional recycling performance; commercial, cleansing 2017/18	

The current approach has also moved the Council closer to Welsh Government's preferred Collections Blueprint, which outlines their recommended approach for collecting household waste and aims to increase the rates of high quality recycling, achieve cost savings, and deliver sustainable development. It should be noted that no Local Authority in Wales currently meets all the requirements of the Collections Blueprint. Actions contained within this revised strategy will mean further improvements in accordance with the Collections Blueprint.

A full gap analysis was also undertaken to identify both the actions delivered and actions outstanding since 2015. This is included as **Appendix B** to this strategy.

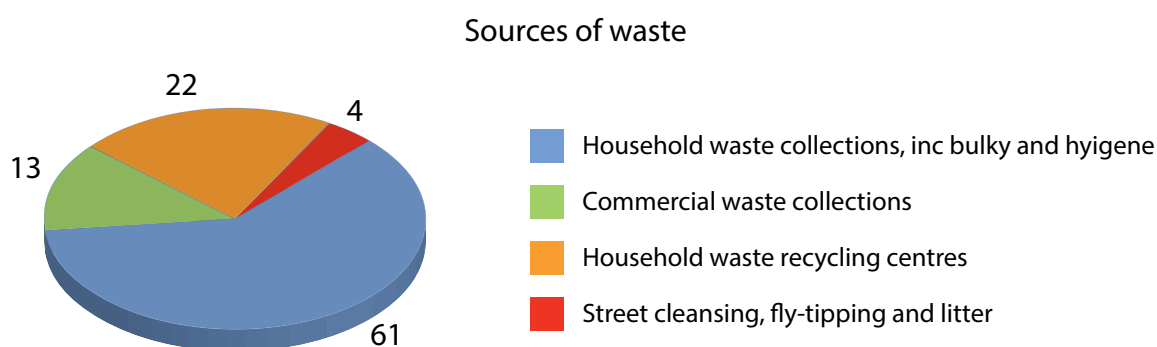


3.2 Comparative Performance

In comparing Cardiff's performance, the Council performs well in many areas. The biggest difference between Cardiff and other Local Authorities in Wales is the high volumes of commercial waste produced and the pressures that a city centre economy brings. Large-scale events and businesses do not always recycle the same quantities of waste as households, although this is improving.

Only the waste collected - and subsequently recycled - by the Council from these businesses is included in the tonnages that contribute to the overall recycling figures for the Council. Commercial waste collections can therefore have a significant impact on slowing down overall recycling rates if the recycling rate of waste collected from businesses does not perform as highly as national targets demand.

The proportion and sources of waste collected by the Council and included in recycling performance definitions are outlined below:



Commercial waste recycling services provide an income stream that supports the Council to deliver all of its waste recycling services. When Cardiff is benchmarked against other UK Core Cities, who face similar challenges to Cardiff, it is clear that the city delivers a much higher recycling performance than other major UK Core Cities, even when accounting for the differences in collection data.

Area	Recycling performance 2016/17 (%)
Wales	63.8
CARDIFF	58.1
Edinburgh	42.3
Bristol	43.4
Manchester	36
Glasgow	26

3.3 Legislative Requirements and Statutory Recycling Targets

The Welsh Government has set demanding statutory targets for all Welsh Local Authorities. Failure to meet these targets carries a £200 per tonne penalty, and the statutory targets for Cardiff are summarised below:

Waste collected by Local Authorities (Cardiff)	2019/20 Targets	2024/25 Targets
Minimum overall recycling	64 %	70 %
Maximum level of landfill	10 %	5 %
Maximum level of energy from waste	36 %	30 %
Biodegradable Landfill Allowance	33,557t	-

The statutory target of 58 % that was set for 2015/16 must be maintained or improved upon until 2019/20. Incremental increases are required year on year to achieve or exceed the required 64 % in 2019/20. To date, no fines have been issued to any Welsh Local Authorities provided that a clear improvement plan was presented to the Welsh Government. This is entirely at the Welsh Government's discretion, and the risk of larger fines could escalate to £10.45m by 2025 if the Council were to remain at the current recycling rate.

Do Nothing option based on 2016/17 (58%) performance	Local Authority Recycling Target	Recycling Tonnage deficit	Annual Fine value
2017/18	58 %	-	-
2018/19	58 %	-	-
2019/20	64 %	6,970	£1.394m
2020/21	64 %	6,970	£1.394m
2021/22	64 %	6,970	£1.394m
2022/23	64 %	6,970	£1.394m
2023/24	64 %	6,970	£1.394m
2024/25	70 %	17,424	£3.485m
		Total	£10.45m



It is unlikely that the decision of the UK Referendum to leave the European Union (Brexit) will have an impact on the regulations listed above. Waste is a devolved power and Welsh Government have already set recycling and waste targets over and above the requirements for European Union (EU) Member States.

Since the publication of the previous strategy in 2015, there have been no major changes to regulations. That said, the delivery of the new Environment Act (Wales) 2016 will have an influence on an updated strategy when the new Recycling and Environment Regulations are published, though they are not expected until 2019/20.

Revised Waste Framework Directive (rWFD)

The key EU legislation implemented for waste is Directive 2008/98/EC, or the Waste Framework Directive (European Commission, 2012). This legislation outlines high-level principles and approaches to the management of waste, which are to be implemented by the EU's Member States. The Directive introduces the waste hierarchy, which identifies the best and preferred method of waste management practices among EU Member States, whilst setting targets for the reuse and recycling of waste.

The Waste (England and Wales) (Amendment) Regulations 2012

The requirement for EU Member States to establish national waste management plans resulted in The Waste (England and Wales) Regulations 2011 being produced to transpose their interpretation of the key requirements within the rWFD. These were amended in 2012, forming The Waste (England and Wales) (Amendment) Regulations 2012.

Towards Zero Waste Strategy

The Welsh Government's Towards Zero Waste (TZW) Strategy is the overarching waste strategy for Wales and describes a framework for resource efficiency and waste management between now and 2050. The strategy outlines the actions that need to be taken if Wales is to reach its ambition of becoming a high recycling nation by 2025, and a zero waste nation by 2050.

TZW outlines challenging targets that all Local Authorities must achieve which not only focus on achieving high levels of recycling, but also exceed the EU landfill diversion rates. The strategy also outlines preferred methods of collection and treatment of waste and recycling, and seeks to stem the growth of waste.



Municipal Sector Plan – Part 1 “Collections Blueprint”

The Collections Blueprint describes the Welsh Government’s recommended service profile for the collection of household waste. It is anticipated that the recommended service will result in high rates of high quality recycling, significant long term cost savings and improved sustainable development outcomes.

The key emphasis throughout the document is to achieve “closed loop” recycling, in which waste is collected, recycled and used to make new products; however, this requires high quality material. A comparison of Cardiff’s service and the Collections Blueprint is provided as **Appendix C**. Failure to conform to the requirement of the Collections Blueprint could result in the reduction/removal of funding from the Environment Sustainable Development Grant (ESDG) – during 2017/18, this was worth £6.6 million to the Council.

3.4 Well-being of Future Generations (Wales) Act 2015

The Act ensures that all public bodies consider the long term impacts of policy on future generations when making decisions, particularly by having due regard to the Sustainable Development Principle. The Sustainable Development Principle is characterised by the following Five Ways of Working:

1. Integration

E.g. Integration of waste collection and cleansing teams, as the Council seeks to increasingly work across organisational and departmental boundaries.

2. Collaboration

E.g. Collaboration with the British Heart Foundation in developing Reuse Centres and the development of “Love Where you Live” community litter picks with local residents. In addition, established contract partnerships with neighbouring authorities.

3. Prevention

E.g. Minimising general waste, minimising waste sent to landfill and increasing recycling. Support public services that deliver clean streets and prevent environmental crime.

4. Involvement

E.g. Consultation on the proposed strategy and work with resident groups and partners to help keep Cardiff tidy.

5. Long Term

E.g. Consideration of future waste trends, review of population and household growth figures and a review of Cardiff’s recycling potential in order to achieve and exceed recycling targets.

In complying with the Act, the strategy can demonstrably point to how the Sustainable Development Principle and the Five Ways of Working have shaped its development. The strategy has also been subject to a Statutory Screening Assessment, attached as **Appendix D**.



4. Cardiff Recycling and Performance Potential

A waste flow review has confirmed that achieving recycling targets of over 70 % is feasible, but will not be achieved without a series of changes to the current operating model, market environment and recycling behaviours. Achieving a 70 % + recycling rate would therefore require:

- *More education and awareness;*
- *Cultural and habit changes;*
- *New external markets becoming viable and stable;*
- *Stronger enforcement of recycling;*
- *Balancing the commercial income generated through commercial recycling to risk.*

If certain barriers were removed, behaviours sufficiently changed and the market conditions were right, there are a number of areas where the Council could increase the amount it recycles.

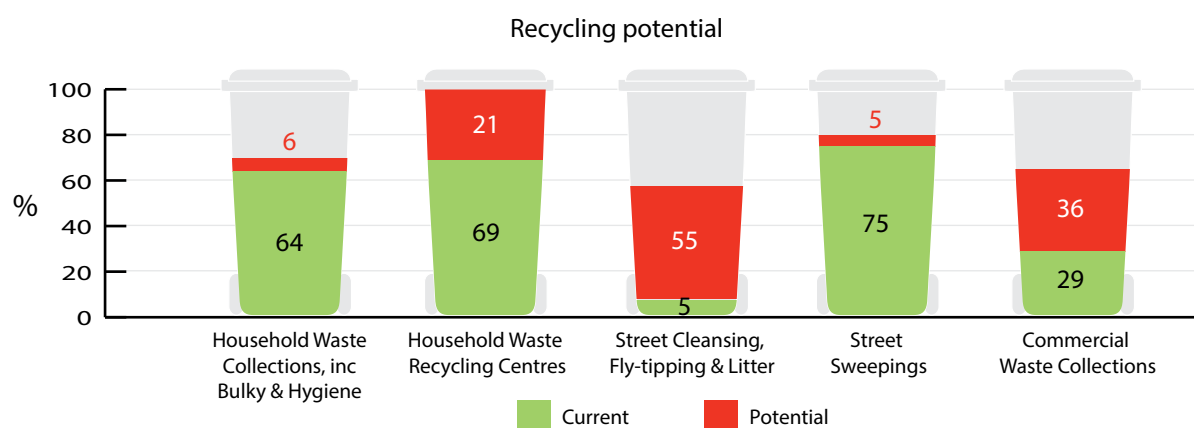
Whilst it is difficult to accurately predict people's behaviours against a background of rapid population growth, the review has determined that there is sufficient recyclate still available in the residual streams to achieve 70 % or above recycling within the city. Based on the current tonnages achieved and the composition analysis of what is available, the summary on the following page outlines how 70 % can be achieved. Further details can be found in **Appendix A6**.

4.1 Potential for Increasing Recycling

Based on our analysis of waste and recycling we believe that there is potential to increase recycling in a number of areas. These include:

- *Household Waste: Household kerbside collections, bulky, hygiene & bring sites*
- *Household Waste Recycling Centres*
- *Street Cleansing, Fly-tipping & Litter*
- *Street Sweepings*
- *Commercial Waste Collections*
- *Secondary recycling (i.e. the material/product is reused in some other way without reprocessing)*

The potential increase is summarised below:



Area	Recycling and Performance - Potential Improvements	Tonnes of Waste Collected 2016/17	Potential Additional Tonnages for Recycling
Household Waste: Household kerbside collections, bulky, hygiene & bring sites	<p>A further 6,600 tonnes could be recovered by increasing performance from 64 % to 70 %.</p> <ul style="list-style-type: none"> • Almost 1,000 tonnes could be achieved from recycling hygiene waste. • An additional 500 tonnes could be achieved from textiles. • More people could be supported to recycle more items • Further reuse and sorting of bulky items. <p>Performance improvement will be primarily driven by education and influencing habits of residents to recycle correctly and as much as possible.</p>	106,801t	+6,600t
Household Waste: Recycling Centres	<p>Ensuring residents recycle as much as possible at the HRWCs.</p> <p>Pursuing new market opportunities for hygiene and PVC windows could yield additional tonnages for recycling.</p>	38,383t	+7,700t +1,000t
Street cleansing, litter and fly-tipping	Litter, cleansing and fly-tipping contribute a smaller proportion of the whole waste stream, but even small changes could yield an additional half a percent in overall recycling performance.	3,155t	+1,500t
Street Sweepings	Reducing the contamination as the sweepings are collected.	5,587t	+280t
Commercial Waste Collections	<p>Based on the compositional analysis there is a large proportion of recycling available in the commercial waste streams.</p> <p>Of the current level of Commercial Waste collected, approximately 30 % is recycled. If this was increased to 58 %, a further 5,800 tonnes could be recycled. However, balancing this with market growth and income will mean a slower timeline to improve recycling in this area.</p> <p>Targeting new single stream collections and skips services.</p> <p>Embracing Environment Act Regulations to promote and support landfill bans and separate recycling collections.</p> <p>Working with Welsh Government on deposit schemes and reuse.</p>	21,007t	+5,800t
Secondary recycling	There are secondary opportunities to remove more recycling from residual streams. By sorting through residual skips and other residual streams such as fly-tipping, further tonnage can be recovered for recycling.	-	+ 3,000t

5. Completing Issues Identified in the 2015-18 Strategy

Following the review of the 2015-18 Strategy, five key areas of focus have been identified that require immediate action, in order to complete the delivery of the 2015-18 Strategy and support the delivery of the updated Strategy for 2018-21.

Piloting a separate glass waste collection service

In order to reduce operational processing and maintenance costs the Council will pilot a fortnightly collection of glass waste in a separate container for recycling purposes.

The weekly green bag collection service will remain for all other materials, but the glass must be placed in a separate container. This will mean high quality glass can be provided for recycling, so reducing the risk of losing a glass-recycling outlet for the Council. The changes will be self-financing; the current cost of recycling the glass will be replaced with an income.

This will fund the additional collection costs of providing this service. On completing the pilot, residents will be consulted and the feedback will inform the further development of the Recycling and Waste Management Strategy. The information regarding the background and the pilot for a separate glass collection is attached **Appendix A1**.

Expand the Wheeled Bin Service

The benefits of the provision and use of wheeled bins, where appropriate, are well established when compared with bag collections. They reduce street litter and pest attacks. Wheeled bins also provide safe storage and movement of waste for employees and residents.

A further 3,000 households (approx.) are deemed suitable for wheeled bins, under the current established criteria. Local consultation will be undertaken with ward members to agree the full extent of the expansion programme. These changes will be delivered within existing resources and further detail is attached as **Appendix A2**.



Minimisation, Education, Reuse and Changes to Household Waste Recycling Centres

The Council will continue its commitment to promoting waste minimisation through education alongside reuse partnerships. Clear education messages and activities will further support change to enable residents to reuse and recycle more in the correct way. A reuse partnership is now well established with British Heart Foundation, and further growth of niche reuse such as medical aids and tools will be provided. The Council is committed to utilising its assets to support the growth of reuse partnerships.

A key area identified for improvement is within the HWRCs. Whilst the Council offers over 30 different recycling options for residents, a significant proportion of waste is still not sorted appropriately, if 80 % recycling could be achieved, almost 7,700 tonnes could be added to recycling performance. A number of users are simply bagging all types of waste and disposing of it in the general waste skip. The Council will therefore introduce an 'education station' at the HWRCs to support residents bringing in bagged mixed-waste.

This will assist in reaffirming the messages being conveyed to residents about how to recycle effectively and help them to prepare their waste appropriately before visiting the HWRCs to enable as much recycling as possible. Full proposals to meet and exceed the 80 % recycling targets set for HWRCs, the reuse plans, and community engagement strategy are attached as **Appendix A3**.

Develop new recycling infrastructure

There is a clear need to consider Cardiff's future waste infrastructure requirements in view of the city's growth. The Local Development Plan (LDP) sets out the areas of major growth within the city and whilst the current HWRC infrastructure will absorb the north-east growth, long term demand must be considered in the growth areas of the city. A new domestic and commercial HWRC will be required to accommodate further growth areas of the City, to futureproof maximum re-use and recycling opportunities for non-kerbside collected waste. A business case will be required providing a suitable location assessment and to there will be a 2-3 year lead times on delivering planning, permitting and construction for such a site, once appropriate land has been acquired.

In the same way, the Council needs to deliver an outline business case for future materials recycling facilities. The existing Materials Recycling Facility at Lamby Way will meet the medium term needs of the Council, but not the long term due to asset depreciation and future growth volumes. Again, due to the costs, land and development timelines involved in such a new project, work is required now. Equally, for such a large venture, economies of scale are vital.

The Council wishes to explore regional working, following on from the successes of Prosiect Gwyrdd for residual waste and the Cardiff Organic Waste Treatment contracted partnerships. Both studies will review technical surveys and feasibility studies, which can then inform the next revision of the LDP. The Council's future infrastructure will consider changing packaging demands and consumer habits towards paper, plastics and potential deposit return schemes. Further detail, with a summary of requirements, is attached as **Appendix A4**.

Explore opportunities relating to Options to Improve Efficiency and Customer Experience

To deliver improvements to meet customer needs, operational efficiencies and exploring ways of working that improve value for money are always needed for continual improvement. This section sets out various options that can be explored to determine if further efficiencies can be delivered. These include considering collecting on Bank Holidays or a different collection window in the day to reduce the number of 'catch-up weeks' or avoid parking and traffic issues can both reduce the frequency of missed services. Other efficiencies that could be brought forward are to review green waste compost collections services during winter months to a more demand led service may also provide a better customer experience. All are to be explored in more detail. A case study in relation to alternative working patterns, and a high level option appraisal for some options for compost collection improvements for customers and efficiency, are attached in **Appendix A5**.

All changes proposed in the updated Recycling and Waste Management Strategy will be based on robust financial modelling and strong business cases. New markets and existing outlets also need to be stable and yield good quality recycling, whilst the Council will continue to support targeted education and a zero tolerance approach to poor waste ownership.

6. Increasing the Recycling Rate: Actions for 2018-21

The Council will build on the waste minimisation, reuse and recycling approach set out in the Recycling Waste Management Strategy 2015-18.

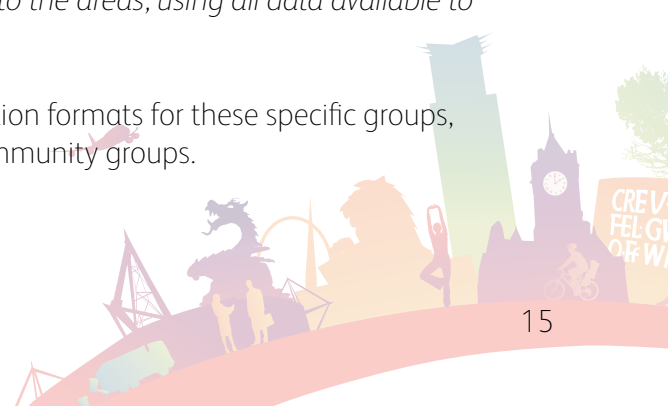
Education

It is important to acknowledge the role of the public in raising levels of high quality reuse, recycling and composting and in helping to maintain the quality of their local streetscene. The Council can undertake detailed waste flow modelling, analyse collection data, research best practice and initiate improvements to infrastructure and recycling and waste schemes, but none of that practice is worthwhile without the full support and participation of the public.

As strategic changes are implemented, full communication plans will be drafted with the support of the Council's communication team and community leaders. A range of methods will be employed to communicate with all customers, both internal and external. These will embrace all available media formats, and recognise the social and demographic variations across Cardiff

- *We will provide targeted educational messages specific to the areas, using all data available to identify the message required.*

In addition, the Council will consider preferred communication formats for these specific groups, seeking advice from neighbourhood management and community groups.



The Council is also committed to the Equal Opportunities Policy, and will continue to offer material in formats such as large print, Braille and audio. Planned operational changes would be subject to Equality Impact Assessments.

- *We will make full use of communication material that is available from partner organisations, including fly-tipping publicity material from Natural Resources Wales.*
- *We will draw on best practice communication activities and case studies, as well as utilising existing research undertaken by partner organisations into behavioural change, demographics and preferred communication methods.*

Community based activities such as the 'Love Where You Live' and 'Really Rubbish' campaigns must continue to play an important role in raising awareness and volunteer support directly in communities.

- *We will build on the "Love Where You Live" and "Really Rubbish" campaign ethos to promote community ownership of issues relating to litter, waste and recycling, raising awareness and sense of social responsibility.*

Targeted Stakeholder Engagement & Communication

Stakeholder engagement and communication is essential to increase recycling rates across the city. The Council has some challenges, with students comprising 10.8 % of Cardiff's total population. This is a transient community, meaning that there is a need to invest in education and awareness raising on an annual basis.

- *We will continue to work in partnership with universities, students unions and the third sector to support students with street scene, reuse and recycling improvements.*

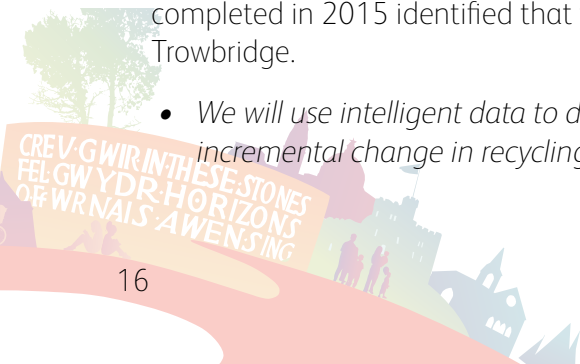
Ethnic minorities also account for 15.5 % of Cardiff's population, significantly higher than the Welsh average. Again, this requires information in specific languages and tailored support to ensure inclusivity and that key messages are received by all the city's residents. All key recycling and waste information is currently translated into 15 community languages.

- *We will work with community leaders and forums to ensure our communications support our Black, Asian and Minority Ethnic Communities to reuse and recycle more.*

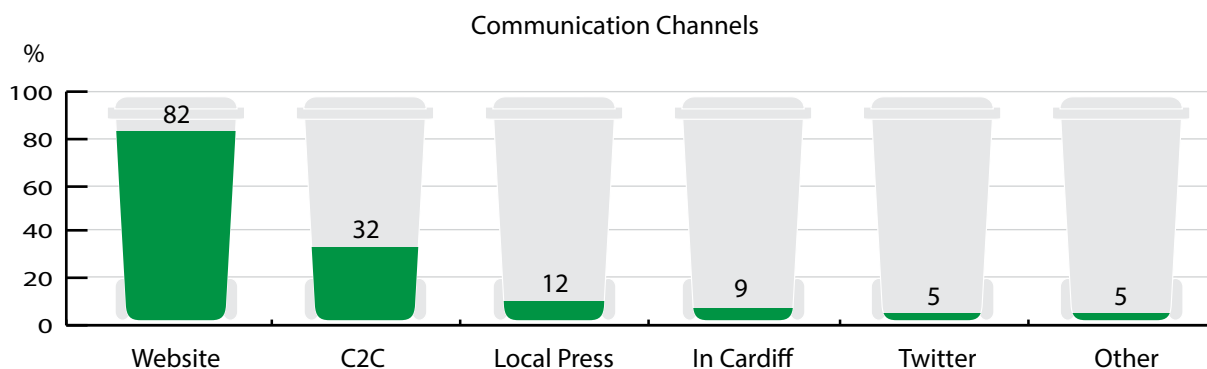
Targeted campaigns, taking into account the needs of these individual communities, are developed with advice from relevant stakeholders.

The Council will also make full use of all area-by-area data available to us to develop area-specific recycling plans with differing objectives. The education focus over the next three years will be within poor to mid-performing recycling areas. For example, a monitoring and improvement exercise completed in 2015 identified that the biggest positive gains could be achieved in Fairwater/Trowbridge.

- *We will use intelligent data to deliver targeted campaigns in areas that are likely to see the best incremental change in recycling performance*



It is not always possible to deliver a leaflet to every door in the city, which is why targeted improvement is essential. There is also growing evidence that many households do not respond well to 'cold' leaflets being delivered through the door. The Council will need to ensure that, as it moves forward with its digital agenda, new technology supports communication wherever possible. Recent Ask Cardiff surveys have also helped inform how and where people go to find their recycling and waste information: (summary below). This will again help us use more cost effective communication methods which residents also prefer to use.



In addition, the Council can now analyse on a ward-by-ward and street-by-street basis where residents are finding information about recycling and waste collection dates. We can again further tailor communication methods, based on our residents' preferred engagement methods.

Partnership working

A core principle remains a strong focus on partnership working. In addition to opportunities for shared regional infrastructure, continued collaboration regarding recycling markets and the production of goods from materials will continue to yield benefits through the economies of scale that partnerships bring.

- *We will explore community and charity partnerships, alongside local authority partnerships, to form the cornerstone of a strong longer-term recycling strategy and circular economy in this area.*

New Markets for Recycled Waste

When any potential new markets open up for recycling materials, the Council will explore the viability of offering expanded services to residents and businesses.

- *We will explore new markets as they become viable, such as hygiene waste, more hard plastics and polystyrene over the next 3 years.*

Single Use Plastics

The Council recognises the damage that waste plastics cause to the environment, and that single use plastics create unnecessary waste with negative impacts on our communities and environment. Approximately 400 million tonnes of plastic are produced globally each year of which 40 % are intended to be single use. Over 8 million tonnes of this plastic enter the world's oceans each year with most originating from the land. A reduction in the use of plastics and the recycling of those plastics that are recyclable, such as those collected from households in the city through the green bag scheme, can help protect our environment and support sustainable agendas.

- *We will bring forward a proposal for significantly reducing single use plastics – such as plastic cups and plastic cutlery – by the Council and within our supply chains by October 2018.*
- *We will work with partners to promote awareness of the environmental damage caused by single use plastics.*
- *We will continue to work with Welsh Water on the provision of drinking water refill stations.*
- *We will continue to promote the environmental benefits of the appropriate disposal and collection of recyclable plastics for recycling.*

Alternative fuel mediums

Capital Ambition supports the move towards more sustainable fuel sources. Waste services are already exploring alternative fuel mediums such as electric vehicles and hydrogen or compressed natural gas fuels for the Council's Heavy Goods Vehicle (HGV) fleet.

- *We will explore alternative fuel mediums - such as electric vehicles and hydrogen fuels for the HGV fleet - in order to contribute towards the Council's carbon reduction and clean air commitments, as well as the long-term sustainability of the fleet.*

Enforcement

Capital Ambition makes clear that the Council will operate a zero tolerance policy for the litter-throwers and fly-tippers who demonstrate a complete lack of respect for their neighbours and communities. This will mean increasing enforcement activities and fines.

- *We will adopt a "zero tolerance" enforcement approach towards environmental crime, for those in the community who do not take responsibility for their own waste. Enforcement will only be an option in cases where legislation, and political direction, is available to support it.*
- *We will update and revise environment crime policies, based around the fly-tipping, public protection and littering.*



Household Waste: Household kerbside collections, bulky, hygiene & bring sites

Kerbside collection policy

Towards the end of this strategy for 2018-21, the Council will retest the current approaches to ensure that they are providing the best value for money and sustainable outcomes, in line with the Welsh Government's preferred Collections Blueprint.

- *We will ensure the Council's TEEP (Technically, Environmental and Economically Practicable) position will be re-tested against the Recycling and Environment Regulations to ensure maximum cost effective recycling.*

Domestic collections, including bulky and hygiene collections

Household participation in recycling schemes and increases in the amounts of domestic waste presented by residents for recycling will continue to be critical to achieving higher level recycling targets. Citizen engagement and communications will be key in reaching the targets of 70 % or higher. As the technology develops, there is scope in future to consider motion sensors in bins. This can positively assist in a number of ways. This could accurately determine how much waste the Council is collecting, the number of properties per street presenting a particular type of waste for collection, along with providing detailed insight into whether a bin has been collected (but reported as missed).

- *We will, as technology emerges, maintain a watching brief on market place opportunities and bring forward a business plan at the appropriate time.*

As the city continues to grow, collection day rebalancing will be required. As new developments are built, the collection rounds (amount of properties serviced per vehicle) need to be rebalanced and this can mean having to change the collection days for wards and/or properties. "Re-zoning" the collection days is typically required every five years.

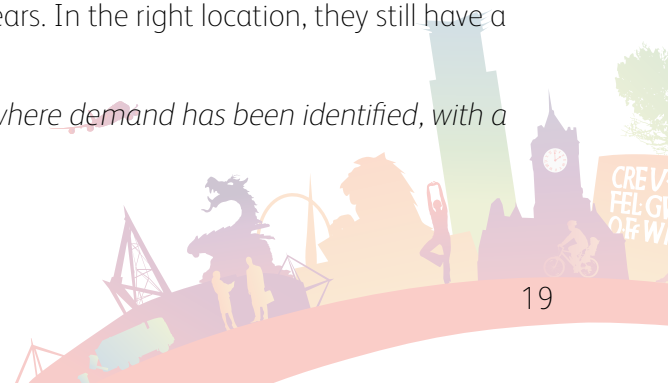
- *We will explore the need for re-zoning the collection days, and recommend action by 2022.*

In terms of bulky waste collections, the Council's reuse partnership with British Heart Foundation allows scope to re-use items collected within the bulky waste service.

Bring Sites

The use of bring sites by the public has declined over the years. In the right location, they still have a place in the community.

- *We will explore the benefits of new bring sites in areas where demand has been identified, with a focus on glass collection and new build areas.*



Household Waste: Recycling Centres

Deposit Return Schemes

The Council will work with Welsh Government and key partners to explore the concept of re-establishing deposit return schemes for packaging.

- *We will work with industry and Welsh Government to contribute to the development of schemes that will yield reuse and high quality recycling.*

Street cleansing, litter and fly-tipping

The Council continue to explore recycling opportunities and consider new community engagement initiatives to increase waste ownership. The contents of on-street/ parks and local litter bins and litter collected from the streets contains up to 70 % recyclable materials. While street recycling bins have been provided in high footfall city centre areas it has proved to be a significant challenge to encourage residents and visitors to use the bins correctly. Recent research has shown that bins have to be demonstrably different and very well labelled with positive 'nudge' messages to help everyone to use them.

- *We will work with Welsh Government on their national behaviour change projects to overcome communication barriers and deliver local campaigns, in our high footfall districts and parks, for recycling litter to be put into new recycling litter bins*
- *We will explore the use of "nudge theory" to help influence people's habits, which includes such elements as litterbin design and placement.*
- *We will support and facilitate recycling from community litter picks to assist in growing community pride and ownership of open spaces.*
- *Increase City wide support for Love Where You Live voluntary groups in this approach and continue improve discarded litter recycling*

Street Sweepings

- *We will work on improved street cleansing activities to assist in removing litter from the collected sweepings. This will reduce the quantities of non-target material that has to be removed from the recycling process.*



Commercial Waste Collections

Commercial services

Commercial waste services have grown over recent years and is expanding into new markets; however, this can carry risks to improved recycling performance.

- *We will undertake targeted recycling campaigns focusing on small to medium-sized businesses. These specific campaigns will be evaluated, with case studies produced to encourage other businesses to re-use and recycle as much as possible.*
- *We will expand the growing skips service to provide targeted material options. By providing single stream skips, this will encourage more recycling at source by business customers.*

The Council's Commercial Services team already offers numerous separate stream collection services to businesses. These services will be expanded in line with the developing Recycling and Environment Wales Regulations (Environment (Wales) Act 2016 – Part 4). Card, glass, wood, rubble and food will be collected separately to support the regulations and landfill bans. Other materials for collections will also be considered.

- *We will work with Welsh Government to comply with regulations and support business to comply with regulations that come into effect over the lifetime of this strategy. This activity will support increased reuse, recycling and the provision of high quality closed-loop recycling.*

Secondary recycling

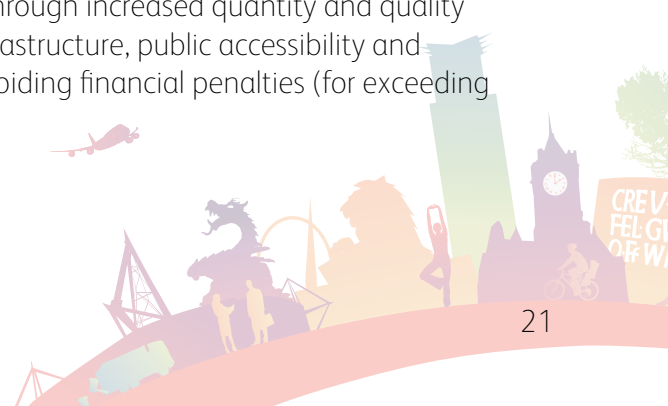
Waste Transfer and Secondary Sorting

The waste transfer station at Lamby Way will continue to focus on sorting all residual waste deposited there in order to extract any recycling or reuse value.

- *We will use secondary sorting to extract any recyclables that have been disposed of incorrectly to achieve higher targets for recycling through waste transfer. However, over time, we will seek to recycle materials that have been sorted up-front.*

Disposal & Landfill Aftercare

Minimising waste to disposal remains a key priority as well as a statutory requirement, and will be achieved by ensuring increased levels of high quality reuse, recycling, and recovery. The Council is committed to reducing waste to disposal or treatment, through increased quantity and quality of reuse & recycling. This can be achieved by improving infrastructure, public accessibility and behaviour with a view to achieving national targets and avoiding financial penalties (for exceeding maximum disposal and/or treatment targets).



The landfill site at Lamby Way closed in 2017 and the Council commenced a 60-year aftercare plan for the site. Currently, the site is being considered for the best community provision which includes a nature and wildlife reserve, solar energy farm and an eco-food park.

- *We will observe our statutory requirements to protect and care for the landfill site at Lamby Way and explore end of use options for the site.*

Delivery Arrangements

The Council's five-year policy programme, Capital Ambition, commits to the delivery of a 'Total Street' approach to keeping the city's streets and public spaces clean and well maintained. Frontline council services such as cleansing, highways, waste and enforcement will also be aligned and there will be a strengthening of responsibility to neighbourhoods through a stronger focus on partnerships and cross-directorate working. To support this approach, the Capital Ambition Delivery Programme includes the establishment of a Streetscene programme, which will oversee the implementation of the Recycling and Waste Management Strategy 2018-21.

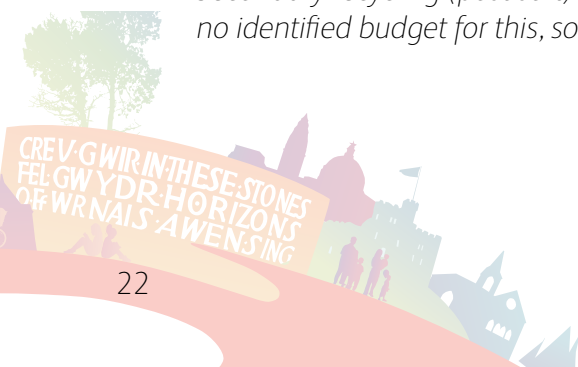
All of the actions and activities required to deliver this strategy will be managed and tracked through the Streetscene Programme Board.

7. Risks & Challenges

The Recycling and Waste Management Strategy 2018-21 is required to mitigate significant risks that the Council faces if it fails to deliver the required step changes:

Finance:

- *The Sustainable Waste Management Grant funding may be at risk for schemes that do not adopt to the Welsh Government's 'Collections Blueprint' methodology.*
- *Obtaining high quality recycling markets will increase the income to the Council and secures the best market prices. However, money needs to be invested to achieve this.*
- *The Council's budget deficit is striving for further income generating opportunities, including high profile events, increased emphasis on fines for incorrect presentation of waste and the growth of the commercial waste team. The growth of commercial waste will see waste generation grow by 2,000t per year (with associated costs for processing/collection).*
- *Secondary recycling (post sort) will be required to meet future recycling targets. There is currently no identified budget for this, so the Council is relying on waste reserves.*



Failure to reach targets:

- *If we do not meet statutory targets, the fines could potentially equate to more than £10m by 2025.*
- *Economy recovery may result in waste production increasing 'throwaway society'.*
- *Many Local Authorities in Wales do not provide commercial waste services; consequently, Cardiff has a disproportionate position when compared to other Councils' recycling performance.*
- *Moving this tonnage from our Municipal Solid Waste figures would greatly improve our recycling performance by +4 %.*

Increased demand on services:

- *Cardiff is one of the fastest growing cities in the UK. The LDP will deliver 41,415 new dwellings.*
- *Cardiff's population has risen over 3,500 each year, with official projections indicating continued growth.*
- *Increasing numbers of high profile events in the city results in additional waste being produced. Management of the collection and processing of the waste results in additional costs, along with increased waste production at a risk to our recycling targets.*

Public participation:

- *Without support from the public, recycling performance will reduce.*
- *The incorrect presentation of waste puts additional pressures on our cleansing, and waste education/enforcement team.*
- *The public perceive a reduction of Council services, including recycling and waste collections.*
- *The public perception of Council Tax contributions is that it funds a significant element of recycling and waste services, whereas it is 2 %.*

Risk of Change:

- *Recycling markets, and how they change on a global scale, need to be considered. For example, in 2015/16 there was no market to accept glass for a two-month period.*
- *Further legislative demands.*
- *Significant resource and communication support required to change people's behaviour, and encourage buy-in to new schemes/policies.*
- *Continued political and internal buy-in to change is essential for changes to be effective across the city.*





RECYCLING WASTE MANAGEMENT STRATEGY
CARDIFF COUNCIL - UPDATED STRATEGY 2018-21
WORKING FOR CARDIFF, WORKING TOGETHER.

**CARDIFF COUNCIL
CYNGOR CAERDYDD**

CABINET MEETING: 17 MAY 2018

**RECYCLING AND WASTE MANAGEMENT STRATEGY &
DELIVERY PLAN REQUIREMENTS 2018-2021**

**CLEAN STREETS, RECYCLING AND ENVIRONMENT
(COUNCILLOR MICHAEL MICHAEL)**

AGENDA ITEM: 4

REPORT OF DIRECTOR OF PLANNING, TRANSPORT & ENVIRONMENT

Reason for this Report

1. As part of the delivery of the Recycling Waste Management Strategy 2015-18, and in preparation for an updated strategy, this report seeks approval for:
 - The expansion of the provision of wheeled bins in the city;
 - Proposed changes to Household Waste Recycling Centre (HWRC) education stations;
 - A pilot scheme for the collection of domestic glass waste for recycling, which is separate to other household waste collections; and
 - Consultation on a draft Recycling and Waste Management Strategy 2018-21, as well as the future infrastructure, partners and service standards required to meet statutory Welsh Government targets for recycling.

Background

2. The Council's Recycling Waste Management Strategy 2015-18, which was approved in April 2015, sets out the Council's approach for reducing waste and increasing reuse and recycling opportunities for residents and businesses, has delivered real progress. The uplift in the recycling rates represents an important achievement by the residents of the city, and Capital Ambition makes clear the Administration's commitment to increasing the levels of recycling whilst providing effective and efficient waste collection services. There are, however, clear challenges ahead.
3. Cardiff is one of the UK's fastest growing cities with the Welsh Capital projected to grow by more than the rest of Wales combined over the next 20 years. As the city grows more waste will be created. Not only does this waste need to be dealt with sustainably, but the Council must also

meet those statutory targets. The Administration's policy commitments, as set out in the Capital Ambition document that was agreed by Cabinet in July 2017, also place great value on recycling education, cleaner streets and community partnerships to drive sustainable attitudes and behaviours.

Issues

10. The Recycling Waste Management Strategy 2015-18 outlined the planned changes needed to drive forward the Council's recycling policy and operational delivery. It was designed to meet statutory requirements and maintain high performance throughout the city's expansion. As the city grows, so does the volume of items disposed by households. The updated draft Recycling and Waste Management Strategy 2018-21 will therefore set out where performance improvement is required and how the Council will help residents, business and its services to deliver those changes.
11. In advance of an updated Recycling and Waste Management Strategy 2018-21 being approved by Cabinet, the Council must progress a number of initiatives to meet its recycling targets, which are set out in the following appendices:

Appendix 1 – Recycling and Waste Management Strategy 2018-21

- Appendix A1: Separate Collection of Glass
 - Appendix A2: Wheeled Bin Expansion
 - Appendix A3: Minimisation, Education, Reuse and HWRCs
 - Appendix A4: Planning Ahead – Infrastructure and Partners
 - Appendix A5: Service Standards
 - Appendix A6: Recycling Performance
11. The Council remains committed to taking preventative measures to ensure that future recycling targets are secured and cost efficiencies are maximised. The work undertaken to update the strategy has tested the Council's compliance with the duties to collect recyclable materials separately, its cost effectiveness and capacity for high quality recycling.
 12. Appendix A6 (Recycling Performance) to the Recycling and Waste Management Strategy 2018-21 outlines the Council's current progression against recycling performance in both a Welsh and UK context. It also looks at the areas of recycling potential and the associated opportunities to improve the recycling yields across the various waste streams. This will play a key role in ensuring that the Council can achieve increased performance of 70% and a further 25000 tonnes of recovered recycling. For example, the household kerbside collection (not including HWRC, commercial or internal wastes) currently performs at 64% and in order to achieve 70%, a further 6,600 tonnes could be recovered through:
 - i. An additional 1,000 tonnes from hygiene waste recycling;
 - ii. An additional 500 tonnes from textiles;
 - iii. Continuing recycling education to increase food waste recycling, reduce contamination and

improve the quality of the materials separated and cleaned from both the kerbside collections and the materials recycling facilities. To support this, various amendments to the existing strategy phases are proposed in the following sections:

Separate Collection of Glass (Appendix A1)

19. The Council currently collects glass co-mingled (mixed) in a green bag with other dry recycling (plastic cans bottles etc.). Whilst this approach continues to serve Cardiff well, changes in global markets have created an end-processing pressure in the market place. This means that, currently, Cardiff only has one secure outlet for the reprocessing of glass into the aggregate market. In recent years, this has seen an increase in cost to move the material for recycling, rather than the ideal position of income being received for the product.
20. In 2015, the glass outlet ceased for two months, meaning that the glass had to be stockpiled to prevent disposal. A material that once secured an income now costs close to £500,000 per year to process. If a longer-term market collapse is seen, the material will be lost to disposal and not recycled. This could mean an additional £320,000 processing costs, but also up to £1.6m annual fines as the council would be at significant risk of failure to achieve the required targets.
21. As part of the review of the Council's existing strategy, it has been identified that changes are required to the way that domestic glass waste is collected at the kerbside to avoid the potentially massive financial risks. A higher quality product can be obtained by keeping the glass separate from other waste materials and instead of a cost; income could be obtained for the material.
22. It is therefore proposed that a pilot scheme for the separate collection of domestic glass waste from approximately 17,000 households will run alongside the green bag collection service. Residents on the pilot scheme will place their glass bottles and jars in an alternative container rather than the green bag. The container will be collected separately to the green bags and the clean product will be sent direct to the end processor, with no need to go through the Council's Materials Recycling Facility (MRF). The pilot will involve detailed monitoring and pre- and post- questionnaires to the households on the scheme. The pilot will also explore different types of containers and how the scheme can be varied to meet local community needs.
23. Whilst the pilot scheme is expected to reduce maintenance costs at the MRF and increase value from the product, there will be increased costs on the collection system. The scheme overall will be self-financing based on current market positions, but will also aim to reduce the greater risk of losing over 8,000 tonnes of glass recycling.
24. Detailed plans in Appendix A1 outline how the scheme will be piloted and the consultation that will be undertaken as part of the pilot. The basis of a further expansion will be based on feedback. The Cabinet is

encouraging residents to present their waste ready for recycling as they arrive will be asked to sort the waste prior to placing in the correct skip.

30. With the much improved HWRC sites providing over 30 different materials for recycling, there is very little waste that now needs to go into the general waste skip. It is proposed that "education stations" are provided at HWRCs where residents with bagged waste can be shown and supported with those waste materials that can be recycled. This approach will also be supported by upskilling the HWRC attendants to encourage more reuse and recycling. The Cabinet is recommended to approve this approach.

Planning Ahead – Infrastructure and Partners (Appendix A4)

31. Cardiff is predicted to experience one of the largest population growths of any UK city over the next few decades. Three large strategic development sites in the north of the city have been allocated in the published Local Development Plan (LDP). Based on best practice guidelines and looking ahead, it is identified that a potential new HWRC may be required within in the growth areas of Cardiff to support additional residency.
32. While the current HWRC capacity is modern and fit for purpose and will service the city for the current and medium term, any new site could take at least 2-3 years to commission even after a site is secured and initially appraised for planning and environmental management. Furthermore, the current LDP does not identify specific location(s) for a new recycling centre, but work will follow to ensure the next LDP revision fully encapsulates the future need. Further work is required to explore the feasibility of various locations. Technical searches are required by an external party to firm up the requirements for the next LDP revision.
33. The Cabinet agreed on 15 February 2018 to prepare a business case relating to the potential future requirement for additional HWRC services, alongside a site options appraisal to commence the identity for a preferred location for potential future provision of additional HWRC facilities. The findings of both will be presented to a future Cabinet meeting for consideration.
34. The same principle applies to the MRF at Lamby Way. The facility meets the Council's current and medium term requirements, but due to the time scale and funding requirements for a second or replacement facility, considerable scoping and business planning is required.
35. The Council has secured benefits from approaching waste infrastructure in partnership, to gain the economies of scale. With the successful procurements in place for residual waste, food and green waste, this forms an appropriate template to explore similar arrangements for dry recycling within the South East Wales City Region. Therefore, an outline business case and options appraisal is required for the long term processing of dry recycling. Cabinet is recommended to approve this approach for a future recycling facility and to agree to exploring regional

41. Furthermore, the policy will encompass key campaigns and activities to take direct action, such as working with Dŵr Cymru Welsh Water on drinking water refill stations and working with retailers on plastic packaging recycling and reducing the use of single use food and drink containers (e.g. coffee cups). The new policy is due to be considered by the Cabinet in autumn 2018.
42. The next strategy and delivery plan will also continue to expand on the good work that residents and partners do to litter pick, reuse, recycle and sustainably recover plastic resources from the domestic and business waste streams such as: household plastic bottled detergent or milk bottles and meat trays.

Deposit Return Schemes

43. The Council will work with the Welsh Government and key partners to explore the concept of re-establishing deposit return schemes for packaging, whilst fully accounting for any potential perverse impacts on statutory performance.

Kerbside Collection Policy

44. Towards the end of this strategy the Council will retest that the current approaches still provide the best value for money and sustainable outcomes in line with the Welsh Government's preferred 'Collections Blueprint'.

Alternative Fuel Mediums

45. Capital Ambition supports the move towards more sustainable fuel sources. Waste services are already exploring alternative fuel mediums such as electric vehicles and hydrogen fuels for the Heavy Goods Vehicle (HGV) fleet.

Sources of Materials

46. The Council will seek out new recycling markets to contribute towards the overall recycling performance. Each source of waste (domestic, commercial, street cleansing, household waste recycling centres etc.) has been reviewed to consider how minimisation, reuse and recycling can be applied.

Stakeholder Engagement & Communications

47. Consultation is important for all service changes and has been integral in shaping changes in policy and operational delivery since the Council's first Recycling and Waste Management Strategy set out new services to be delivered by the Council some 17 years ago back in 2001. There has been an extensive history of consultation on positive changes to waste reuse and recycling in the city that are noted as background papers. Further citywide consultation will be conducted on the key changes proposed in the various appendices.

Local Member Consultation

55. Each project has its own consultation process as outlined in each of the appendices. All consultations will assist in shaping the final delivery of the strategy requirements.

Reasons for Recommendations

56. To ensure statutory targets for Municipal Waste Recycling are met in a timely manner by building on the Recycling Waste Management Strategy 2015-18 and reaffirming the core principles of the strategy as part of the updated draft Recycling and Waste Management Strategy 2018-21.
57. To seek approval for the progression of the glass waste recycling pilot scheme, HWRC education stations and the expansion of wheeled bin provision as outlined in the appropriate appendices.
58. To progress the citywide consultation for the key change proposals in the draft strategy; new infrastructure requirements; potential changes to green waste services; and service standards.
59. To approve the progression of an independent recycling review and consultation with the Environmental Scrutiny Committee to test the strategy to ensure that it is progressive and robust. Once the review and consultation exercises are completed, the Cabinet is being asked to agree to receive a further report on the finalised Recycling and Waste Management Strategy 2018-21 and further details on the potential wider roll out of the glass waste recycling pilot scheme in due course.

Financial Implications

60. The majority of this report outlines a number of key recycling and waste management proposals that are to be the subject of further citywide consultation, which in turn will inform the final recycling and waste management strategy for the 2018-2021 period. The recommendation from the report is that the consultation is progressed and on the basis of moving to consultation there are no direct financial implications arising from implementing this recommendation. The specific proposals that emerge from the consultation, and will be incorporated into the final strategy to be brought back to Cabinet, are expected to have financial implications. These specific proposals will need to be supported by business cases, which demonstrate their financial viability in which a key factor will be cost avoidance from the avoidance of future recycling fines.
61. The assumption with the glass recycling pilot exercise is that it will be self-funding with the additional costs of implementing the pilot being funded by additional income / reduction in glass disposal costs. This assumption will need continued monitoring to ensure that any deviation between projected and actual costs and income are identified and, if appropriate, mitigations are introduced. A business case building on the results of the pilot will underpin any proposal to extend the glass collection scheme. Taking no action carries significant financial risks

HR Implications

68. There are HR implications for the proposals which include the need for additional employees, changes of work patterns or a requirement for additional training. Detailed HR implications will be provided as the matters are referred back to Cabinet following the pilots / consultations.
69. Initial consultation has taken place with the Trade Unions and employees and this will continue throughout the pilots and consultation.
70. Any changes required will be carried out using corporately agreed policies and procedures.

RECOMMENDATIONS

Cabinet is recommended to:

1. As set out in the Recycling Waste Management Strategy 2015-18,
 - a. approve the further expansion of wheeled bins as set out in Appendix A2;
 - b. approve the proposed changes to Household Waste Recycling Centre (HWRC) education stations; and
 - c. approve a pilot scheme for the collection of domestic glass waste for recycling, which is separate to other household waste collections.
2. Approve the draft Recycling and Waste Management Strategy 2018-21 for consultation, as well as consultation on future infrastructure requirements; potential changes to green waste services; and service standards.
3. Approve the undertaking of an independent recycling waste review, which will assist in ensuring that all aspects of the draft Recycling and Waste Management Strategy 2018-21 are progressive and robust.
4. Agree to receive a further report in due course following consultation, which will consider the further roll out of separate glass waste collections and a finalised version of the Recycling and Waste Management Strategy 2018-21 for approval.

ANDREW GREGORY

Director

27 April 2018

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Appendix A1 – The separate collection of glass- pilot

To improve the quality of recyclable material

Introduction

The Council currently collect glass within the mixed, dry recycling green bag. While this approach has served the public and the council well to date, the changing global recycling markets are now placing a challenge on this method.

In 2015, there was a significant shift in the glass market. A material that once produced an income now required a gate fee to process. The budget shift was almost £750k. The pressures on the global market also saw our re-processors stop taking glass for two months. The Council was able to identify space to stockpile Cardiff's glass but had space not been available, it would have been lost to disposal.

If the glass cannot be recycled, the gate fee for disposing of the glass will increase by a further +£40 per tonne, meaning the council will have to afford a further £320,000 annual bill, plus the risk of fines.

Currently, the Council collects over 8000 tonnes of glass each year, which is sent to be recycled for aggregates. As the global markets demand higher quality year on year, the outlets for glass are reducing. Currently, the council only have one outlet for glass and if this were to cease, the material could not be recycled. A loss of over 8000 tonnes to recycling would mean the council would fail the recycling targets, and could equate to fines in excess of £1.6m, plus £800,000 of disposal costs.

Another consideration when reviewing potential service change is the waste (England and Wales) (Amendment) Regulations 2012 and Welsh Governments Collection Blueprint. These regulations were implemented to deliver high quality (separate) collections of waste paper, metal, plastic or glass, whilst also being the best technical, environmental and economically practicable solution (TEEP).

An analysis of our current recycling collection methods (co-mingled, in a single use bag collected weekly) and operating costs demonstrated that there are significant improvements to be made if the glass was removed from the co-mingled bag and collected separately at source.

Current position

Cardiff's co-mingled (mixed) recyclable material is delivered to our in house MRF (Materials Recycling Facility). The MRF receives and segregates all material, through a mixture of automated and manual sorting.



Picture 1- artist's impression of the MRF

At one of the initial stages of processing, small fragments of glass fall through a separating screen to a lower conveyor belt below. Larger pieces of glass will continue through the process; once passed through a magnet to remove steel, the remaining pieces of plastic, aluminium and glass pass through a glass breaker. The smaller pieces of glass again fall through a separating screen, to join the pieces separated at the start of the process.

The separating screens permit other smaller bits of material e.g. ripped paper, small pieces of plastic etc. to within the glass. Although every attempt is made to further clean the material, the Council have to pay for the material to be further cleaned and recycled, rather than gain an income for the material.

The Council currently only supply into one glass reprocessing market, which carries significant risk if this end market was to become further weakened or cease all together.

Of a sample load of glass recycled, 59% could be re-melted back into glass. 18% was used as aggregate/insulation manufacture and the remaining 22% was rejected as contamination.

In addition, fragments of glass cause a lot of damage to equipment in the MRF particularly hard rubber 'stars' which are used on the screens that separate different materials. The abrasive nature of glass causes erosion, at a much faster pace. Annually, this is an additional strain on the MRF maintenance costs.

For the reasons identified above, it is clear that there are potential improvements to be made.

In summary, removing glass from the co-mingled bag collection could result in:

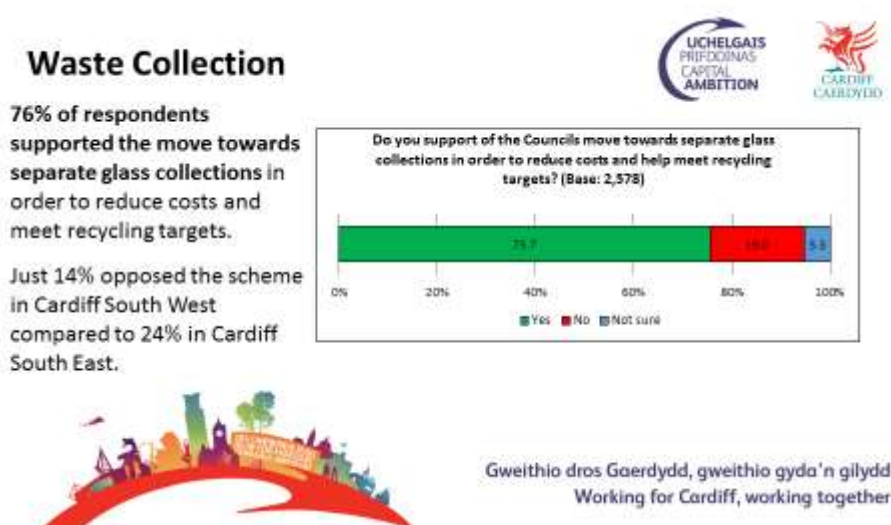
- ✓ Better quality closed loop glass recycling i.e. recycled glass being turned back into new quality glass.
- ✓ Income rather than a cost for processing the glass (market dependant)
- ✓ Reduced operating costs in the Materials Recycling Facility (MRF).
- ✓ Better quality paper recycling – due to reduced contamination.
- ✓ Better quality of glass and paper will lead to better income generated from their sale.
- ✓ Improved compliance with the Waste Collections Blueprint.

Proposal

1) Pilot areas

The Council is proposing an initial trial of 17, 164 properties to present their glass separately to the rest of their recycling. The initial pilot will enable us to fully identify the improvements made to the quality of the glass, the amount of glass that differing households present, the best collection method and identify the possible demand in terms of increased requests for assistance (registered collections), ordering of boxes/caddies etc.

Early consultation has suggested support for the scheme.



The pilot will be implemented over a period of at least 12 weeks. A minimum of 12 weeks will provide us with information required, to determine whether a citywide expansion will take place. Areas within the pilot would continue to take part in the separate collection of glass, until a scheme is rolled out across the City.

Collected once a fortnight, this will give residents the opportunity to present glass on at least 6 occasions throughout the pilot. To ensure maximum efficiency of vehicles, the trial would include 10 areas across the city allowing one area per day over a two-week period.

Areas selected would be based on the following criteria:

- Collection days – one on each day of the week is required
- High, medium and low performing recycling wards (1-4 scale, 1 = high, 4 = low)
- Average glass capture (1-4 scale, 1 = high, 4 = low)
- Housing type – high density flats, terraced houses, semi-detached houses and detached houses
- Segmentation data – demographic data, recycling behaviour and attitudes towards waste.

Main collection principles for properties on the glass pilot:

Traditional households Glass Collection Arrangements

- Glass will be collected on a fortnightly basis, on the same collection day
- Properties will initially receive 1 x box or caddy. 1 additional container can be ordered per property
- If properties request more than 2, the request will be considered by recycling communication officers
- Boxes/caddies will be replaced free of charge
- Food waste, garden waste, general waste and hygiene waste (where registered) collections will not be affected
- The following materials can be placed into a green bag, for a weekly collection
 - Paper
 - Tins/cans
 - Cardboard
 - Plastic
 - Aerosols
 - Shredded paper (in a single green bag separate to other material)
- There are a variety of containers that could be used. Officers have reviewed these options a number of types will be tested through the pilot period, box types will have a lid, or net to contain the material.
- For the duration of the initial phase, additional boxes/caddies can be ordered by contacting C2C. They can also be obtained from recycling communication officers during community engagement events.

- Collection crews will be told to considerately place containers back outside resident's properties
- The registered collection service remains for those who require assistance with placing out bins/sacks/bags for collection. The current service criteria will be reviewed, to accommodate the change
- There will be facilities to recycle glass only at any remaining bring banks across the City
- Residents can choose not to take part in the trial, but green bags containing glass will not be collected
- Collections of glass will take place between 8am-8pm; existing recycling and waste presentation rules apply
- Containers must be within the property boundary when not presented for collection
- Containers will be labelled with individual address details

Blocks of flats

- The Council will identify a block of flats within each trial area
- Before the trial, an assessment will identify whether there is sufficient space within the bin storage area for an additional communal bin
- We will provide a 140l or 240L bin, with an aperture (hole) for glass bottles/jars. The bin will have a gravity lock, so will be secure
- We will consider the benefits of providing residents with a sack, to enable them to safely transport glass to the communal bin area

Bring banks

Glass only bring banks can also be considered, but over recent years the use of bring banks has declined. Many banks have been removed due to abuse and contamination. Research shows this is not an issue specific to Cardiff, many authorities are moving away from bring banks due to the issues they attract. Consideration will be given to glass banks where it may suit a local community, but this will be after alternative solutions have been explored.

Monitoring and Evaluation

Monitoring will comprise of four separate components;

1. Public opinion surveys

A survey will be delivered to each property that will be participating in the trial. The initial survey can help in gauging the resident's current recycling habits, how much glass they believe they place out for collection, container preference and their likelihood of participating in the trial

Residents would be able to send back a hard copy of the survey or complete online. In addition, we will monitor response levels and where response levels are particularly low, complete face-to-face interviews at resident's homes.

A further opportunity to take part in a survey could take place before the end of the trial. The same response methods would be available. This survey would identify whether the container provided was appropriate, whether the collection frequency is appropriate and the challenges and benefits of the scheme as a whole.

2. Participation monitoring

Ongoing participation monitoring will need to take place before, during and after the trial. The teams will be walking the streets in front of the collection crews noting:

- Pre- trial- number of households presenting green recycling bags, number of households presenting general waste
- During and post- trial- number of household presenting green recycling bags, number of households presenting general waste (and whether any additional bags are next to bins) and number of household presenting glass container on a fortnightly basis

Monitoring will need to take place over a 6-week period during the pilot to account for three separate opportunities to present the glass container for collection.

The participation monitoring will be able to determine the amount of glass we collect per participating property. We will be able to apply assumptions across the remainder of the City, to determine the likely amount of glass (by weight and volume) we will need to collect across the City to meet recycling targets.

3. Analysis of material within green bags

Teams will remove green bags from a sample number of properties within each of the trial areas. This will take place before, during and after the trial.

Bags will be taken back to the analysis compound, where the material will be separated into different material types. Initially, this will present the Council with information about how much glass is in the green bags before the trial. We can use this information to help determine how many separate glass containers households will need to contain their glass.

During the initial phase, it will be determined how much glass is still within the green bags, as the crews will not have the opportunity to reject the bags during the collection (analysis team will collect first).

The analysis of the contents within the green bags, and participation monitoring will also determine confidence in residents' responses to surveys e.g. residents state they use the glass collection separate service, but are placing glass into green bags

4. Analysis of end material within MRF

Green bags collected from within the trial areas will be tipped into a separate location within the reception hall. The material will be processed separately to the areas not part of the glass separation trial.

The quality of all end material will be analysed, to determine the effects on quality.

Waste education, communication and enforcement

The pilot will be supported by a wide communication and engagement strategy. Briefly, this will comprise of:

- Community outreach in all areas
- Door knocking in all areas, with particular focus on evenings and weekends
- Consideration of the likely impacts of the trial on all protected characteristics, and mitigation (Equality Impact Assessment attached as Appendix 2)
- Educational support in all areas on recycling collection days
- Information sticker left on green bags containing glass
- Regular social media updates, and responses to queries through social media platforms as well as traditional phone calls/emails/letters
- Leaflet delivered to all properties explaining the change
- Promotion of tours of the MRF to offer a first-hand experience of why glass causes such problems (arranged in advance, limited availability)
- Website updates
- Press release & press call visit to Lamby Way
- Information in local community hubs/libraries/leisure centres

Education will be the initial key focus of the trial for first 3 collection cycles. Any green bags containing glass will be targeted so residents can be given the opportunity to understand what they have done wrong.

Assuming the only contamination is glass; the bags will be returned to the MRF and processed with the bags from the remainder of the City not partaking in the trial.

The remaining three collection cycles may have a stronger enforcement focus. By this stage, householders should be aware of how they now need to present glass for collection. The same process of placing a sticker on the bag will occur. Bags will be removed. However, during the enforcement phase of the campaign where bags remain on the street, the property will receive a Section 46 Notice. This notice legally stipulates the correct way to present recycling and waste for collection.

Operational Arrangements

The service will provide a fortnightly collection service from a box with a netted cover or a lidded caddy (similar to the food caddy). This will be collected by glass only vehicles, to ensure the glass is kept separate from other materials.

Initially the service will pilot an 8am to 8pm collection window, based on two, six hours shifts. This collection pattern will be a new shift pattern, which requires additional new collection teams. The savings achieved from no longer having to process the glass through the MRF will fund the cost the extra vehicle and operatives, and the associated gate fee changes due to the increased quality.

The MRF will require little or no change, as the glass will be bulked separately with no need to be processed through the plant.

Appendix A2- Wheeled Bin Expansion

Following the last wheeled bin roll out in 2015, there now remains a small number of properties that are deemed suitable for wheeled bins, but as yet have not been considered for wheeled expansion.

As wheeled bins provide safer and more robust storage for waste, they are the preferred container for general waste. They protect the waste so reducing issues of litter and pest attacks, so in turn leading to cleaner streets. In addition, they are safer for the operatives and residents to move to and from their property.

Overall, the provision of residual waste wheeled bins is more cost effective than the repeated, 6 monthly delivery of red striped bags. A wheeled bin can last more than 10 years; in the same period, it would cost significantly more to purchase and deliver bags.

There are also significant issues with the bi-annual delivery of red striped bags, which can be reduced by introducing wheeled bins wherever possible.

It is far more sustainable to have a re-useable container for residual waste, rather than single use plastic bags.

Officers carried out a physical, on street review of all properties with a red striped bag collection. The purpose of the review was to determine whether the properties would be suitable for a residual waste wheeled bins.

The general criteria for deciding whether a property should have a residual waste wheeled bin are:

- The property must have storage space within its boundary, which is off the public highway
- The storage space for the wheeled bin should be ground level (or risks appropriately evaluated)
- The implementation of bins will not cause any operational delays (e.g. all bag streets surrounding 1 street of bins)
- At least 80% of the properties within a street are suitable

Public opinion surrounding the aesthetics of bins in the area will not be considered, if all the above criteria are satisfied.

Conservation area status is a consideration; the general purpose of designating a street as a conservation area is to “preserve or enhance the character or appearance of an area”.

However, there is no specific schedule within conservation area legislation which relates to the provision of wheeled bins, so the argument will always be subjective. It can be argued that neatly stored bins can help improve the Local Environmental Quality of an area, by reducing the likelihood of split waste.

With this in mind, streets have been identified as being potentially suitable for wheeled bins. There are **3042** properties that could be changed to wheeled bins within the existing resources available.

A 140L black bin will be delivered as standard, free of charge. Green bins for garden waste may be explored where appropriate.

Replacements of lost/stolen bins will be charged at £25 in the future.

If a property has all ready been identified as requiring additional red striped bags due to their individual circumstances (very large families for example,) then they will be delivered a larger/additional bin as necessary.

Further discussions will take place with local ward councillors before bin(s) are issued to properties.

Each property to receive the new bin(s) will receive notification of the change, followed by their new bin and information on using them.

Appendix A3 – Minimisation, Education, Reuse and HWRC Recycling

Waste Minimisation

The recycling waste management strategy will seek to explore and enact approaches aimed at limiting the growth of waste collected by the Council.

It must be recognised that the main factors influencing consumer behaviour, and reducing waste at a producer level, are out of the control of Cardiff Council. Wider issues surrounding these challenges are being addressed through national campaigns delivered by Recycle for Wales and WRAP Cymru. The Council will continue to support their initiatives as well as deliver waste minimisation through a number of reuse schemes including the sale of compost bins, student campaigns and reuse at the HWRCs.

Education

Surveys and public engagement continue to show that educating on recycling matters needs to be a continuous process. Over the years, the public awareness and support for recycling is increasing, but more can be done. With each revised strategy, there have been citywide changes. With each change, there is a step change in people's awareness of recycling and the services that the Council offer.

Awareness of recycling goes hand in hand with correct waste presentation and social responsibility. The more people buy into recycling, the less they are likely to incorrectly present waste. By driving up recycling and waste awareness, the opportunities to deliver cleaner streets can be achieved.

Annual communication campaigns will use targeted information from segmentation data, which helps focus the type of messages to deliver in a format the is best received by the audience. The targeted campaigns will produce increased levels of recycling and clean streets, with the support of all media possible, plus the reinforcement through enforcement.

Community engagement is ongoing, through a variety of different formats. Recycling communication officers have spoken to 8000+ residents in 2017/18 through:

- Community outreach sessions
- tours of the Materials Recycling Facilities
- community group talks e.g. WI, refugee centre
- school workshops through the established 'Really Rubbish Campaign'
- targeted campaigns e.g. student volunteer walk arounds
- open days at Lamby Way

We will ensure that our waste education teams, and the community engagement sessions that can be offered, will become increasingly visible within the period of the recycling waste strategy. There will be at least 1 community outreach session per month, at various strategic locations across the City, and at differing times to

accommodate for residents with full time working patterns. The sessions will be advertised at www.keepcardifftidy.co.uk, as well as listed on social media.

There will also be 1 school talk, and 1 community group talk (where requested) a month at a minimum.

In addition to education from recycling and waste education teams, our partner organisations can offer workshops on the Council's behalf. Viridor Energy from Waste plant have an education centre for schools, and community groups to visit and Dwr Cymru offer school workshops relating to the recycling of food waste.

In addition, teams will proactively target 'mid-performing' areas, with individual area plans which may include:

- door stepping
- leaflet and letter drops
- working with community groups and volunteers
- school talks
- outreach at local hubs/community centres
- engaging hyperlocal social media platforms
- providing information in alternative languages, where required

Where an area plan has identified the requirement for door knocking, consideration will be made as the most appropriate time to complete this exercise. Recent targeted campaigns, including student walk about and a community food waste campaign, have clearly identified that door knocking between traditional '9-5' working hours had a far lower response rate.

The student waste door knock, which took place between 5pm-6.30, had a response rate of 58.8%. In comparison, the day to day door knocks which took place between 10am-2pm had a response rate of 18.9%.

Similarly, the targeted food waste campaign had a response rate of no greater than 30% when completed between 9am-3pm.

This clearly identifies that all communication methods, and campaigns, must be fully evaluated to learn lessons for future interventions.

Communication methods

There are a wide range of methods used to communicate recycling and waste presentation information to our audiences. We still use a range of 'traditional' methods including hard copies of recycling Y/N lists, collection dates calendars, stickers attached to bins, issuing press releases to get information in local papers.

However, the Capital Ambition's commitment to moving towards increased digitalisation means that we are increasingly using electronic methods of communication. These methods are wide reaching, with negligible costs and include:

- core information at www.cardiff.gov.uk/recycling

- schools information, volunteering, recycling news stories and engaging recycling videos at www.keepcardiff tidy.co.uk
- full use of social media council accounts on twitter @cardiffcouncil and facebook/Instagram
- Email/text message reminder service (11, 750 subscribers to emails and 8683 to Tidy Text)

Reuse

Towards Zero Waste identifies that Local Authorities should be aiming for a minimum amount of reuse as part of the overall Recycling and Reuse target. The recycling targets are well documented however, based on the overall tonnage collected during 15/16, approx. 1064T of which should have been from reuse.

The re-use performance for Cardiff in 2016/17 was 0.32%, below the recommended reuse targets as documented below:

Year	15-16	19-20	24-25
Minimum levels of preparing for reuse (excluding WEEE)	0.6%	0.8%	1%
<i>Equivalent</i> tonnage based on 15/16 data	1064	1419	1774

In order to address this, Cardiff is exploring opportunities to improve its overall performance.

Benchmarking

An analysis of how Cardiff's re-use rate compares with other Welsh Local Authorities was undertaken (2016/17):

Isle of Anglesey CC	0.00%
Blaenau Gwent CBC	0.10%
Gwynedd Council	0.18%
Vale of Glamorgan Council	0.26%
City and County of Swansea	0.30%
Caerphilly CBC	0.30%
Cardiff Council	0.32%
Carmarthenshire County Council	0.37%
Conwy CBC	0.48%

Monmouthshire CC	0.53%
Neath Port Talbot CBC	0.54%
Rhondda Cynon Taff CBC	0.64%
Pembrokeshire County Council	0.68%
Newport City Council	0.74%
Denbighshire County Council	0.83%
Merthyr Tydfil CBC	0.89%
Bridgend CBC	1.19%
Torfaen CBC	1.26%
Powys County Council	3.10%
Ceredigion County Council	3.90%
Flintshire County Council	16.23%
Wrexham CBC	20.52%

This identifies that 50% of all Welsh Local Authorities are currently falling short of the 0.6% re-use target set by Welsh Government. It is worth noting that Local Authorities with a particularly high re-use percentage are categorising rubble as re-use, which is very heavy by weight. This would be due to how they process this material; in Cardiff, our rubble is recycled.

Current position

The following schemes are already in place for reuse in Cardiff:

- YMCA work with Cardiff Council for the collection of textiles and bric-a-brac, predominantly during the annual 'Get it out for Cardiff' campaign but provide tonnage details throughout the year.
- Cycle Training Wales provide a collection of bikes at the Household Recycling Centres. The collected bikes are either checked, tested and re-sold or stripped for parts.
- British Heart Foundation (BHF) to increase the reuse capture at the Household Recycling Centres (HWRC). In summary, items donated by householders that are considered reusable will be segregated from the recycling streams for collection by BHF. These items will be checked and tested, and where possible sold on for reuse through their local retail units. Items deemed unusable will be returned to the HWRCs for recycling/disposal. In addition, we will promote the BHF as an alternative to our bulky waste collection service for items that can

be re-used. It is hoped that this partnership will deliver a significantly increased amount of reuse to contribute towards overall performance.

Plans

The Council are also looking at other charity groups to work with them on niche materials such as medical aids and tools

Longer term, we will again review the position of having a re-use shop located within the HWRC or alternative buildings. We will stock the shop with item/s from the bulky waste collection and the HWRC. It would be beneficial if the shop could provide training opportunities for upcycling/PACT testing etc.

The shop would need to be located in a position whereby quality stock is available, but also within the vicinity of those who may need the furniture.

Household Waste Recycling Centre – Recycling Improvements

The HWRC recycling performance across the two sites is currently below the 80% target set within the WG Collections Blueprint.

Improvements need to be made across a number of internal areas, which can be summarised as;

- Staff development
- Improved contract management
- Site equipment and layout
- Improved data analysis
- Understanding the composition of residual waste skips, so we can target specific materials
- Increased re-use opportunities for materials that cannot be recycled

Improvements in the above areas will contribute towards increased recycling performance. However, it is ultimately the users of the HWRCs, the residents of Cardiff that the Council need to engage in correctly separating materials before visiting the HWRCs. This can be achieved by:

- A strong 'no unsorted waste' policy, supported by "education stations"
- HWRC site layout clearly advertised, to assist users in loading their car in a logical manner
- Consideration of recycling only HWRCs

Internal improvements

Staff

- A review will take place of the optimum number of staff at HWRCs

- There will be a comprehensive staff training programme. Essentials to include customer care, dealing with conflict, 'meet and greet' skills and awareness of the overall waste strategy for Wales and recycling markets
- There will also be opportunities for further development for operating plant equipment, such as compaction machines, balers
- There will be opportunities to develop Welsh Language skills, to provide an improved experience for welsh speaking customers
- Consider the benefits of a shift team leader, with additional responsibilities for the day to day running of the operations
- Monthly team briefs sharing performance figures and agreeing action plans
- HWRC staff visits to see other local authority's facilities

Contract Management

Improved contact management, to ensure contracts are being fulfilled e.g. contractors arriving to empty skips at scheduled times, achieving recycling rates offered in tenders, minimise rejected or part rejected loads for contamination

In house ability to exchange skips on site and transfer material to a storage facility, if an external contractor is delayed. Therefore, ensuring skip availability for customers is consistent

Recycling Materials

- Continue to explore new markets for recycling opportunities e.g. polystyrene
- Minimise contamination levels in current containers to maximise recycling and income streams
- Possible charging for DIY wastes e.g. rubble

Best practice research

Use of WRAP HWRC Guide – managing efficient and effective HWRC's, assessing and improving HWRC performance

Rhondda Cynon Taff

Rhondda Cynon Taff implemented a 'no unsorted waste' scheme at their Community Recycling Centre during June 2014.

Their HWRC recycling performance was averaging around 75% before this change was made.

In the year following, their recycling performance was consistently within the high 80-90% peaking at 93.7% in July 2014.

Swansea

Swansea Council has recently won an APSE award, for improvements made to recycling at their HWRC. They achieved this by:

- converting 3 of their HWRCs to 'Recycling only' and bag bans
- prohibiting recyclable items from the residual waste skip at remaining sites
- expanding their current re-use arrangements

Following changes and black bag bans Swansea reports their residual waste reduced by 80% on their HWRCs and recycling increased to over 90%.

Cardiff Proposed Bagged Waste Challenge

Cardiff Council's Household Waste Recycling Centres HWRC's have been working hard to drive up its recycling rates through the introduction of larger more effective sites and contracting additional recycling materials to the end markets. Almost 30 different recycling materials are accepted at the sites.

There is however, still a high level of mixed residual waste that is being received unsorted that currently runs at up to 30% of the incoming arisings.

To achieve and exceed the 80% recycling target for these recycling facilities, we are planning to introduce a Bagged Waste Challenge Policy. This will comprise of an area at Lamby Way and Bessemer close recycling facilities next to the existing residual waste skips.

These "education stations" will be located at the end of the site and will be dedicated to assist residents to sort any bagged waste.

Member of the public bringing black bags or mixed waste in bags will be directed to the sorting tables and will be supported to see if any of their waste could be recycled.

- The bags will be opened with them, the recycling elements identified by the staff and the member of the public demonstrated on what goes where into the appropriate recycling bins provided.
- For further education purposes, supply of recycling green bags, food caddies etc. will also be available
- Clearly marked containers will be available at the sorting station for recyclables to be placed in.
- Once all recycling is removed from the waste the member of the public will be directed to use the residual skip for the remaining items.

Comprehensive training will be issued to all recycling operatives in order for them to support the members of the public who are unwilling to go through this process. Training will focus on customer service, de-escalation, difficult conversations and breakaway skills.

The scheme will only begin after a comprehensive communications and media campaign including the website, Facebook, Twitter, press releases but most importantly flyers/banners and interaction with members of staff on site in the run up to commencement. This will encourage acceptance of the new process and reduce any delays to members of the public using the Challenge area at any one time.

The aim of the scheme is not only to make it easy to recycle, but make it difficult not to recycle.

Appendix A4 – Planning ahead – Infrastructure and Partners

Part 1 - Development of new processing facilities in North of Cardiff (including Household Waste Recycling Centre)

Evidence of requirements and location

1. Currently the city has two fit for purpose sites that remain under capacity, but as the city grows and the complexities and time it takes to develop a new licensed site, work should begin now to plan for the future.
2. The consideration of the third site is based upon providing the correct type of facility in an appropriate, fit for purpose location ahead of the existing sites reaching their current usage capacity. In 2018, the Council provided the required capital allocations to begin this new process.
3. Cardiff has identified several strategic sites for housing development in the LDP. The key areas that would impact on the HWRC usage requirements will be the north of junction 33 development (~2000 dwellings), North West (~5000 dwellings) and the North East (~4500 dwellings) strategic sites, plus large infill sites.
4. While the North East site will be serviced by Lamby way, the Junction 33 and North West sites will place too much pressure on the Bessemer Close facility.
5. Each of these dwellings will produce increased volumes of waste and recycling created for the city to manage. 23% of all waste created from a household will not be collected via the kerbside collection, and will require disposal at a household waste recycling facilities (compositional analysis data- Appendix A6)

Timings

6. Depending on the site, existing infrastructure, environmental impact assessments, planning and permitting, a new site could take 24 to 36 months to deliver.
7. Only after a site is secured can any site investigations begin; this will require 6-12 months transport and environmental impact surveys, prior to planning permission processes. Then, a potential build time and permit application of 12 months depending on the chosen site's existing infrastructure and engineering requirements.

Requirement Conclusion

8. With the anticipated growth of Cardiff, and the need to increase recycling, the Council are taking a longer term strategic view. Therefore, the Council will begin the planning and progressing of a third Household Waste Recycling/Re-

use, and commercial centre, ahead of the current infrastructure becoming over its capacity.

Infrastructure Development

9. The Council will firstly complete a review of all available Council land. Use of available Council land would be beneficial, as there would be no additional capital costs for the initial land purchase.
10. The site will need to be close to residential developments, but not directly within. It must be suitable to comply with all relevant planning and permit requirements.
11. It will be based on the successful, best practice design of the Modulo Beton split level HWRC at Lamby Way. Assuming the land will only house a HWRC, it should be a minimum of 1 hectare (2.5 acres) with ability to hold at least 20 skips.
12. The new HWRC is likely to cost in the region of £2.5 to £3m; the potential of claiming Section 106 monies from the new housing developments to part, or wholly fund the site will be explored.
13. Once a suitable site has been identified, there will be a number of further stages to complete before building work can begin. A number of these stages are time restricted, and will therefore impact on the overall delivery time of the project e.g. some Environmental Impact reports need to be completed at a certain time of year.
14. The Council would anticipate the new HWRC being completed in line with the completion of the new housing development work within the North of the City.



15. Example of a Modulo Beton raised level HWRC at Lamby Way

Part 2 - Development of Additional Material Recycling Facilities (MRF)

16. The current Materials Reclamation Facility (MRF) based at Lamby Way was opened in 2006. It is estimated that along with the remaining life span and the

additional waste arisings that will occur as a result of population growth, an updated facility will be required.

17. The footprint of the existing MRF is no longer sufficient; there is a significant lack of storage space for materials at the front reception point and for product storage after sorting. This means that should recycling markets crash, we have little opportunity to store material until the values increase or a new market opens.
18. There may be an opportunity to join with our neighbouring local authorities, to secure a regional sized and funded recycling facility, in a similar arrangement to Prosiect Gwyrdd (residual waste partnership). There is appetite to progress; we are aware that some regional authorities are currently outsourcing their recycling processing to companies that are not within Wales. Far greater economies of scale could be secured by working together. The facility could be located within any of the participating authorities.
19. The size of the facility will be dependent on the number of authorities participating in a joint scheme and their collective incoming recycling tonnages. Cardiff's current MRF has a maximum operational capacity of 51,000 tonnes per annum working over three shifts, with a land area of 1.5 hectare (3.8 acres)
20. A new Cardiff MRF is likely to cost in the region of £15m; a larger regional facility would be based on collective tonnages and dependant on site location and land ownership.
21. The council should also consider the benefits of an additional commercial transfer station and weighbridge. This will allow the Council to receive recycling and waste from businesses, and obtain an additional income. However, the Council must identify the risk of obtaining additional residual waste, and ensure that the waste accepted would not count as additional Municipal Sector Waste (therefore reducing our overall recycling rates).
22. The potential location of the new larger facility will be dependent on the local authorities participating in a potential joint procurement. If Cardiff proceeds alone, the facility would be based within Cardiff.
23. To fully identify the Cardiff and wider regional Recycling Infrastructure opportunities, a feasibility study and Outline Business Case will be required. This will include identifying funding and economic opportunities to co-locate with reprocessing facilities to commence a circular economy for recovered glass, plastics or card to be directly supplied to a company – co-located - to convert this material into a new product, all within the region. This would stabilise the market and generate an economic gain to the City Region.

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Appendix A5: Service Standards

5.1 Current service standards

The below identifies the current service standards. The service standards are considered as a live document; to be reviewed annually, or where there is any change to customer requirements, legislation, working practices, technology or policy.

Area	What we will do:	What we expect from our customer	Service Standards
Recycling and Waste Collections-traditional households	<p>Collect your recycling and household rubbish on your scheduled day, between 6am-10pm in the specific container provided</p> <p>Be polite and courteous at all times</p> <p>Make full use of our in-cab reporting devices, to report on issues of customer concerns, contamination-requiring education support, access problems, incorrect presentation of waste etc.</p> <p>Sticker all containers with the correct address label and bin type. Only containers with the correct label will be collected.</p> <p>Return your containers to where we found them. This will be on the kerbside outside your property, an alternative agreed collection point or within your property boundary if a</p>	<p>To recycle as much as possible in line with our published guidance and education support</p> <p>To present your wheeled bin, dry recycling green bags, re-useable sacks and red striped bags by 6am on your scheduled day of collection and no earlier than 4.30pm the day before. Bring all containers back onto the property by 9am the following day</p> <p>Report any missed collections of your recycling and waste within 48 hours of collection, and not before 10pm on your scheduled collection day</p> <p>Place your containers on the nearest kerbside for collection at the above times, unless an alternative collection point has been agreed</p> <p>Only use the recycling and waste containers provided- failure to do so</p>	<p>We will return within 5 working days if you report that we have not collected your general waste or garden waste from your individual property, on the scheduled collection day. Vehicle CCTV and trackers are in use.</p> <p>We will attempt to return within 48 hours if we know that we have missed an entire street/round due to a service failure</p> <p>If we miss your hygiene waste, and it's as a result of service failure, we will attempt to recollect within 48 hours</p> <p>If your recycling or food waste is missed, we will return to collect on your</p>

	<p>registered collection has been arranged.</p> <p>Reserve the right to refuse the collection of any waste items that may cause harm or may have an effect on the health and safety of waste collection staff</p> <p>Collect a maximum of 5 re-useable garden sacks/ 2 green-wheeled bins (garden waste) per collection. Unless a recorded exemption is in place.</p> <p>Collect all (non-contaminated) green bags</p> <p>Place stickers onto your recycling or waste, letting you know if we can't collect them e.g. incorrect items</p> <p>Supply you with a roll of green recycling bags, if a re-order indicator is presented on your recycling bag</p> <p>Replace any wheeled bins that are damaged by our refuse collectors free of charge.</p> <p>If you have a front garden, return your re-useable garden sack to your property boundary</p>	<p>may result in a Fixed Penalty Notice of up to £100 being issued.</p> <p>To not remove or replace your barcode label</p> <p>To leave your waste containers at your property, if you are moving to another address</p> <p>If you have a wheeled bin, all waste must fit inside your bin. Any bags outside your bin will not be collected, and may result in a Fixed Penalty Notice of up to £100 being issued.</p> <p>To make full use of the weekly recycling and food waste services available. To not abuse these services, by placing incorrect material into them to allow you a weekly collection of general waste. This may result in a Fixed Penalty Notice of up to £100 being issued.</p> <p>To maintain the condition of your wheeled bin and containers, and keep them within your property boundary at all times (except during your collection period)</p> <p>Not to compact waste tightly into your wheeled bin. Your waste may not empty</p>	<p>next scheduled collection. We will collect any loose bags outside of your food waste caddy in this instance.</p> <p>We will check the vehicle 360° CCTV cameras and trackers to establish genuine service failures or to investigate customer complaints</p> <p>We will clear up any litter which has been created as a result of waste collection. If there is too much to clear with the equipment available, communicate with our Neighbourhood Service teams to action</p> <p>Regularly stock our collection vehicles with a supplies of replacement green bags- if we run out, we will refer the need to our delivery teams</p> <p>Use in cab devices, to report any wheeled bins that we have damaged</p>
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	<p>Advertise, recommend and process all applications for hygiene waste collections</p> <p>Offer an alternative collection point for hygiene bags, by agreement of customer and collection team</p> <p>Remove properties from the hygiene service if hygiene bags have not been placed out for 4 consecutive collections.</p> <p>Be polite and courteous at all times</p>	<p>into our vehicle. A re-collection would not be arranged</p> <p>If your wheeled bin, or re-useable garden sack, is too heavy for collection, remove the excess waste before presenting for your next collection. As a guide, your bin should weigh no more than 75KG.</p> <p>To identify your correct collection dates and methods, by looking at all information made available e.g. C2C call centre 029 2087 2087, website, sign up to reminder services, information at Hubs</p> <p>Ensure that no items of a hazardous nature are placed into your recycling and waste bags; consider the health and safety of our crews at all times e.g. wrap sharp objects before placing into your bags</p> <p>To place your hygiene bags kerbside, unless an alternative collection location has been agreed. This must be requested at the time of the initial application.</p> <p>To not put your hygiene bags in any type of container for collection.</p>	<p>and need repairing or replacing.</p> <p>Replace your wheeled bin within 10 working days. If your black bin is not delivered before your next collection, we will collect bags from your property</p> <p>Investigate all reports of non-collections of hygiene waste, using all resources available.</p> <p>Deliver replacement hygiene bags through your letter box, unless an alternative location is requested. We will deliver as many replacement bags as you put out for collection</p>
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		<p>To put your hygiene waste in Council issue, yellow bags only for collection.</p> <p>To securely tie your hygiene bags for collection.</p> <p>To put your hygiene waste into your black bin/red striped bag on the week that hygiene waste is not collected. Hygiene bags should not be used this week</p>	
<p>Recycling and Waste Collections- blocks of flats</p>	<p>Collect your household rubbish on the same day in the specific container provided and clear up any rubbish spilled during the collection. This does not include extra bags of waste or bulky items.</p> <p>The above will happen at the same frequency as traditional household collections, unless other arrangements have been made</p> <p>We will collect and return your containers from an agreed collection point, which should be agreed in the planning and development stage</p>	<p><u>Landlords/developers/property management companies:</u></p> <p>Proactively maintain contact with the waste strategy team when planning any new development/making changes to existing development. This is to ensure:</p> <ul style="list-style-type: none"> • A collection point and collection method is agreed • Your bin store is accessible and safe for our crews to collect from • You have an adequate number of recycling and waste bins for the development • Payment is made for bins and delivery in advance 	<p>We will return within 2 working days if you report that we have not collected your communal bins on the scheduled collection day.</p> <p>If additional waste has generated as a result of a non-collection, we will collect any bags outside of your bin.</p> <p>We will check the vehicle CCTV cameras and trackers when all reports of non-collections are</p>

	<p>Provide flat specific information including leaflets, and bin store signage</p> <p>Have a dedicated officer to assist in improving recycling participation, and correct waste presentation, in blocks of flats</p> <p>Replace any communal bins damaged by our refuse collectors free of charge.</p> <p>Provide advice and support during the planning development stage, and any planned remedial works, in relation to the type/number of bins required, access requirement for our crews and collection method statements</p> <p>Offer a sale of recycling and waste containers through our commercial waste team</p> <p>Offer a hygiene collection in blocks of flats</p> <p>Provide supplementary planning guidance, in addition to the accessible information on the Cardiff Council website</p>	<ul style="list-style-type: none"> • Recycling/waste bins and information is available for your residents before they move in • We have a contact for the development, should any issues arise in the future e.g. contamination issues, lack of bins, health and safety issue identified • Co-operate fully with waste management officers, where Health and safety risks are identified. Meet an officer on site, and ensure remedial works take place to ensure the safe collection for occupiers of the properties <p>Regularly monitor the presentation of waste from your building, to ensure it is compliant with our waste collection requirements e.g. no additional bags outside of the bins. Make arrangements to remedy any incorrect presentation</p> <p>If you choose to buy bins from an alternative supplier, they must meet the Council's specification. If they don't, we do not have to collect your waste until the situation is resolved</p> <p>Allow access to the development between 6am-10pm on the day of collection</p>	<p>received. We will only return to make a re-collection if the report is found to be genuine</p> <p>We will complete a daily End of Shift report which will identify any reason why we have been unable to collect your recycling or waste. This information will be available to our contact centre</p> <p>We will make every attempt to contact you if we are unable to collect waste due to a Health and Safety issue. We will request a site meeting and offer advice to attempt to reduce the risk of this occurring in the future</p>
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		<p>Further information can be found at www.cardiff.gov.uk/recycling- follow waste management planning guidance</p> <p><u>Residents</u></p> <ul style="list-style-type: none"> • Make full use of the recycling and waste collection schemes available at your block of flats • Let us know if you think recycling arrangements can be improved at your block of flats • Follow all recycling and waste presentation guidelines provided • Responsibly dispose of any bulky waste you have- do not simply leave within your bin store without making collection arrangements <p>Inform us of the specific collection point for your hygiene bags</p> <p>Do not place hygiene bags in any container for collection</p> <p>Ensure full access between 6am-9pm for hygiene bag collection</p> <p>Inform your concierge/caretaker (if on site) not to place hygiene bags into communal bins</p>	
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		Let us know where we should replace your hygiene bags- we are unable to deliver to your front door	
Provision of wheeled bins, food waste liners, green recycling bags, red striped waste bags and food caddies	<p>Provide green recycling bags, free of charge, and in a variety of ways to meet customer needs.</p> <p>Provide food waste liners, free of charge, and in a variety of ways to meet customer needs</p> <p>Provide kitchen and kerbside caddies free of charge, to order online or by calling the C2C contact centre</p> <p>Provide re-useable, garden waste bags for £2 per bag by calling the C2C contact centre (not City wide)</p> <p>Deliver a limited supply of red striped waste bag twice a year, enough to place out up to 3 bags per fortnightly general waste collection (bag areas only). This will be 3 rolls as standard</p> <p>Replace wheeled bins, lost or stolen from a property, for a charge of £25 per bin</p> <p>Identify an appropriate local stockist within each electoral area of Cardiff, to</p>	<p>If you are unable to attend a local stockist, to order your recycling and food waste equipment in advance of running out. This will ensure you can still participate in all services available</p> <p>To use all equipment as specified by the Council. Incorrect use may result in a Fixed Penalty Notice of up to £100 being issued</p> <p>Green recycling bags should not be used for any alternative purpose e.g. transporting non-recyclable waste to HWRC/charity shops, used for business waste, used outside of Cardiff</p> <p>Be polite and courteous to staff within our local stockists, who have been asked to implement a control process to allow you a maximum of 2 rolls of bags per visit</p> <p>Let us know if you require an alternative delivery address, where initial delivery has been unsuccessful, or you know you will not be home to receive delivery.</p>	<p>Deliver food waste liners and green recycling bags to all local stockists twice a week.</p> <p>Where demand is consistently high, consider increased deliveries to stockists</p> <p>To deliver the maximum stock of bags that can be held at each stockist, with consideration to available space</p> <p>Deliver all ordered items within 15 working days of the order being received</p> <p>Post rolls of bags through your letterbox, where design allows</p> <p>Leave a delivery note in the following circumstances:</p>

	<p>allow the collection of a maximum of 2 rolls (1 additional for a neighbour) of green recycling bags and food waste liners per person</p>	<p>Collect your item/s from Lamby Way Depot if we have been unable to deliver after 2 attempts</p>	<p>-where we have been unable to deliver item/s - where item/s have been left at an alternative location - where you have paid for the item/s</p> <p>We will deliver wheeled bins to the frontage of your property.</p> <p>We will not leave garden waste sacks on your doorstep. If your letter box allows, they will be posted. Alternatively, you must be home for delivery or provide an alternative delivery address</p> <p>We will not leave red striped waste bags on your doorstep. They will be posted through your letter box. Where no letter box is available, or no access to communal areas can be made, a note of unsuccessful delivery will be made. We will send you a letter to allow you to collect your bags</p>
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			Visit your property twice to attempt delivery of chargeable items
Bulky Waste Collections	<p>Offer a chargeable, bulky waste collection service for items that cannot be recycled.</p> <p>Offer a free bulky waste collection service for items that can be recycled.</p> <p>Work to procure a partnership with a local charity, to further enhance the re-use of bulky items that can be used again</p> <p>We may be able to offer assistance with the removal of your bulky waste, if arrangements are made in advance.</p> <p>Inform our fly-tipping removal teams of all bulky waste collection bookings, to ensure they are not incorrectly assumed as fly-tipped items.</p>	<p>Present your items at an agreed collection point by 6am on the day of collection. This may be within a property boundary, or kerbside</p> <p>Present your items in a clear and accessible location; if they are being collected from within your property boundary, they must be at the nearest point to the highway.</p> <p>Keep all absorbent items dry to facilitate a safe collection e.g. rugs, sofas, mattresses</p> <p>If you no longer require a collection for any reason, you must inform us no later than 3 working days before collection is due to take place. A refund will then be offered</p> <p>Only place out items for collection that have been booked in advance</p> <p>Present your item/s in a safe manner, as instructed by the contact centre and detailed within our website</p>	<p>Collect your items between 6am-9pm on the day of collection</p> <p>If a collection is missed due to service disruption, our contact centre staff will be informed. We will arrange to make a re-collection as soon as possible.</p> <p>We will complete a daily End of Shift report which will identify any reason why we have been unable to collect your bulky waste item.</p> <p>Leave a calling card to advise of any issues with collecting your item/s or confirm item has been collected</p> <p>Aim to offer a collection of your bulky items within 10</p>

			working days of the request. This may be extended during periods of high demand, and you will be told of your proposed collection date before you make payment.
Recycling and waste education	<p>Implement and promote campaigns to increase recycling participation across the City.</p> <p>Let you know if your collections will be delayed due to Bank Holidays or inclement weather via our waste apps, website and C2C contact centre</p> <p>Ensure information regarding recycling and waste services is available to the public via a range of communication methods including:</p> <ul style="list-style-type: none"> - outreach sessions - social media e.g. twitter and Facebook - website updates - Leaflets and letters - Advertising <p>Form partnerships with key stakeholders including student union, local volunteer groups, and charities.</p>	<p>Provide us with correct information to enable us to complete our household visits</p> <p>Allow us access to the frontage of your property if requesting a registered collection. Our officers will need to complete a risk assessment</p> <p>Be open and honest when explaining why you need assistance with waste collections, or additional non-recyclable waste capacity.</p> <p>Be polite and courteous to our staff, who are aiming to help and are asked to relay key messages</p> <p>Use your chosen communication reminder method to keep informed of recycling and waste messages/collection days etc.</p>	<p>Organise at least 1 outreach session a month, and inform you where we will be via social media and the website www.keepcardifftidy.co.uk</p> <p>Visit you within 10 working days to arrange a registered collection.</p> <p>Process any agreed registered collections by the end of the working day; your assistance will begin between 7-10 days.</p> <p>Visit you within 10 working days to arrange an additional capacity bin assessment.</p> <p>If any additional/larger bins are required, order</p>

	<p>This will enable activities such as the student campaign</p> <p>Arrange assessments for residents who may struggle to present waste for collection on the highway- these are known as registered collections</p> <p>Arrange assessments for residents who feel they require additional non-recyclable waste allowance</p> <p>Regularly review all properties signed up for a registered waste collection, to ensure they are still required</p> <p>Complete regular monitoring of the City's participation in recycling schemes using a range of methods to include:</p> <ul style="list-style-type: none"> - desk based data analysis - on street monitoring <p>Produce improvement plans & changes of schemes when considering results of public satisfaction surveys</p> <p>Continue the promotion of recycling and waste minimisation messages for school children, through our Really Rubbish Campaign</p>	<p>Take personal responsibility to ensure you are participating in all recycling schemes available. Contact us if you require assistance</p> <p>Let us know if you no longer require a registered collection at your address.</p> <p>Respond to registered collection review letters, to let us know if you still require the service.</p>	<p>these within 24 hours of the visit.</p> <p>Provide basic recycling and waste collection information in the 15 most spoken languages across the City</p>
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Compliments and complaints (use corporate info)	<p>Your feedback helps us to improve our services.</p> <p>If something goes wrong, we need to be able to put it right quickly.</p> <p>If possible, we will take action to ensure it doesn't happen again.</p> <p>We will ensure all compliments receive reach our operational teams, via staff screens in communal areas.</p>	<p>Provide us with feedback via the various contact methods available to you.</p>	<p>Acknowledge your complaint within 5 working days of it being received</p> <p>Aim to resolve your complaint within 20 working days</p> <p>Let you know within the 20 working day period if we think it may take longer to investigate, and keep you informed</p>
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5.2 Future considerations- High level options

Garden waste collections

The collection of garden waste from households helps the Council to meet its statutory re-use/recycling and composting targets. However, it is not a statutory function to collect garden waste from households free of charge.

Garden waste collections can prove challenging; there are many variables including:

- seasonal impacts
- differing demands across the City

It has been identified that there are current inefficiencies in our garden waste collections, due to the challenges listed above. It is very difficult to determine demand levels; our refuse collection vehicles service every street, although only one or two properties may present garden waste; although collection frequency is reduced to four weekly between November-March, feedback from customers identifies that there is a large proportion that still require a regular collection until a later date.

The move to a new technology based collection system, with live access from back office function to the vehicle, gives opportunity for alternative service delivery.

This document indicates the options that can be considered, and a high-level analysis of the strengths, weaknesses, opportunities and threats of each.

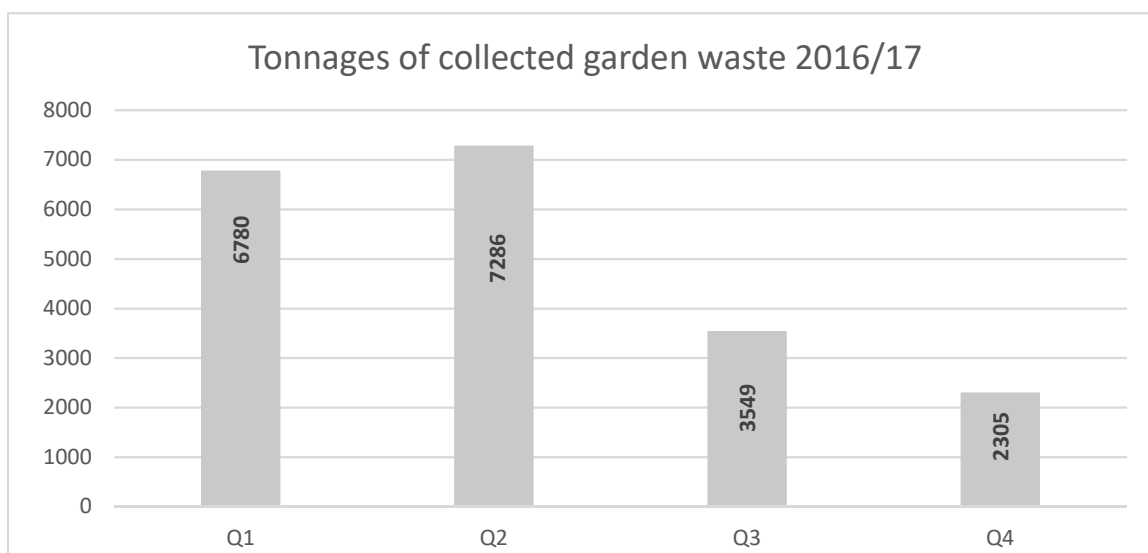
Current position

Garden waste is collected fortnightly between April and October, and monthly between November and March.

Households present garden waste for collection in a 240L green wheeled bin, or a white re-useable sack. The Council specifies which container a household uses. Households may place 2 wheeled bins, or 5 re-useable sacks out for collection as standard.

Wheeled bins are charged at £25, and re-useable sacks at £2 per sack.

In 2016/17, the Council collected 19,919T of garden waste, in the main from households and Household Waste Recycling Centres. Of the amount of garden waste collected, 14,066T were collected between April-September as identified in the graph below:



The tonnages identify a clear demand for the service between April-September. However, despite the amount of waste collected there are still huge variables across the City.

A participation monitoring exercise was completed during April-May 2016. The below table shows the participation rate (the % of properties presenting garden waste once over 3 collection cycles) and the set out rate (the amount of properties presenting garden waste at each opportunity).

	April – May 2016	
Area (sacks or bins)	Participation rate %	Set out rate %
Cathays (s)	3.4	1.7
Heath (b)	77	49
Splott (s)	8.9	4.3
Ely (b)	59.4	31
Grangetown (s&b)	14	7

The same exercise was completed in different areas of the city during the winter of 2017/18 and the results show that participation in the service was low and infrequent.

	October 2017 – January 2018	
Area (sacks or bins)	Participation rate %	Set out rate %
Ely (b)	10.8	4.9
Riverside (s)	41.8	19
Penylan (s)	42.2	19
Rumney (b)	21	7.8
Heath (b)	44.3	21.4

Our Ask Cardiff 2016 survey results have indicated that 81% would consider an opt-in collection service, whereas only 25% would consider a chargeable collection.

Research

An initial research exercise has been completed, to determine the provision of garden waste collections across Wales, and core cities.

Further detailed research will be undertaken with the local authorities, to help steer the preferred method of garden waste collection.

The following Council's charge for garden waste collections:

Authority	Charge	Cost	Method of opt in
Bristol	Y	£32 annually	Ring & collect
Newcastle	Y	£20 annually	Subscription
Sheffield	Y	£55.87 full 15, £47.99 x 9 collections and £37.99 x 5 collections.(2017 price) To be reviewed for 2018	Subscription
Birmingham	Y	£40 annually	Subscription
Denbighshire	Y	£34 / £22 online, annually	Subscription
Pembrokeshire	Y	£48/£43 annually	Subscription
Monmouthshire	Y	£18 annually	Subscription
Ceredigion	Y	£1.20 per bag	Ring & collect
Carmarthenshire	Y	£40.80 / £48 in instalments	Subscription
Conwy	Y	£1.50 per bag, maximum of 6 collected	
Bridgend	Y	£27 / £23 for OAP, annually	Subscription
Swansea	Y	£1.50 per weighted bag, 75p non-weighted	N/A
Flintshire	Y	Only a charge for any additional bins of £24 per bin per annum	N/A
Gwynedd	Y	£33 a year, extra £28 a year per additional bin	Subscription
Powys	Y	£13.56 per roll of sacks	Subscription
Vale of Glamorgan	Y	Bags £2 each	Ring & collect during winter months

Potential options appraisal

1) Charged winter opt-in

Strengths

- As production of garden waste is seasonal and has huge variation in demand across the city (due to housing stock types) – routes can be better rationalised to reflect need in service.
- Potential to scale back low season collections (e.g. Dec – Feb) to zero.
- Gives scope to only visit streets that present garden waste on collection day.

- Customers will have greater autonomy of when to opt in, meeting the need of their own gardening habits.
- Comparatively short sign up windows allows for flexibility of change of customer circumstances.

Weaknesses

- Short opt-in period results in monthly admin to maintain registrations – this is admin for both staff and customers who have to sign up over again.

Opportunities

- Opportunity to build a profile of statistical participation of garden waste collections without the need for resource intensive participation monitoring

Threats

- If opt-in properties cover are small in number but cover a large geographical area, rationalisation will not be achieved.

2) Opt-in on demand winter collections

Strengths

- Existing booking and scheduling model available (bulky waste)
- As collections are reactive to customer requests, route optimisation would have the greatest effect with this model – unless properties are vastly spread out.
- No charge

Weaknesses

- Increased call traffic to the contact centre to register for collections as online infrastructure is not currently available.
- This system would require a huge amount of admin resource.
- Online opt-in infrastructure would be required to ease customer use of the service (the contact centre is available at limited times). This is not yet available – especially if the service incurs a charge

Opportunities

- Opportunity to use in-cab technology to the best of its potential.

Threats

- Threats that customers will stockpile garden waste at home before ordering a collection – this has a detrimental effect on the quality of garden waste material for composting.
- The effort required by resident to request a collection may dissuade them from using the service entirely, resulting in reduced garden waste tonnages.

3) Annual Permits

Strengths

- Minimal admin required to maintain the system of the opt-in options.
- This model will likely to be preferable to residents who consistently use garden waste collections over the winter months. Requesting a collection every two weeks would be irritating to residents who use something regularly.

Weaknesses

- If properties register on an annual basis, route optimisation may not occur, as RCV's will visit addresses whether garden waste is presented or not.
- Ongoing admin required for each property - annual permits
- Process required if customers want to unsubscribe from the service.
- If residents move house but have paid for a permit – it could be transferable to a new property
- Residents will perceive no positive change in service, just a charge for a service they previously received without having to make the effort to sign up.

Opportunities

- Opportunity to rationalise rounds under this model with a high season and low season permit.

Threats

- If permits are to be displayed on a bin, this adds additional complicity to the scheme for the public.

1. Bank Holiday Collections

Cardiff Council currently does not collect waste on bank holidays. This can mean the residents have to place out their waste either one day or two days late, depending on when the bank holiday falls. Each bank holiday the arrangements can change and lead to confusion for residents.

Across local authorities, the growing trend is to collect recycling and waste on bank holiday Mondays. This means less confusion for the resident as there are no changes to their collection services except at Christmas and New Year. This can mean less incorrectly presented waste so in turn provide cleaner streets.

This would also mean a contract change for the work force as well as re-educating the public on their collection days.

2. Collection day changes (rebalancing)

Each waste stream has a specific number of properties that can be collected by each vehicle in a shift per day. These rounds build up like a jigsaw to determine what day each ward has their waste collected on, how many vehicles the service requires and the overall cost of the service. By constantly monitoring how these rounds are performing, efficiencies can be improved.

As the city grows, the number of properties on some collection rounds can become imbalanced, meaning increase costs and reduced efficiencies. It is recommended that Authorities' rebalance the collection rounds every 5 to 10 years depending on the level of growth within the authority. The last large scale rebalance in 2012 meant significant changes to the day residents had their recycling and wastes collected. Change is not required currently, but it is anticipated that a further large scale rebalance will be required within the length of this strategy (but this will be subject to the cities growth, as per the LDP).

3. Alternative working patterns for Collection services

Finding an appropriate shift-pattern, which matches the specific needs of the organisation and our customers, is critical. At present, waste management operates a "Double Shift" pattern. Introduced in October of 2009, the double shift pattern offset the cost of introducing weekly food waste collections. Moving to a double shift pattern enabled the new food waste collection service to be delivered to our customers, whilst reducing our overall fleet vehicle requirements and subsequent costs. Effectively this provided a cost neutral increase in services.

At the time other options were explored including "6 day working", 4 on and 4 off" and 7 day working. However, the "Double shift" pattern provided the best financial and operational benefit.

As the city progresses, all options are worth keeping under consideration. The Council will also consider the impacts of alternative working patterns. Some initial research identified that:

- **London Borough of Sutton:** moved to a double shift arrangement, incorporating Saturday into the working week. This contributed £500K to the £1 million saving imposed on service area
- **London Borough of Barnet:** £1.3 million savings delivered through the revision of its mixed organics collection over 6 days rather than 5, Monday-Saturday thus reducing fleet and operatives
- **London Borough of Merton:** Service review resulted in 6 day collections (Monday-Saturday) with operatives working 36 hours over 4 day shift pattern. The reduction in vehicles contributed to the £540K p/annum savings rather than the reduction in staff.

So bearing these case studies in mind and the demands of a capital city environment which include busy streets and congestion; high volumes of on street parking; high

seagull population and pest attacks on bags; a 24/7 city economy a high level analysis will be completed.

A re-evaluation of potential options include ;

1. Current - (Double shift over 5 days) 6am to 10pm, Monday to Friday
2. Night Shift - (Single Shift over 5 or 6 days), 7am to 3pm, Monday to Saturday
3. 4 in 6 shift pattern - (Single Shift over 6 days), 7am to 3pm, Monday to Saturday

Further detailed modelling and consultation is required to test whether the current collection arrangements are the best value for the customer and the Council.

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Appendix A6- Recycling performance

1. How Cardiff compares with other Welsh local authorities (2016/17) & core Cities

Area	%
Ceredigion	70.1
Wrexham	68.7
Monmouthshire	68.7
Flintshire	68.2
Carmarthenshire	66.2
Isle of Anglesey	65.8
Caerphilly	65.5
Vale of Glamorgan	65.3
Pembrokeshire	65.3
Merthyr Tydfil	65.2
Powys	65.2
Denbighshire	64.7
Rhondda Cynon Taf	64.4
Wales	63.8
Swansea	63.7
Torfaen	63.6
Neath Port Talbot	62.8
Conwy	62.6
Newport	61.4
Gwynedd	61.1
Cardiff	58.1
Bridgend	57.9
Blaenau Gwent	56.8

It should be noted that Cardiff have a high proportion of commercial waste within the waste stream. The majority of the Welsh Authorities do not have the same commercial opportunities as Cardiff or choose to price themselves out of the Commercial market. If Cardiff were to remove the profitable commercial element, the performance could potentially increase by 4%.

However, as a capital city, Cardiff faces many challenges that other Welsh Authorities do not encounter. To gauge the performance as a capital city a core cities comparison provides an insight on just how well Cardiff performs as a Capital City. The table below outlines performance of the Core cities in Cardiff's comparison group.

Area	Recycling	Residual	Garden	Food	No. of HWRCs	Population* census 2011	No. of houses* census 2011	Surface area	Population Density	Recycling performance 2016/17 (%)
Cardiff	Weekly co-mingled	Fortnightly 140L bins or 3 bags	Green bin fortnightly Monthly in winter	Weekly	3 moving to 2	346,100	142,802	140.3km ²	2,500/km ²	58.1
Edinburgh	Fortnightly kerbside sort Green Bin: textiles, tins cans paper cardboard envelopes plastic bottles, pots, tubs and trays Blue box: glass, batteries, small electrical goods.	Residual 140L Fortnightly	Garden Waste Every 3 weeks	Food waste weekly	3	476,626	230,058	264km ²	1,828/km ²	42.3
Bristol	Kerbside sort Green box; cartons, cardboard, plastic bottles/packaging, cans, foils, aerosols, lids + small WEEE next to box Black box; directories, paper, glass, batteries (put in a small bag),	Residual 180ltr or up to 3 bags Fortnightly	Chargeable Garden 240ltr bin – fortnightly, buy bags/phone for collection	Food Weekly	2	428,234	182,747	110km ²	3,892/km ²	43.4

	textiles (in an untied bag), shoes, spectacles, engine oil, car batteries (to side of box)		(same day as recycling)							
Manchester	<p>Kerbside sort</p> <p>Brown bin glass jars/bottles, plastic bottles, tins & cans, foil and takeaway trays</p> <p>Blue bin/bag; paper, card, food & drink cartons</p> <p>alternate weeks</p>	Residual 120ltr fortnightly	Garden bin	Food if they have room to have a garden bin then food is combined	3	503,127	224,540	115.6km	4,680/km ²	36
Glasgow	<p>Twin stream 140L purple bin; glass. Every 4 weeks</p> <p>Blue bin; paper, tins, cans, plastic bottles, cardboard. Every 2 weeks</p>	Fortnightly-green bin 7 day collection schedule	Brown bin- every 2 weeks (March-November)	Food in garden bin	4	593,245	285,693	149.9km ²	4,023/km ²	26
Newcastle	Fortnightly (alternate to residual) Twin Stream All Cardiff items, textiles (in separate bag).	Residual every 2 weeks	Brown bin £20 year for collection	Food every 2	3	280,177	128,030	360km ²	2,613/km ²	42

	Black caddy within blue bin for glass bottles & batteries (in separate plastic bag)			week s						
Sheffield	Kerbside sort Fortnightly Blue bin; plastic bottles, glass bottles & jars, cans Blue box; paper & card	Fortnightly alternate week to recycling provided by veolia Student scheme- red sacks provided to students for additional waste, collected between 10 June and 5 July.	Garden £55.87 – full 15 collections £47.99 x 9 and final 5 £37.99	Food into residual	5	539,064	229,928	267.8k m2	1,563/km2	29.6
Liverpool	Fortnightly: Co-mingled blue bin Same contents as Cardiff	Residual some areas weekly, most every 2 weeks	Garden every 2 weeks	Food no collections	2	466,415	206,515	111.8k m2	4,332/km2	28.1

Leeds	Depending on the area some fortnightly, 3 weekly and 4 weekly	Weekly	Only collection s March – November	Same	8	751,485	320,596	551.7k m ²	1,416/km ²	37.9
Nottingham	Fortnightly (alternate to residual) Brown bin with grey lid-same materials as Cardiff Orange “survival bags” for properties not suitable for bins	Fortnightly Weekly for residents on orange bags	April - October	Fortnightly	1	305,680	126,131	74.61k m ²	4,359/km ²	29.8
Birmingham	Twin stream being rolled out. Blue box; paper, cardboard. Green box; glass, cans, plastic bottles, pots, tubs, food trays and aluminum foil. OR; 240L recycling wheeled bin, inner caddy for paper/cardboard	Weekly-180L bin	£40, £38 on-line or early bird £35 March - Dec	Into residual waste	5	1,073,045	410,736	267.8k m ²	4,199/km ²	24.4

2. Recycling Data comparison

The overall recycling rate is based on all MSW tonnages, but it is important to see how each of the elements of MSW build up to form the overall recycling performance.

Kerbside Collections ~ 65% recycling rate

The effects of the move to smaller residual waste containers has seen an increase in the performance of the kerbside collections services. Cardiff out performs many recycling collection services.

HWRC ~70% recycling rate

Investment in new recycling markets e.g. carpets/mattresses, the new Lamby Way recycling centre and additional time and training for site attendants to have a more focussed 'meet and greet' role. Increasing recycling through the education stations at the HWRCs will be one of the main focuses of the new waste strategy 2018 onwards with an aim to reach 80% as set out in Welsh Government's collections blueprint.

Commercial Services ~ 29% recycling rate

The overall recycling performance of the commercial waste department has only slightly increased in recent years. The additional recycling collected can be attributed to more focused recycling efforts, as part of successful tender bids for companies such as Wales Millennium Centre, Principality Stadium and Cardiff and Vale NHS. However, this has also increased the overall amount of waste collected. Significant change is needed here supported by the Environment Act (Wales) Regulations, that are not yet available from Welsh Government.

Street Cleansing ~70% recycling rate

Although the smallest fraction of the MSW stream, the sweepings recycling contributes significantly to the performance of this area. It should be noted that very little recycling is yielded from on-street litter bins and flytipping where they are currently located. Although more sorting of flytipping waste is in place

All of the above tonnages combine to calculate the council overall expected recycling performance in 2016/17 to be 58.1% .

3. Quality of Green Bags Recycling

The analysis of green bags identified that the vast majority of the composition was material that we accept within the kerbside recycling collections.

Although, it is clear that there is confusion from the public and the attempts to recycling; 6.1% of the material could be recycled at a HWRC, and a further 4% in other kerbside collections e.g. food waste, hygiene collection, garden waste.

Target Material in green bags

	Summer	Autumn	Average
Recyclable paper	27.5%	28.2%	27.9%
Glass bottles and jars	21.9%	22.3%	22.1%

Thin card	8.3%	8.5%	8.4%
Plastic bottles	6.9%	6.4%	6.7%
Corrugated card	6.8%	6.3%	6.6%
PTTs (All types excl. black plastic trays)	4.1%	3.4%	3.8%
Ferrous cans and tins	3.7%	3.6%	3.7%
Non Ferrous cans	1.3%	1.1%	1.2%
Ferrous aerosols	0.4%	0.3%	0.4%
Non Ferrous aerosols	0.3%	0.2%	0.3%
Total	81.2%	80.3%	80.8%

Target (HWRC) material in green bags

	Summer	Autumn	Average
Other dense plastic	2.4%	2.4%	2.4%
Drink cartons (Tetra packs)	0.8%	0.7%	0.8%
Glass non-packaging	0.5%	0.7%	0.6%
Other ferrous items	0.4%	0.4%	0.4%
Other electrical items	0.0%	0.7%	0.4%
Clothing	0.2%	0.4%	0.3%
Shoes, bags, belts	0.2%	0.4%	0.3%
Other small electronic items	0.1%	0.4%	0.3%
Other non-combustible	0.2%	0.3%	0.3%
Non clothing textiles	0.1%	0.2%	0.2%
Wood and cork	0.3%	0.0%	0.2%
Other Hazardous Waste	0.0%	0.1%	0.1%
White goods	0.1%	0.0%	0.0%
Batteries	0.1%	0.0%	0.0%
Other large electronic items	0.0%	0.0%	0.0%
Other non-ferrous	0.0%	0.0%	0.0%
Computers and televisions	0.0%	0.0%	0.0%
Mobile phones	0.0%	0.0%	0.0%
Water based paint cans	0.0%	0.0%	0.0%
Other paint cans	0.0%	0.0%	0.0%
Total	5.5%	6.7%	6.1%

Target (other household collections) material

	Summer	Autumn	Average
Absorbent Hygiene Products (for example nappies)	1.2	0.6	1.8
Avoidable food waste (unpackaged)	1.2	0.3	1.5
Unavoidable food waste	0.4	0.1	0.5
Garden waste	0.1	0	0.1
Possibly avoidable food waste	0.1	0	0.1
Total	3	1	4

4. Recycling Found in the General Waste

Only 38.2% of the material contained within the general waste was material that cannot be recycled. 61.8% of the material could be recycled either in the kerbside recycling collection, hygiene/food collection or at the HWRC.

It is clear that there still needs to be increased emphasis on behavioural change, to divert this material from the general waste collection. A sustained approach to increased education, awareness raising campaigns and enforcement for non-compliance will be key.

Target Recyclable (kerbside collections) Material in Residual Waste Sample

	Summer	Autumn	Average
AHPs (hygiene separate collection)	8.7%	16.1%	12.4%
Avoidable food waste (unpackaged)	5.3%	5.6%	5.5%
Recyclable paper	4.6%	3.4%	4.0%
Garden waste	4.1%	1.1%	2.6%
Unavoidable food waste	2.7%	1.9%	2.3%
PTTs (All types excl. black plastic trays)	2.5%	1.8%	2.2%
Thin card	2.5%	1.8%	2.1%
Possibly avoidable food waste	1.2%	2.7%	2.0%
Glass bottles and jars	2.1%	1.2%	1.6%
Plastic bottles	1.4%	0.9%	1.2%
Ferrous cans and tins	0.8%	0.5%	0.7%
Corrugated card	0.6%	0.5%	0.5%
Non Ferrous cans	0.2%	0.1%	0.1%
Ferrous aerosols	0.1%	0.1%	0.1%

Non Ferrous aerosols	0.1%	0.1%	0.1%
Total	36.9%	37.8%	37.3%

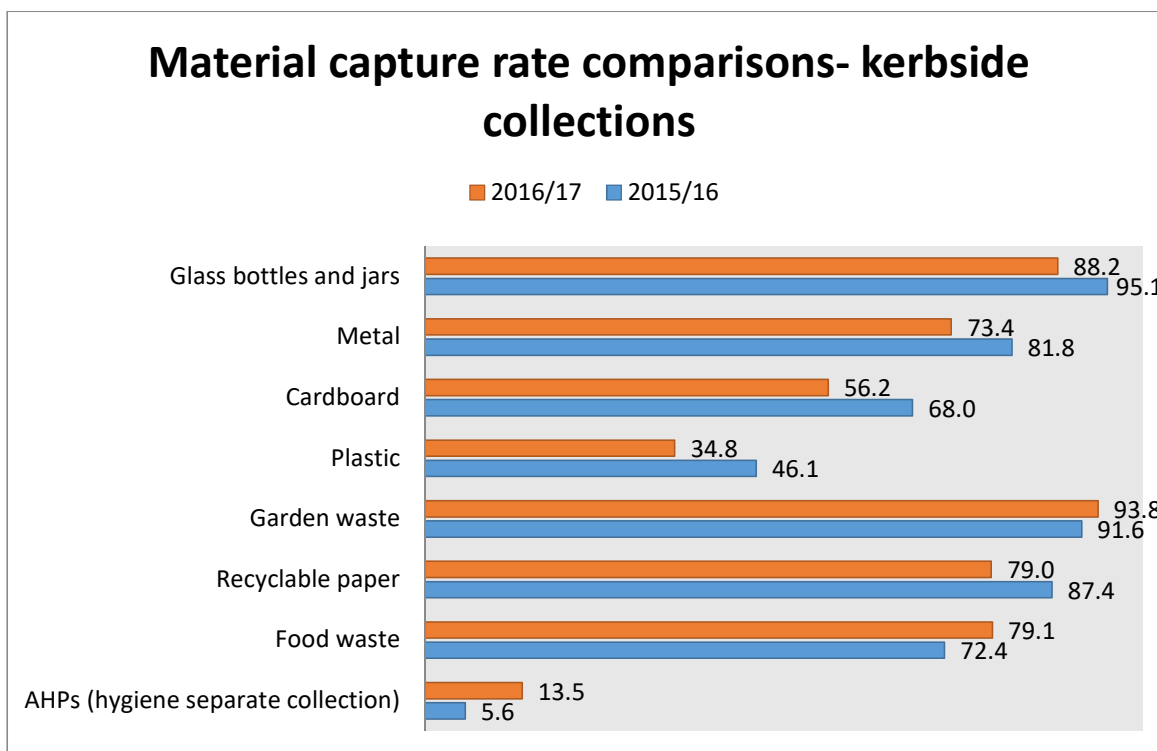
Target Recyclable (HWRC) Material in Residual Waste Sample

	Summer	Autumn	Average
Other non-combustible (incl.rubble)	6.3%	8.4%	7.4%
Other dense plastic	4.7%	4.5%	4.6%
Clothing	2.4%	2.0%	2.2%
Wood and cork	3.4%	0.6%	2.0%
Shoes, bags, belts	0.9%	2.0%	1.5%
Non clothing textiles	1.9%	0.9%	1.4%
Other electrical items	1.0%	1.2%	1.1%
Other ferrous items	1.0%	0.9%	1.0%
Other Hazardous Waste	0.2%	0.8%	0.5%
Glass non-packaging	0.5%	0.4%	0.5%
Computers and televisions	0.3%	0.4%	0.4%
Other large electronic items	0.5%	0.2%	0.4%
Other small electronic items	0.2%	0.3%	0.3%
Other non-ferrous	0.30%	0.1%	0.2%
Other paint cans	0.4%	0.0%	0.2%
Drink cartons (Tetra packs)	0.1%	0.1%	0.1%
Batteries	0.1%	0.1%	0.1%
White goods	0.0%	0.0%	0.0%
Mobile phones	0.0%	0.0%	0.0%
Water based paint cans	0.0%	0.0%	0.0%
Total	24.2%	22.9%	23.6%

5. Capture rates

The data provided by the compositional analysis research, enabled the Council to identify which material is not being captured to its full potential.

A comparison of the material capture rates (2015/16-2016/17) is below:



The above identifies that members of the public are still placing large amounts of nappies, plastic and cardboard into their general waste collection despite the fact that there are alternative services for these.

However as anticipated, the restriction campaign in 2015 has more than doubled the capture rate of nappies/incontinence waste into the hygiene collection rather than the general waste.

It is also positive to note an increase in the capture of food waste in 2016/17.

It is recognised nationally that plastic is a material that residents are most confused about recycling, due to the differing grades of plastic and conflicting advice on packaging.

It has been estimated that to achieve the 70% recycling target, 90% of residents need to be recycling to their full potential 90% of the time. The compositional analysis, and capture rates data identifies there is lots still to do. There still needs to be increased emphasis on behavioural change, to divert this material from the general waste collection. A sustained approach to increased education, awareness raising campaigns and enforcement for non-compliance will be key.

6. Potential new material to collect from the kerbside

To examine the potential of improving recycling rates in Cardiff, we have examined the recyclable materials that are most prevalent in the kerbside residual waste stream and also potential MRF rejects via composition analysis data – in order to ascertain which materials have the greatest potential effect on recycling rates, if they were to be diverted into the recycling stream.

When combining the observed waste arising of residual composition analysis and recycling composition analysis in 2015, the materials that were most prevalent were textiles (clothing, shoes, bags and non-clothing textiles), WEEE (electrical items and small electronics) and Cartons (tetra-pak style). The table below shows an estimated potential tonnage of how much of each material could have existed in 2016/17 residual tonnage, based on composition analysis proportions.

Potential Kerbside Tonnage yields for textiles, WEEE and Cartons in recycling 2016-17

	Total
Textiles	1602.34
WEEE	482.72
Cartons (tetra packs)	66.08
Grand total all material	2151.13

This concludes that the greatest potential for tonnages is in collection of textiles.

The tonnage shown could also significantly increase as a result of a promoting campaign for the collection of a new material. However it is also important to consider that the other outlets for this type of material in Cardiff are well established, such as charity shop donations or “Cash for Clothes” businesses. Therefore WEEE should not be discounted as electronics could have high potential for capture as the electronic economy becomes increasingly disposable.

7. Overall Recycling Potential

Based on the current tonnages achieved and the composition analysis of what is available the following short summary outlines how 70% can be achieved;

Domestic if an uplift on performance from 64% to 70% is achieved a further 6600 tonnes could be recovered. Almost 1000 tonnes could yield from hygiene waste recycling and as identified areas like textiles could yield positive results. The rest of the changes will come from education and influencing habits of residents to recycle correctly and as much as possible.

Commercial has the challenge of increasing recycling whilst improving income. Based on the compositional analysis there is a large proportion of recycling available in the commercial waste streams. If the current level of recycling is increase to 50% a further 5800, tonnes could be recycled.

The next large area of recycling potential is the household waste recycling centres, in achieving the desired target of 80% almost 7700 tonnes could be added to the recycling performance.

Areas like bulky waste, cleansing and fly tipping contribute a smaller proportion of the whole waste stream, but even small changes could yield an additional half a percent in performance.

With all step changes in recycling there needs to be consideration of the waste flow changes that will occur if waste is removed from the disposal stream. The energy recovery process used by the Council also contributes to recycling, so less waste through the facility does affect the tonnage balance.

Whilst it is difficult to profile the cities growth and peoples habits on recycling, the review has determined that there is sufficient recycle still available in the residual streams to achieve 70% or above recycling within the city.

Appendix B – Waste Management Strategy 2015-18, Gap analysis

Phase 1: Residual waste restriction programme: Summer 2015- to provide an additional 5000T of recycling

Action	Delivered?	Narrative
Weekly food waste collections remain.	Yes	Weekly food waste collections have, and will continue, to remain. All equipment required to participate in the service is provided free of charge.
Recycling will remain weekly via green bags.	Yes	Weekly collections of recycling remain, and all equipment required to take part in the service is provided free of charge. The method of collection remains under review.
Residual waste collections will remain fortnightly, but restricting of residual waste is required.	Yes	Waste restriction was implemented on 27th July 2015; 140L wheeled bins were issued to approx. 10,000 properties without a bin and a restriction of 3 red striped waste bags p/collection to the remaining 16,500 properties in the bag areas. 94,000 properties had their 240L black bins exchanged for a 140L black bin, with full completion in February 2016.

Phase 2: HWRCs, new markets and re-use options; 2015/16, to deliver an additional 5000T of recycling

Action	Delivered?	Narrative
HWRCs		
<p>Considering best practice design and layout when planning the development of the new site</p> <p>Improve signage around sites and on containers, to improve capture rates and reduce contamination levels</p>	Ongoing	<p>Lamby Way supersite opened in July 2017.</p> <p>All signage has been reviewed, using WRAP national iconography and complying with welsh language standards.</p>
<p>Dedicate resources to ensure that site operatives are proactive in diverting waste from landfill, directing materials into the correct skips, as well as providing helpful and useful knowledge to site users</p>	Ongoing	<p>A site operative is now at the entrance of all HWRCs with a dual purpose of checking proof of Cardiff residency, and providing assistance before users enter the site.</p> <p>When resource allows, an operative is also placed next to the general, household waste skip diverting material to recycling.</p>

Re-consider the current vehicle access policy to ensure that only domestic site users from Cardiff are accessing the site	Yes	From 2nd January 2016, residents are now required to bring proof of Cardiff residency to access the HWRCs.
Consider the introduction of a 'permit scheme' to ensure only Cardiff residents benefit from the HWRC	Yes	Proof of residency check has been implemented.
Invest in comprehensive training and up skilling programme for the site operatives	Ongoing	NVQ development is underway
Progress a re-use shop run entirely by a third party organisation, with conditions to ensure that any items deemed unsuitable for re-use are recycled	Ongoing	We have formalised a partnership arrangement with British Heart Foundation (BHF); there is a donation zone at Lamby Way and Bessemer Close for items to be removed for re-use/recycling by the BHF. This trial will be evaluated, and developed over the years into a re-use shop format
Adapting to recycling markets, and providing recycling facilities for a range of bulky items and materials not currently recycled e.g. mattresses and carpets	Yes	New recycling markets for carpets, mattresses, tyres and UPVC at the HWRCs
Educate residents on the facilities available to them and how best to present and prepare recycling and waste before coming to site	Ongoing	Website pages have been re-designed to include WRAP iconography for materials, to improve national recognition The HWRC user guide is in the process of being redesigned
Considering a 'no bag' policy at the HWRC to encourage users to segregate material before entering the site.	Ongoing	Full detail to be developed in line with 2018-2021 waste strategy review paper.
Action	Delivered?	Narrative
Bring Sites		

Review existing bring site provision to ensure its suitable for user needs.	Yes	There are 3 remaining bring sites for mixed recycling, along with 5 for glass only.
Evaluate current usage, satisfaction and contamination levels of existing bring sites, and adapt as appropriate.	Yes	As above- Bring sites with high levels of mixed recycling contamination have now been removed.
Upgrade or adapt existing bring site provision to compliment any future change to kerbside recycling collections	Ongoing	Glass only bring sites remain across the City to replicate the separate collections of glass proposals.
Work with partners to consider opportunities to place recycling banks in alternative locations, accessed by a large footfall e.g. schools, community halls.	Ongoing	New facilities always considered.
Action	Delivered?	Narrative
Bulky Waste Collection/Fly-tipping Clearance		
Utilising available facilities at HWRC's, to either recycle or re-use items collected	Yes	This was delivered in November 2016. Any bulky items are collected free of charge if they are recyclable. Items are separated for recycling at Bessemer close HWRC.
Investigating the benefits, or otherwise, of introducing a credit scheme, inviting organisations that currently accept items for re-use an incentive, in return for obtaining their re-use data.	Yes	This was considered within the re-use options appraisal. The British Heart Foundation partnership was implemented as an alternative
Initiating a project team, to investigate current bulky waste, and fly-tipping collection arrangements, and identify any improvements necessary.	Yes	New fly-capture/waste data flow process developed and agreed. Fly-capture analysis completed monthly, to determine any trends in demand. Benchmarking work to continue
Increasing understanding of the composition of fly-tipped, and bulky collected waste, to identify common materials and the need to implement new recycling streams.	Yes	Raw data for analysed for bulky waste collections- a recycling bulky waste collection scheme has now been introduced

Considering all potential options to improve the bulky waste collection service, taking into account best practice examples of an in house run service, a partly outsourced service, and a service ran entirely by third sector organisations.	Ongoing	Addressed in 2018-2020 Municipal Waste Strategy
Working with Welsh Government to implement a re-use network, consisting of third sector organisations that have the ability and relevant processes in place, to re-use and recycle collected bulky waste.	Ongoing	The waste strategy manager delivered a presentation at the Welsh Government instigated "re-use forum". We will continue to support Welsh Government to develop a network, which will have multiple benefits within Wales

Phase 3: Recycling collections change requirements, detailed plans will be presented in 15/16 to ensure Cardiff remains legally compliant and delivers cost effective and high quality recycling

Action	Delivered?	Narrative
Prepare a 'TEEP' business case. Undertake detailed modelling with support of WRAP, using Routesmart or similar	Ongoing	This work will continue
Best practice research and benchmarking from other local authorities undertaking a kerbside sort scheme.	Ongoing	This is still ongoing, as part of the wider recycling waste collections review. There have been operational research meetings to other local authorities with a kerbside sort collection method.
Analysis of the current composition of waste in Cardiff is required, to determine the likely material demand in each area.	Yes	This was completed as part of the WRAP all Wales analysis.
City wide participation monitoring, to establish more detailed weights per <i>participating</i> household in each area.	Ongoing	Various cycles of participation monitoring has taken place, and continues as part of the team's annual work plan.

Review of bin stores/housing type within current communal bin properties, to determine whether appropriate for a change in recycling collection method.	Ongoing	An audit is currently under way to ensure our records are up to date. Site assessments are being completed as and when new developments commence collections.
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Phase 4: Recycling infrastructure, further feasibility study to be presented 15/16. This is to secure recycling infrastructure and obtain high quality recycling and optimum market income

Action	Delivered?	Narrative
Through partnership with Welsh Government and support from Local Partnerships, Cardiff will explore the feasibility of a regional recycling facility.	Ongoing	Referenced in waste strategy 2018-2021
We will work with other local authorities to develop regional solutions to expand the range of materials that can be recycled from the kerbside e.g. nappies	Ongoing	There are regional recycling contracts in place: <ul style="list-style-type: none"> • WEEE • Street Sweepings • Textiles

Phase 5: Additional recycling performance from households, commercial and cleansing. This will be tabled for 2016 and beyond to secure the further 12,000T of recycling needed

Action	Delivered?	Narrative
Commercial		
Investigate the benefits, or otherwise, of procuring on board weighing equipment.	Yes	Commercial waste vehicles now have this function. It is currently utilised on 6 of the larger commercial waste collection rounds.
In depth waste audits to be arranged for all new potential customers to ensure that waste contracts allow for maximum levels of recycling.	On going	Waste audits are offered as part of a service contract discussion. However, this service can be expanded to be a requirement of signing up a business for a general waste contract. Mixed skips are now being post sorted to further understand composition

Understanding customer needs including consultation/feedback.	Ongoing	Customer satisfaction survey completed September 2017
Analysis of commercial waste collected, to determine composition with a view to introducing collections of additional material (if required).	Ongoing	
Introducing case studies of successful recycling schemes within existing customer contracts, focusing on both environmental and financial benefits.	Ongoing	Wales Millennium Centre case study completed
Investigating the potential of a commercial waste re-use centre.	Ongoing	
Divert potential customers that do not produce a large amount of waste to the Bessemer Close commercial recycling centre.	Yes	This happens on daily basis. Further promote the service as the Ask Cardiff survey of 2015/16 showed that 79% of respondents were not aware of the commercial centre
Continuing education and enforcement activity across the commercial sector to improve presentation of waste, to improve overall Local Environmental Quality.	Ongoing	A City Centre strategy has been developed. Weekend and evening enforcement officers now within the City. A section 47 database has been created, so that anyone working in the City centre can reference it. In 2017, will be working to ensure that businesses with private waste contracts label their bins to improve LEQ further
Consider the use of a formal enforcement notice prescribing and enforcing the manner in which recycling and food waste must be separated from residual waste receptacles.	Ongoing	As above- officers are continuing to use the Section 47 Notice to enforce this issue. However, this is mainly focused on businesses presenting bags for collection. Need to review the approach with bins, compositional analysis support may be required for this.
STREET CLEANSING- to recycle or compost 60% of their waste arisings by 2020		
Procure a suitable contract with the ability to recycle and/or compost street sweepings and leaf fall.	Yes	This is a regional contract with Caerphilly and Newport, currently with Neal soil
Consider an improved design litter bin with specific material receptacles, in	Ongoing	In process of redesigning some of the city centre litter bins, with a view to incorporating a recycling section within them.

order to reduce contamination and improve recycling potential.		
Updating and further developing the Local Environmental Quality strategy, with key recycling messages throughout.	Ongoing	There is a Neighbourhood Services enforcement strategy, along with sub action plans for each of the below areas: <ul style="list-style-type: none"> - City Centre - Frontages - Cathays - Litter - Fly-tipping
Considering the potential for split collection vehicles, in order to be able to efficiently collect and segregate recyclable items during cleansing operations.	Ongoing	A new fleet of vehicles were procured in 2016. This can be considered in 3 years as part of the new vehicle fleet procurement contract
Investigating how litter segregated for recycling at events and within the City Centre is currently collected, processed and recorded for recycling.	Ongoing	Material specific bins were purchased in 2014 as part of the 'Recycling on the Go' funding.

Appendix C

The City of Cardiff Council's compliance with Welsh Government Blueprint

The purpose of [Welsh Government's Collections Blueprint](#) is to ensure affordable and sustainable local authority collection services for recyclable, compostable and residual waste.

It provides Welsh Government's recommended service profile for the collection of recycling and waste from households. It recognises that a degree of flexibility will be required in approach and allows Cardiff to tailor services for specific circumstances and in accordance with local needs.

The Collections Blueprint is one of the key documents driving further options modelling, to determine whether a full kerbside recycling separation would be 'Technically, Economically and Environmentally Practicable' (TEEP) in Cardiff.

The positive news is that Cardiff is already meeting 72% of the requirements of the blueprint. This has increased from 61%, because of the changes made from the 2015-2018 waste strategy.

A list of the blueprint requirements, and how we are meeting these in Cardiff, is below.

Table 1- Cardiff's compliance with Welsh Government's blue print requirements

No.	Requirement	Do we do this in Cardiff?	Comments
1	Reduced residual waste container capacity – for example the use of 140 litre instead of 240 litre wheeled bins, or restriction on the number of bags that can be put out	Yes	This was implemented in 2015 and led to a 5% increase in recycling performance
2	Reduced residual waste collection frequency– once a fortnight is sufficient (when weekly food waste collection is provided).	Yes	This was implemented in 2011
3	No “side waste” collected for residual waste.	Yes	There is a strong ‘no side waste’ policy, with advice from recycling advisors, and enforcement action taken where necessary
4	Promotion of, and support for, home composting/ treatment for garden waste.	Yes	Compost bins are sold at a subsidised price of £7.
5	Apply charging for green waste collection (as allowed under the Controlled Waste Regulations 1994), and collecting it only once a fortnight.	No	Cardiff collects garden waste fortnightly during the summer, and monthly during the winter. Future option reviews for garden waste approaches, along with other potential efficiencies such as ‘opt in’ can be considered. The recycling tonnage risk prevents the stopping of green wastes collections

Appendix C

6	Separate weekly food waste collection (not co-mingled with green waste).	Yes	Yes this was implemented in 2011
7	Run the bulky waste collection service as a bulky reuse and recycling collection service.	Yes	The Council has recently launched a partnership with the British Heart Foundation, and are advertising their bulky waste re-use collection. All item/s collected by Cardiff Council are recycled where markets are available, and collected free of charge where these markets exist.
8	Provision of at least one local centre (e.g. civic amenity site / household waste recycling centre that can receive and safely store bulky items for reuse.	Yes	Yes- two of our Household Waste Recycling Centres have a re-use storage facility.
9	Weekly collection of dry recyclables mixed together in a box, with two or more boxes provided per household. Recyclables separated at the kerbside. Termed a "kerbside sort" system.	Yes to weekly collections of dry recycling No to kerbside sort of two or more streams	Cardiff currently uses a co-mingled (mixed) recycling scheme. We will continue to model the benefits and risks of a kerbside sort system throughout the period of the 2018-2021 waste strategy. Separate glass recycling pilot if fully implemented would move closer to this model
10	Food waste collected separately once a week, preferably through the use of kitchen caddies (with provision of free compostable liners), and separate lockable kerbside collection containers. Allow inclusion of paper kitchen towels and tissues.	Yes	Cardiff was the first core city to introduce separate, weekly food waste collections. We provide all equipment to participate free of charge.
11	Use of modern lightweight, multi-compartment vehicles (8 tonnes plus 4 tonne payload) for a single pass collection of dry recyclables and food waste. Ideally using renewable fuel.	No	Cardiff has trialled multiple vehicles and is currently undertaking a procurement exercise to progress modern Euro 6 rear steer vehicles (see more information in the Cabinet Paper dated 18 th January 2018). This also includes specialist food waste vehicles with payloads exceeding 5 tonnes. The same procurement exercise is exploring the use of alternative fuels. Cardiff has engaged with vehicle manufactures to understand current developments and meeting with

Appendix C

			local authorities who have progressed alternative fuel use for fleet vehicles.
12	The following recyclable materials to be collected as a minimum in the kerbside sort system (or perhaps via a dense bring site system): By 2012-13: Paper; cardboard; plastic bottles, pots, tubs and trays; metal cans and small scrap (e.g. kitchen utensils), foil; glass jars and bottles.	No	Cardiff currently uses a co-mingled (mixed) recycling scheme. We will continue to model the benefits and risks of a kerbside sort system throughout the period of the 2018-2021 waste strategy
13	Full recording and reporting to the public of the end destination and use of recycle.	Yes	Currently available upon request. We have identified an opportunity to promote this information on our 'Keep Cardiff Tidy' website. This will be further explored
14	Achieve a level of at least 80% recycling at all civic amenity / household waste recycling centres.	No	We recognise the need for improvements at our HWRC, and have provided our plans in the 2018-2021 draft strategy document.
15	At least one CA/HWRC site to have facilities to receive and store a variety of materials	Yes	We have facilities for almost 30 materials and re-use at our HWRCs
16	CA site density to reflect the needs of local residents and be consistent with the Collections, Infrastructure and Markets Sector Plan.	Yes	The plan referred to references a WG study to determine whether further provision is needed across Wales, on a local level. We have recognised the need for a future additional HWRC in the North of the City as the city grows, to accommodate the planned new residential developments. We also accept commercial recycling at one of our CA sites, which was a further recommendation contained within the plan
17	Bring site density to reflect the needs of local residents and be consistent with the Collections, Infrastructure and Markets Sector Plan	Yes	3 bring sites to recycle mixed recycling, 5 to recycle glass only (in preparation for glass trial)
18	Recycling collection service offered to businesses, for at least paper, plastic, metal, glass and food waste.	Yes	Our commercial waste team offer the separate collections of food, glass and cardboard alongside a co-mingled option

Appendix C

19	Publication annually of service cost information.	Yes	This is identified as a Key Performance Indicator within the service area business plan.
20	Green waste sent to PAS100 and Quality Protocol compliant composting plants.	Yes	Both food waste and green waste processing are subcontracted to Kelda Organic Energy. The end product conforms to the PAS quality standards, and the Council will work closely with Kelda to ensure the quality standard is maintained through training of collection staff and education to Cardiff residents.
21	Food waste sent to PAS110 and Quality Protocol compliant anaerobic digestion plants.	Yes	
22	<30% of all Local Authority Collected Municipal Waste to be residual waste sent to a high-energy efficiency energy from waste (EfW) plant.	N/A	This requirement is not expected to be met until 2025
23	Processed EfW bottom ash recycled to produce a product that meets a relevant Quality Protocol or End of Waste Criteria.	Yes	All ash recycling is included in the contract arrangements managed by Cardiff for the Prosiect Gwyrdd residual Waste Treatment facility at Trident Park. The additional recycling provided of the fly ash materials, as well as bottom ash, into fully recycled products, exceeds this requirement.

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title: Separate Glass Recycling Collection (trial only)

New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?

Name: Jane Cherrington	Job Title: Waste Strategy & Enforcement Operational Manager
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Service Team: Waste Strategy	Service Area: Economic Development, Commercial and Collaborative Services
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Assessment Date: Deecmeber 2017

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

In line with the Recycling and waste management strategy, it was identified that there were a number of key benefits in collecting glass separately from the co-mingled system we currently operate. The benefits include:

- It would enable us to move closer to the preferred kerbside sort model that Welsh Government identified as best practise in their Towards Zero Waste Paper and Waste Collections Blueprint.
- It would result in better quality glass as it would not be contaminated with other waste streams such as paper.
- Better quality glass would result in recycling re-processors purchasing the glass from us, as opposed to us paying them to take it away. During Qtr 1 of 2017 treatment is a cost, separate glass collections could see an income.
- Savings would be achieved on the cost of maintenance for machinery worn down by glass in our recycling plant.
- All glass collected through the trial would be dropped off in a single bay for bulking up, with no need to be processed through the plant. Therefore reducing operating costs.

The trial would initially only result in changes to collection method for ~20,000 households, but should it be successful, would look to roll out to all households within the city.

The proposal would see us collect glass in a separate kerbside caddy on a fortnightly basis.

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Corporate Assessment Template

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

~17,000 households would be put onto the trial; the trial areas will be selected using demographic data that captures a wide range of demographics, recycling habits and housing types. We have also had to take into consideration collection days and spread the trial over Monday – Friday to get maximum efficiencies from our crews and collection vehicles.

As this is a trial, a significant amount of research would be conducted before the trial started (with pre-survey questionnaires), during the trial (in terms of tonnages & participation) and after the trial had concluded (post-survey questionnaires). This research would inform our decision-making processes.

We have made some enquiries with other Local Authorities and learnt from their experience in collecting glass separately, and some of this research has informed our decision making process. For example:

- Advice on Personal Protective Equipment for staff (gloves, ear defenders and glasses) as recommended by Barnsley
- Size of containers and specification recommended by Bridgend – they have recently moved from a box to a kerbside caddy due to manual handling issues

The Council offers an assisted lift service for the collection of household waste. This service (represented by an orange diamond placed on wheeled bins and kerbside caddies) indicates to waste collection crews that they must enter the property to empty bins/caddies then return them to the property once emptied. This service is offered to all householders free of charge.

The size of the container will likely result in significant amount of glass on the kerbside in one place. Whilst this may be no different to mixed collection a mixed collection does offer some form of cushioning/protection by other materials and reduced opportunity for hazard and ASB potential. We will now be promoting the placing what could be a hazard through the potentially significant amount of glass (inc broken) on the kerb side in one place. This may present further issues to the public as well as staff (already accounted for in respect of PPE):-

- H&S consideration of an amount of glass on the kerb side – potentially affecting to a higher degree young and older/elderly individuals – vulnerable individuals if smashed or decanted from bins.
- Increased potential of Anti-social Behaviour associated to the glass and its weight, no other authorities have reported this, but special consideration will be given to city centre properties.

Equality Impact Assessment Corporate Assessment Template

- Glass and weight issues around age/elderly and manual handling – the weight of the container may impact an individual's ability to move it/both resident and potentially passer-by blocked by the container placed for collection.
- Issues around tipping the container/vandalism.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive & Negative]** on younger/older people?

	Yes	No	N/A
Up to 18 years	X		
18 - 65 years	X		
Over 65 years	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

~17,000 households would be entered onto the trial and will include people of all ages.
 U18 – some under 18's act as carers for elderly relatives may be affected.
 18-65 – this age range would be affected by the change.
 Over 65 - this age range would be affected by the change.

What action(s) can you take to address the differential impact?

U18 – may require additional reminders about the change in service, particularly with the change in frequency. We would encourage them to sign up to the email reminder service and/or download the app.
 18-65– as part of the communications we would write to all properties affected by the trial, to inform them of the reasons for the trial and how they should get involved. We would encourage all residents to sign up to the email reminder service.
 65+ - in promoting the change we would also promote the assisted lift service for those who may experience difficulty in moving a box of glass to the kerbside, but easier to present their lighter green bags

As part of the instructions to residents, awareness information around manual handling of all containers will be provided.

Equality Impact Assessment Corporate Assessment Template

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive and negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition	x		
Mental Health	x		
Substance Misuse	x		
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

All residents will be impacted by the trial regardless of ability.

What action(s) can you take to address the differential impact?

Hearing Impairment – the task of emptying the glass from a caddy into a slave bin then into the collection vehicle will be quite noisy. As a result, the collection crews will wear ear protection. In consideration for residents, we will be looking to alter the collection window from 6am-10pm (as it currently stands for all waste streams) where there will be less noise disruption to residents, although it will not be eliminated entirely.

Physical Impairment – the new kerbside glass caddies will be the same as the food caddies, should residents experience difficulties moving them to the kerbside for collection the Assisted Lift service will be offered. In taking the glass out of the green bags, green bags may be easier for some people to manage.

Visual Impairment – the new kerbside glass caddies will be presented on the pavement at the same time as the other waste streams. Whilst the collection window may be reduced, there will still be an increased number of items on the pavement. This could be hazardous for those with visual impairments, but no more so than the current kerbside food caddy. The blue caddy may be less visible/contrasting on the street to some with visual impairments. As part of the communications, we should ask customers to be mindful about where they place it on the pavement for collections. As we will with the collection crew once, the caddy has been emptied.

Equality Impact Assessment Corporate Assessment Template

Learning Disability – the new service will take some getting used to for all residents, however, it may take longer for those with learning disabilities to get used to the changes. We aim to communicate to residents using plain language in an easily understandable format (with logo's, pictograms etc.). We will work with care workers and provide outreach sessions to further engage with all sectors of the community.

Long-Standing Illness or Health Condition – the new kerbside glass caddies will be the same as the food caddies, should residents experience difficulties moving them to the kerbside for collection the Assisted Lift service will be offered. In taking the glass out of the green bags, they may be easier for some people to manage.

Mental Health - the new service will take some getting used to for all residents, however, it may take longer for those with mental health issues to get used to. We aim to communicate to residents using plain language in an easily understandable format (with logo's, pictograms etc.). We will work with care workers and provide outreach sessions to further engage with all sectors of the community.

Substance Misuse – the new service may identify those with alcohol related issues. For example, if people produce a lot of glass, they will be provided with additional caddies. We could offer those who would prefer a more discreet collection the Assisted Lift service, where we could collect the caddy/caddies from an agreed location.

Certain disabilities may find it easier to present their lighter green bags

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The new service may have an impact on transgender people who are going through a process or are in recovery, but easier to present their lighter green bags

Equality Impact Assessment Corporate Assessment Template

What action(s) can you take to address the differential impact?

Those that are going through a process or are in recovery may find moving a kerbside caddy of glass difficult particularly if recovering from surgery, should they request it we could offer the assisted lift service.

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on marriage and civil partnership?

	Yes	No	N/A
Marriage			x
Civil Partnership			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those in marriage or civil partnership. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

N/A

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [Positive & negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	x		
Maternity	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Those who are pregnant/have recently given birth/recovering from surgery may find it difficult to move the glass caddies to the kerbside, but easier to present their lighter green bags.

What action(s) can you take to address the differential impact?

Equality Impact Assessment Corporate Assessment Template

The assisted lift can be offered on a temporary basis, until the affected person has recovered from pregnancy/birth.

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact** on the following groups?

	Yes	No	N/A
White			x
Mixed / Multiple Ethnic Groups			x
Asian / Asian British			x
Black / African / Caribbean / Black British			x
Other Ethnic Groups			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those from different races. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

We will provide information in English and Welsh as standard, however, where local communities request it, we will provide information in other recognised languages.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			x
Christian			x
Hindu			x
Humanist			x
Jewish			x
Muslim			x
Sikh			x
Other			x

Equality Impact Assessment Corporate Assessment Template

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those from different religions, belief or non-belief. Should this position change we will update the information.

Friday is to some a religious day but that waste collection is conducted 5 days per week and this collection is no different to others

What action(s) can you take to address the differential impact?

We will arrange a series of outreach events to target all sectors of the community, and work with community leaders to spread the messages in the trial areas.

Collection noise should also be considered in areas where mosques and similar prayer facilities are located – inc noise associated to collection staff, vehicles (sensors for reversing) and to a degree glass collection noise.

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on men and/or women?

	Yes	No	N/A
Men			x
Women			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on sex. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

Should people have difficulties moving the bins because of physical strength, they can be provided with a second glass caddy free of charge so that they can put less in & reduce the weight.

3.9 Sexual Orientation

Equality Impact Assessment Corporate Assessment Template

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on the following groups?

	Yes	No	N/A
Bisexual			x
Gay Men			x
Gay Women/Lesbians			x
Heterosexual/Straight			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on sexual orientation. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

N/A

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on Welsh Language?

	Yes	No	N/A
Welsh Language	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There will be a positive impact on the welsh language.

What action(s) can you take to address the differential impact?

All communications that go out to the public will be bi-lingual. We have front line staff that are welsh speakers; these will be able to interact with Welsh speaking customers should they request it.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

This EIA was drafted with support from the Equalities Officer within City Operations. We will take guidance from access organisations for example, Age Cymru, RNIB etc.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Be mindful of additional requests for Assisted lift service.
Disability	Be mindful of additional requests for Assisted lift service. Offer additional caddies for those with Alcohol misuse problems.
Gender Reassignment	Be mindful of additional requests for Assisted lift service.
Marriage & Civil Partnership	
Pregnancy & Maternity	Be mindful of additional requests for Assisted lift service.
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Welsh Language	Produce all information bi-lingual.
Generic Over-Arching [applicable to all the above groups]	

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Jennifer Sadler	Date: 05/12/17
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CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

Designation: Waste Strategy Manager	
Approved By:	J Cherrington
Designation:	OM Strategy & Enforcement
Service Area:	Recycling Services

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

Equality Impact Assessment Corporate Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title: Recycling and Waste Management Strategy 2018-2022

New/Existing/Updating/Amending: updating

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?

Name: Jane Cherrington	Job Title: Waste Strategy & Enforcement Operational Manager
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Service Team: Waste Strategy	Service Area: Economic Development, Commercial and Collaborative Services
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Assessment Date: December 2017

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

The updated Recycling and waste management strategy (2018-22), sets out several changes to services and approaches that will increase recycling performance over the coming years. It covers kerbside recycling collections, services offered, customer engagement and future infrastructure requirements.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

As part of the terms and conditions of the Environment and Sustainable Development Grant, the Council is required to document how it will work towards meeting the statutory recycling targets set out in towards Zero Waste (Welsh Government). The council has developed and delivered a number of strategies since 2001 and as a result have taken the Council from 52% recycling to 60%. This updated strategy aims to build on that and improve performance further to enable the Council to meet targets of 64% by 2019/20 and 70% by 2025.

The strategy covers a wide range of topics. Each element of change will have its own EIA to cover the details in more focus.

A number of EIAs have been completed in relation to projects referenced within this report, these include:

- Reuse at HWRCs (November 2017)
- Glass recycling trial (February 2018)

Equality Impact Assessment Corporate Assessment Template

- Closure of Wedal Road (July 2017)
- Wheeled bin expansion (February 2018)
- Recorded collection review (July 2017)
- Black bag/mixed waste bag challenge policy at HWRCs (February 2018)

Pending EIAs include:

- New HWRC towards North Cardiff
- New MRF/recycling treatment plant
- Changes to operational hours for domestic waste collections

These EIAs will be developed in partnership with Equalities Officers working within City Operations and the proposals will be subject to further public consultation and independent peer review.

Throughout the development of the strategy, best practise research has been completed and comparisons with other Local Authorities and Core Cities have been made.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive & Negative]** on younger/older people?

	Yes	No	N/A
Up to 18 years	X		
18 - 65 years	X		
Over 65 years	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Proposed changes will have an impact on all residents regardless of age.

U18 – some under 18's act as carers for elderly relatives so may be affected.

18-65 – this age range would be affected by the change.

Over 65 - this age range would be affected by the change.

What action(s) can you take to address the differential impact?

A variety of communication methods will be used to target different audiences.

Reasonable adjustments will be considered where the EIA recognises that residents with the disabilities outlined above may have difficulties adapting to the changes.

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Equality Impact Assessment Corporate Assessment Template

Improved environmental performance for Cardiff will have a positive impact on future generations of residents, which is in line with Well-being of Future Generations (Wales) Act 2015.

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive and negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition	x		
Mental Health	x		
Substance Misuse	x		
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

All residents will be impacted by the services delivered, changes and trial regardless of ability.

What action(s) can you take to address the differential impact?

Reasonable adjustments will be considered where the EIA recognises that residents with the disabilities outlined above may have difficulties adapting to the changes. For further information see the associated EIA.

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex	x		

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by changing physiological or other attributes of sex)			
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Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The existing and new services may have an impact on transgender people who are going through a process or are in recovery.

What action(s) can you take to address the differential impact?

Reasonable adjustments will be considered where the EIA recognises that residents going through a process may have difficulties adapting to the changes.

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on marriage and civil partnership?

	Yes	No	N/A
Marriage			x
Civil Partnership			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those in marriage or civil partnership. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

N/A

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [Positive & negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	x		
Maternity	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

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Equality Impact Assessment Corporate Assessment Template

All residents will be affected by the changes proposed within the strategy including those that are pregnant/recently given birth.

What action(s) can you take to address the differential impact?

Reasonable adjustments will be considered where the EIA recognises that residents who are pregnant/recently given birth may have difficulties adapting to the changes.

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact** on the following groups?

	Yes	No	N/A
White			x
Mixed / Multiple Ethnic Groups			x
Asian / Asian British			x
Black / African / Caribbean / Black British			x
Other Ethnic Groups			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those from different races. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

We will provide information in English and Welsh as standard, however, where local communities request it, we will provide information in other recognised languages.

Teams will engage with local community groups and faith leaders to better engage with non-English/Welsh speaking residents.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			x
Christian			x
Hindu			x

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

Humanist			X
Jewish			X
Muslim			X
Sikh			X
Other			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those from different religions, belief or non-belief. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

Reasonable adjustments will be considered where the EIA recognises that from different faiths may have difficulties adapting to the changes.

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on men and/or women?

	Yes	No	N/A
Men			X
Women			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on sex. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

n/a

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on the following groups?

	Yes	No	N/A
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CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

Bisexual			X
Gay Men			X
Gay Women/Lesbians			X
Heterosexual/Straight			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on sexual orientation. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

N/A

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on Welsh Language?

	Yes	No	N/A
Welsh Language	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There will be a positive impact on the Welsh language.

Changes to services help raise awareness of services available to residents.

What action(s) can you take to address the differential impact?

All communications that go out to the public will be bi-lingual. We have front line staff that are welsh speakers; these will be able to interact with Welsh speaking customers should they request it.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

This EIA was drafted with support from the Equalities Officer within City Operations.

**Equality Impact Assessment
Corporate Assessment Template**

We will take guidance from access organisations for example, Age Cymru, RNIB etc. for activities/changes that affect their stakeholders directly.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Consider different communication methods for different age ranges
Disability	To be considered in greater detail with each proposed change
Gender Reassignment	To be considered in greater detail with each proposed change
Marriage & Civil Partnership	Ongoing monitoring of impact
Pregnancy & Maternity	To be considered in greater detail with each proposed change
Race	To be considered in greater detail with each proposed change
Religion/Belief	To be considered in greater detail with each proposed change
Sex	Ongoing monitoring of impact
Sexual Orientation	Ongoing monitoring of impact
Welsh Language	Produce all information bi-lingual.
Generic Over-Arching [applicable to all the above groups]	Further EIAs need to be developed to take into account key project proposals/changes and their impact on groups with protected characteristics.

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Jennifer Sadler	Date: 07/12/17
Designation: Waste Strategy Manager	
Approved By: Jane Cherrington	
Designation: OM strategy & Enforcement	
Service Area: Recycling Services	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

Equality Impact Assessment Corporate Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title: Expansion of wheeled bins

New/Existing/Updating/Amending: existing

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?

Name: Jane Cherrington	Job Title: Waste Strategy & Enforcement Operational Manager
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Service Team: Waste Strategy	Service Area: Economic Development, Commercial and Collaborative Services
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Assessment Date: December 2017

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

The expansion of wheeled bins, to the remaining >3,000 properties identified as being suitable.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

Wheeled bins are used in 85% of the City. They are undisputedly a safer collection method for our operatives; they encourage ownership of correct waste disposal because they are barcoded with a household address and when used correctly, improve Local Environmental Quality by reducing the likelihood of split bags.

The typical life span of a wheeled bin is 5+ years, therefore a far more sustainable option than the disposable red striped bags. In addition, wheeled bin deliveries will impose a one off cost rather than a rolling 6 monthly budget consideration for the delivery of red striped bags (£12K per delivery).

In the previous consultation of 2013 'Waste Strategy Survey- A 2025 vision for Cardiff', over 75% of respondents supported the expansion of wheeled bins.

There will be a further overarching consultation, to cover the topics covered in the Waste Strategy for Cardiff 2018-2021.

An EIA was completed in September 2015, to review the impacts of the waste

Equality Impact Assessment Corporate Assessment Template

restriction collection change. There was consideration to the expansion of wheeled bins within this EIA.

Replacement of lost/stolen or maliciously damaged bins are charged at £25.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive & negative]** on younger/older people?

	Yes	No	N/A
Up to 18 years	X		
18 - 65 years	X		
Over 65 years	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

>3,000 households would receive a wheeled bin, and households include people of all ages.

U18 – some under 18's act as carers for their households.

18-65 – this age range would be affected by the change.

Over 65 - this age range would be affected by the change.

There can be both positive and negative differential impacts on all age ranges with the implementation of wheeled bins.

Young carers may find a wheeled bin easier to handle. Containerisation is more hygienic to handle, than transporting bags of waste to the kerbside. There is additional support available, for young carers under the age of 16.

Residents of all ages may suffer with disability, which means the movement of a wheeled bin (rather than bags) causes difficulty.

Residents of all ages may be affected by incontinence or other medical conditions, where the capacity of a wheeled bin is not large enough to store waste. Conversely, a wheeled bin may have a positive impact on residents affected by incontinence, by providing a sealed storage solution for this waste.

The £25 for a replacement wheeled bin may have an impact regardless of age.

Equality Impact Assessment Corporate Assessment Template

What action(s) can you take to address the differential impact?

The recorded collection service is available for all age ranges, following an assessment of circumstances.

The service is available where the young carer is under the age of 16.

Requests for larger wheeled bins can be made, following an assessment of circumstances.

Have resource available to manage the increased demand for assistance with wheeled bins, in a timely manner.

Consider the possibility of providing a part payment service for replacement wheeled bins.

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive & negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition	x		
Mental Health	x		
Substance Misuse		x	
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The implementation of wheeled bins can have both positive, and negative differential impacts on all disabilities.

We are unaware of the condition of residents within the >3000 properties.

What action(s) can you take to address the differential impact?

Support will be provided to all residents that require it, the communications plan will outline which stakeholder groups to provide information to, however we will seek to engage with bodies such as RNIB.

The assisted lift service is available to those experiencing disability issues, as is the

Equality Impact Assessment
Corporate Assessment Template

larger bin assessments.

Hearing impairment- all information is available in writing. Ensure that the deaf council are included within stakeholder distribution. Consider officers attending a sign language course, to more effectively communicate changes to residents.

Physical impairment – The physical movement of a wheeled bin to the kerbside may present more difficulty for residents than bags. The assisted lift service will help for those residents with physical impairments, this service will be promoted within the literature provided to residents prior to the changes being implemented.

Visual impairment – the physical movement of a wheeled bin to the kerbside may present more difficulty for residents than bags. Bins remaining on the highway outside of collection times may present issues for residents with visual impairments. There may be a positive differential impact for residents with visual impairment, with the ability to differentiate clearly between a wheeled bin for general waste, and bags for recyclable waste. Information about the new service will, as standard, be available in written form and larger print on request.

Learning disability – residents with a learning disability may incorrectly use their wheeled bins. They may not understand the correct time to place bins out for collection. They may not understand the instructions provided to them in leaflets/letters as a result assessments for larger bins would take place where the issue comes to the attention of the Council.

Long-Standing Illness or Health Condition – each illness or condition will be dealt with on a one to one basis. Support will be provided to those suffering and to their carers.

Mental Health - residents with mental health issues may incorrectly use their wheeled bins. They may not understand the correct time to place bins out for collection. They may not understand the instructions provided to them in leaflets/letters, additional capacity assessments will take place with residents where this issue comes to our attention.

Substance misuse - the new service may identify those with alcohol related issues. We could offer those who would prefer a more discreet collection the Assisted Lift service, where we could collect the bins from an agreed location.

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive & negative]** on transgender people?

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The new service may have an impact on transgender people who are going through a process or are in recovery.

Waste can be stored very privately in a general wheeled bin, bags provide less privacy on possible medical waste.

What action(s) can you take to address the differential impact?

Those that are going through a process or are in recovery may find moving a wheeled bin difficult, particularly if recovering from surgery. Recorded collection service is available on a temporary basis, following an assessment of circumstances.

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on marriage and civil partnership?

	Yes	No	N/A
Marriage			x
Civil Partnership			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those in marriage or civil partnership. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

N/A

3.5 Pregnancy and Maternity

4.C.400	Issue 1	Nov 11	Process Owner: Rachel Jones	Authorised: Rachel Jones	Page 5
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CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	x		
Maternity	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The new service may have an impact on women who are pregnant, or on maternity leave (particularly following surgery), who may struggle moving a wheeled bin.

The changes will raise awareness of the additional support that can be provided, such as the hygiene service.

What action(s) can you take to address the differential impact?

The recorded collection service can be offered on a temporary basis, until the affected person has recovered from pregnancy/birth.

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact** on the following groups?

	Yes	No	N/A
White			x
Mixed / Multiple Ethnic Groups			x
Asian / Asian British			x
Black / African / Caribbean / Black British			x
Other Ethnic Groups			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those from different races. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

We will provide information in English and Welsh as standard, however, where local communities request it, we will provide information in other recognised languages.

Equality Impact Assessment Corporate Assessment Template

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			X
Christian			X
Hindu			X
Humanist			X
Jewish			X
Muslim			X
Sikh			X
Other			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on those from different religions, belief or non-belief. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

We will arrange a series of outreach events to target all sectors of the community, and work with community leaders to spread the messages in the trial areas.

Collection noise and timings should also be considered in areas where mosques and similar prayer facilities are located – inc noise associated to collection staff, vehicles (sensors for reversing).

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on men and/or women?

	Yes	No	N/A
Men			X
Women			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Equality Impact Assessment Corporate Assessment Template

There are no foreseen impacts on sex. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** on the following groups?

	Yes	No	N/A
Bisexual			x
Gay Men			x
Gay Women/Lesbians			x
Heterosexual/Straight			x

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There are no foreseen impacts on sexual orientation. Should this position change we will update the information.

What action(s) can you take to address the differential impact?

N/A

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on Welsh Language?

	Yes	No	N/A
Welsh Language	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

There will be a positive impact on the welsh language.

What action(s) can you take to address the differential impact?

Equality Impact Assessment Corporate Assessment Template

All communications that go out to the public will be bi-lingual. The Council has front line staff that are Welsh speakers; these members of staff will be able to interact with Welsh speaking customers should they request it.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

This EIA was drafted with support from the Equalities Officer within City Operations.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Be mindful of additional requests for Assisted lift service & offer larger bin assessments.
Disability	Be mindful of additional requests for Assisted lift service & offer larger bin assessments..
Gender Reassignment	Be mindful of additional requests for Assisted lift service on a temporary basis to those going through a change process or are in recovery.
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	Be mindful of additional requests for Assisted lift service.
Race	N/A
Religion/Belief	N/A
Sex	N/A
Sexual Orientation	N/A
Welsh Language	Produce all information bi-lingual.
Generic Over-Archng [applicable to all the above groups]	Additional customer support will be required from education/enforcement officers Consider part payment agreement for wheeled bin payments

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Danielle Williams	Date: 5/12/17
Designation: Waste Strategy Officer	
Approved By:	J Cherrington
Designation:	OM strategy & Enforcement
Service Area:	Recycling Services

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

City of Cardiff Council

Statutory Screening Tool Guidance



If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all City of Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Statutory Screening Tool will identify if there is a need for a full impact assessment, as relevant.

The main statutory requirements that strategies, policies or activities must reflect include:

- [Equality Act 2010 - Equality Impact Assessment](#)
- [Wellbeing of Future Generations \(Wales\) Act 2015](#)
- [Welsh Government Statutory Guidance - Shared Purpose Shared Delivery](#)
- [United Nations Convention on the Rights of the Child](#)
- [United Nations Principles for Older Persons](#)
- [Welsh Language \(Wales\) Measure 2011](#)
- [Health Impact Assessment](#)
- [Habitats Regulations Assessment](#)
- [Strategic Environmental Assessment](#)

This Statutory Screening Tool allows the Council to meet the requirements of all the above legislation as part of an integrated screening method and should take no longer than 1 hour to complete.

The Statutory Screening Tool can be completed as a self-assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session, please contact the Operational Manager – Policy, Partnerships and Community Engagement on (029) 2078 8561 or e-mail: Gareth.Newell@cardiff.gov.uk

Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed Screening Tool will be published on the Council's Intranet.**

Statutory Screening Tool

Name of Strategy / Policy / Activity: Waste Strategy 2018-2022	Date of Screening: 07/12/17
Service Area/Section: Waste Strategy, Commercial and Collaborative Services	Lead Officer: Jane Cherrington
Attendees: Jennifer Sadler, Danielle Williams, Jane Cherrington	

What are the objectives of the Policy/Strategy/Project/Procedure/Service/Function	Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]
<p>The updated Recycling and waste management strategy (2018-21), sets out several changes to services and approaches that will increase recycling performance over the coming years. It covers kerbside recycling collections, services offered, customer engagement and future infrastructure requirements.</p>	<p>As part of the terms and conditions of the Environment and Sustainable Development Grant, the Council is required to document how it will work towards meeting the statutory recycling targets set out in towards Zero Waste (Welsh Government). The council has developed and delivered a number of strategies since 2001 and as a result have taken the Council from 25% recycling to 59%. This updated strategy aims to build on that and improve performance further to enable the Council to meet targets of 64% by 2019/20 and 70% by 2025.</p> <p>The strategy outlines a number of key service changes which are due to be implemented over the course of the period and include (in summary):</p> <ul style="list-style-type: none"> • A separate kerbside glass recycling trial involving ~17,000 households across the City. • Wheeled bin expansion. • Scoping of a new HWRC to the North of the City to account for the population growth outlined within the adopted Local Development Plan.

	<ul style="list-style-type: none"> • Scoping of a new Recycling Treatment plant. • Education Stations at the HWRCs. • Changes to operational hours for domestic waste collections. <p>An Equality Impact Assessment (EqIA) has been completed covering the overarching strategy; however, there are a number of pending EqIAs to be completed on the specific elements outlined above.</p> <p>Throughout the development of the strategy, best practise research has been completed and comparisons with other Local Authorities and Core Cities have been made.</p>
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Part 1: Impact on outcomes and due regard to Sustainable Development

Please use the following scale when considering what contribution the activity makes:		
+	Positive	Positive contribution to the outcome
-	Negative	Negative contribution to the outcome
ntrl	Neutral	Neutral contribution to the outcome
Uncertain	Not Sure	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
Page 142	1.1 People in Cardiff are healthy; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc, vulnerable citizens and areas of multiple deprivation Addressing instances of inequality in health 	x				<p>A clean environment is essential for human health and well-being.</p> <p>Improved recycling will have a positive impact on the environment through less reliance on natural resources and less air pollution because of less waste going to energy recovery.</p>
	People in Cardiff have a clean, attractive and sustainable environment; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> the causes and consequences of Climate Change and creating a carbon lite city encouraging walking, cycling, and use of public transport and improving access to countryside and open space reducing environmental pollution (land, air, noise and water) reducing consumption and encouraging waste reduction, reuse, recycling and recovery encouraging biodiversity 	x				<p>The strategy promotes increased recycling and in particular:</p> <ul style="list-style-type: none"> closed loop recycling through the glass trial new recycling opportunities at a new, larger, purpose built HWRC in the North of the City New recycling infrastructure to deal with recycling locally <p>Better waste management will be encouraged with residents through the introduction of wheeled bins to areas that use bags for the collection of domestic household waste. Wheeled bins reduce chances of littering and lead to increased ownership of waste amongst residents, particularly in high-density inner city areas.</p>

2.C.PPCF.002	Issue: 3	Date: Mar 16	Process Owner: Gareth Newell	Authorisation: Head of Performance and Partnerships	Page 4 of 8
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	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
1.3	People in Cardiff are safe and feel safe; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> reducing crime, fear of crime and increasing safety of individuals addressing anti-social behaviour protecting vulnerable adults and children in Cardiff from harm or abuse 			x		<p>Improving the street scene through the introduction of wheeled bins reduces the chances of the 'broken window syndrome', i.e. a tidy local area will prevent the escalation of disorder, anti-social behaviour and crime.</p> <p>The glass-recycling trail will result in glass being separated from the co-mingled green bag and presented for collection in a separate receptacle. Any crime or anti-social behaviour associated with the separate glass needs to be closely monitored. Other Local Authorities are already collecting glass using this method and do not report any safety concerns.</p>
1.4	Cardiff has a thriving and prosperous economy; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity) Assisting those Not in Education, Employment or Training attracting and retaining workers (new employment and training opportunities, increase the value of employment,) promoting local procurement opportunities or enhancing the capacity of local companies to compete 	x				<p>The following projects within the strategy will enable the Council to retain staff:</p> <ul style="list-style-type: none"> education stations at the HWRCs. Changes to operational hours for domestic waste collections. <p>The following projects within the strategy will result in new employment on a short term basis (either through agency or as a result of procurement exercises)</p> <ul style="list-style-type: none"> A separate kerbside glass recycling trial involving ~17,000 households across the City – procurement, manufacture, delivery of receptacles of residents. Wheeled bin expansion - procurement, manufacture, delivery of receptacles of residents. Scoping of a new HWRC to the North of the City to account for the population growth outlined within the adopted Local Development Plan. Scoping of a new Recycling Treatment plant.

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
1.5	People in Cardiff achieve their full potential; <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <i>Promoting and improving access to life-long learning in Cardiff</i> <i>Raising levels of skills and qualifications</i> <i>Giving children the best start</i> <i>Improving the understanding of sustainability</i> <i>Addressing child poverty (financial poverty, access poverty, participation poverty)</i> <i>The United Nations Convention on the Rights of a Child and Principles for Older persons</i> 	x				<p>As part of any changes, the public will be supported by a communications campaign that will improve the awareness and understanding of recycling and the environment.</p> <p>The campaigns will target different audiences and use different platforms to engage with a variety of ages.</p>
1.6	Cardiff is a Great Place to Live, Work and Play <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <i>Promoting the cultural diversity of Cardiff</i> <i>Encouraging participation and access for all to physical activity, leisure & culture</i> <i>play opportunities for Children and Young People</i> <i>Protecting and enhancing the landscape and historic heritage of Cardiff</i> <i>promoting the City's international links</i> 	x				<p>All changes referenced within the strategy will involve public consultation/communication with residents. This will be provided fully bi-lingual in line with the Welsh Language Standards. This will support the Welsh culture as prescribed within the Well Being of Future Generations Act.</p>
1.7	Cardiff is a fair, just and inclusive society. <i>Consider the potential impact on</i> <ul style="list-style-type: none"> <i>the elimination of discrimination, harassment or victimisation for equality groups</i> <i>Has the community or stakeholders been engaged in developing the strategy/policy/activity?</i> <i>How will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?</i> 					<p>Where there is an identifiable need, information will be provided in additional languages, such as Czech, Arabic etc.</p> <p>A public consultation exercise is due to be completed as well as an independent peer review. Cardiff Research Centre will be commissioned to conduct this review and will use outlets such as the Citizens panel to increase awareness.</p>

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	-	Ntrl	Un-Crtn	
	<p><i>Consider the potential impact on</i></p> <ul style="list-style-type: none"> <i>Strengthening partnerships with business & voluntary sectors</i> <i>The collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings</i> 					<p>services from local businesses.</p> <p>A number of procurement frameworks will be used for the procurement of goods and services to ensure that best value for money is achieved throughout.</p> <p>Cross boundary, working will be explored particularly when scoping the new recycling treatment plant. This cross boundary working has proved to be successful in other areas of waste, for example with Project Gwyrdd and the Organic Waste Treatment.</p>

Policy 14C

SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):

In summary the new Waste Strategy 2018-21 will be a positive step forward for Cardiff. It outlines how the city will become more sustainable by working towards the increasing recycling targets set by Welsh Government.

A number of changes will result in employment opportunities, the procurement of goods and services and the opportunity to engage with local residents, businesses and community groups.

A full Equality Impact Assessment for each project will be completed to fully understand the impacts that the change will have on stakeholders and outline what reasonable adjustments will be necessary.

WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:

2.C.PPCF.002	Issue: 3	Date: Mar 16	Process Owner: Gareth Newell	Authorisation: Head of Performance and Partnerships	Page 8 of 8
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None

Part 2: Strategic Environmental Assessment (SEA)

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?	x	
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?	x	

Is a Full Strategic Environmental Assessment Screening Needed?		Yes	No
<ul style="list-style-type: none"> ▪ If Yes has been ticked to both questions 2.1 and 2.2 above then the answer is Yes ▪ If a full SEA screening is required then please contact the Sustainable Development Unit to arrange (details below) 		x	

If you have any doubt about your answers to the above questions, then please consult the Sustainable Development Unit for advice on (029) 2087 3228 or email: sustainabledevelopment@cardiff.gov.uk

Part 3: Habitat Regulation Assessment (HRA)

		Yes	No	Unsure
3.1	Will the plan, project or programme results in an activity, which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		x	
3.2	Will the plan, project or programme, which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly, affect a European site?		x	
3.3	Is a full HRA needed?		x	

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information, please phone (029) 2087 3215 or email: biodiversity@cardiff.gov.uk

Part 4: Welsh Language (Wales) Measure 2011

		Yes	No	Unsure
4.1	Have you considered how the policy could be formulated so that the policy decision would have positive effects, or increased positive effects on opportunities for persons to use the Welsh language?	x		
4.2	Does the policy ensure that the Welsh language is treated no less favourably than the English language?	x		

If you have any doubt about your answers to the above questions, then please consult the Bilingual Cardiff team for advice on (029) 2087 2527 or email: Bilingualcardiff@cardiff.gov.uk

Appendix 1 – Statutory Requirements

It is possible that the Statutory Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment:** *This assessment is required by the Equality Act 2010 and Welsh Government's Equality Regulations 2011.*
- **Wellbeing of Future Generations (Wales) Act:** *The Act requires sustainable development to be a central organising principle for the organisation. This means that there is a duty to consider sustainable development in strategic decision making processes.*
- **Welsh Government Statutory Guidance - Shared Purpose Shared Delivery:** *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. The City of Cardiff Council must therefore demonstrate its contribution towards Cardiff's own integrated plan: "What Matters".*
- **United Nations Convention on the Rights of the Child:** *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **Welsh Language (Wales) Measure 2011:** *The Measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment:** *(HIA) considers policies, programmes or projects for their potential effects on the health of a population.*
- **Habitats Regulations Assessment:** *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*
- **Strategic Environmental Assessment:** *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*

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