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AGENDA

Committee	ENVIRONMENTAL SCRUTINY COMMITTEE
Date and Time of Meeting	TUESDAY, 7 DECEMBER 2021, 4.30 PM
Venue	REMOTE VIA MS TEAMS
Membership	Councillor Patel (Chair) Councillors Derbyshire, Owen Jones, Lancaster, Jackie Parry, Parkhill, Owen, Sandrey and Wong

*Time
approx.*

- 1 Apologies for Absence** 4.30 pm
To receive apologies for absence.
- 2 Declarations of Interest**
To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.
- 3 Minutes (Pages 1 - 8)**
To approve as a correct record the minutes of the meeting held on 5 October 2021
- 4 Member Briefing Report - Draft Recycling Strategy 2021-25 and Waste Management and Collections Update (Pages 9 - 196)** 4.35 pm
For Members to receive a briefing report on the Recycling Strategy and to receive an update on aspects relating to Waste management and collections.
- 5 Committee Business (Pages 197 - 226)** 6.35 pm
- 6 Urgent Items (if any)**
- 7 Way Forward**
To review the evidence and information gathered during the meeting,

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

agree Members comments, observations and concerns to be passed on to the relevant Cabinet Member by the Chair.

8 Date of next meeting

13 January 2022 at 4:30pm.

This will be a remote meeting and held within Microsoft Teams.

Davina Fiore

Director Governance & Legal Services

Date: Wednesday, 1 December 2021

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

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ENVIRONMENTAL SCRUTINY COMMITTEE

5 OCTOBER 2021

Present: Councillor Patel(Chairperson)
Councillors Derbyshire, Owen Jones, Lancaster, Jackie Parry,
Parkhill, Sandrey and Wong

18 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Owen, Michael and Wild

19 : DECLARATIONS OF INTEREST

No Declarations of interest were received.

20 : FIFTH LOCAL DEVELOPMENT PLAN ANNUAL MONITORING REPORT

The Committee received a report on the draft Cabinet report entitled 'Fifth Cardiff Local Development Annual Monitoring Report' which was due to be considered by the Cabinet at their meeting on 14 October 2021. Members were advised that Cabinet would be asked to consider the findings of the report and endorse the report for submission to the Welsh Government by 31 October 2021.

The report provided Members with an opportunity to scrutinise the performance of the Council against its current Local Development Plan (LDP); how the Local Development Plan policies are being implemented; how the findings of the Annual Monitoring Report can help inform the Local Development Plan review process; and whether there are any associated risks to the Council.

Members were advised that the current LDP was adopted on 28 January 2016 and the Council is required to prepare an annual monitoring report by 31 October each year. The Annual Monitoring Report (AMR) process provided the basis for monitoring the effectiveness of the LDP and also helps to inform whether any revisions of the LDP are necessary. The AMR aims to demonstrate whether LDP strategies and objectives are being achieved and whether policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or review.

Members were asked to note that due to the Covid pandemic Welsh Government did not require Local Planning Authorities to submit and publish an AMR by the 31st October 2020. However, where possible, data was still collected and was included the report. The data provides a baseline for future comparative analysis.

The Chairperson invited Andrew Gregory, Director of Planning, Transport & Environment to present the report. The Chairperson invited Members of the Committee to comment, raise questions or seek clarification on the report. Those discussions are summarised as follows:

- Members referred to the indicator within the LDP relating to the active A1 retail units in district and local centres remaining the predominant use. Members noted that the target set was 40% which did not equate to predominant use. Officers stated that the targets were set in 2016 and were agreed with the inspectors. At that time 40% was considered to be high. The indicator would be reviewed as part of the process towards a new LDP and the point raised would be considered as part of that exercise. Members considered that the existing target did not support the indicator and the impact would be felt in district shopping centres. The Director stated that the critical issue was the mix of uses applied within district shopping centres. Officers are working towards better understanding the appropriate mix of uses in viable city and district centres.
- Members raised concerns regarding the saturation of some areas with a particular type of premises – for example take away fast food outlets, HMOs or student accommodation. Members considered that the LDP should pre-empt those issues by having the correct policies in place. The Director accepted the point. The objectives are to achieve a balanced mix of uses but the underlying policies take time to shift as part of the LDP process. Members considered that the current LDP is reviewed annually therefore the LDP could be adjusted to incorporate those policies. A Member noted that this hasn't happened under the current LDP and also questioned whether the review process was working properly. Officers advised that evidence-based work is being undertaken to support the development of more robust policies in the renewed LDP. For example, all A3 takeaways and fresh food outlets have been mapped across the city. Officers stated that the AMR process provides an opportunity to evaluate how the current LDP was performing. There was no mechanism to change the policies within the LDP until the formal review is undertaken.
- Members asked whether population predictions take account of the increase in inward migration within the UK currently as people move away from metropolitan areas to places that are perceived to be more affordable. Officers stated that the latest population projections issued by Welsh Government were 2018 based, prior to the pandemic, and these show a downward trend. Since 2008 Welsh Government population projections have generally shown a downward trend because outward internal migration has resulted in a net loss in population of Cardiff.
- A Member considered that the definition of affordable housing needed to be adjusted to reflect housing market values. It was noted that house prices in Cardiff have on average increased by £24,000 during 2021. New house building is not keeping up with demand or price increases and this has effectively locked more people out of homeownership. Officers advised that despite the pandemic there has been an increase in house building in the city. There are currently 2,100 houses under construction and completions for the two year period to 2021 were over 2000. Affordable housing completions have also increased with 2,500 completions in the two year period to April 2021.
- Members noted that whilst gross weekly pay in Cardiff has increased by 23% between 2006/7 and 2018/19, average house prices have increased by 52% during the same period. Members asked whether this was sustainable and whether this would have an effect on housing completions and other aspects of

the LDP. Officers advised that house prices are considered but there is no direct correlation between house prices and an increase in the supply of houses. The aim of the LDP is to plan a level of growth across the city that is sustainable and that meets the needs of the city, including affordability.

- Members asked what effect had the pandemic had on implementation and monitoring of the LDP and whether targets will be changed or missed as a result. Members were advised that the Authority was not required to submit an AMR in 2020. However, a draft monitoring report was completed and that data was included in this year's report. There has been some impact in terms of the transport indicators.
- Officers were asked to comment on sustainable appraisal monitoring objective 43 that indicated that local biodiversity actions plans are not being progressed. Members were advised that the Planning Department are currently recruiting a new ecologist and local biodiversity action plans will be progressed once staff are appointed.
- Members noted the target for functional open space was 2.43 hectares per 1000 population. Cardiff currently has 1.17 hectares per 1000 population. Members asked how this could be improved and whether there was budget available to do this. Members were advised that additional open space is being provided as part of the new housing developments in the city. Last year there was a net gain in open space of 6 hectares and this figure should increase as the strategic sites are developed.
- Officers agreed to check whether Flatholm has been classified as a functional open space for the city.
- Responding to a comment from the Committee, the Director stated that large scale functional open space schemes are not necessary as the new developments are more generous in terms of functional open space than some of the more traditional communities in the city.
- Members asked to clarify the target number for new Council houses and how many houses have been built against that target. The Leader, Councillor Huw Thomas, stated that the Council has a target of 1000 new homes, of which 500 have been built. The target of 1000 will be achieved by 2022. The Housing Revenue Account Business Plan highlights the Authority's ambition to increase the number being built to 2500 Council homes between 2017 and 2027.
- Members asked for an update on Gypsy Traveller site provision. Officers stated that in terms of the AMR, the Gypsy and Traveller Site assessment identified the need for 72 pitches across the city. Work has been undertaken to identify potential sites that can meet that need. It was confirmed that the Rover Way site will not need to be relocated in order for the flood defence scheme to be finalised in the vicinity.

RESOLVED – That the Chairperson writes to the Cabinet Member on behalf of the Committee to convey any comments, observations and recommendations made during the way forward.

21 : ONE PLANET CARDIFF STRATEGY AND ACTION PLAN

The Committee received a report providing Members with an opportunity to scrutinise a draft report due to be considered the Cabinet on 14 October 2021 regarding the One Planet Cardiff Strategy and Action Plan. Members were advised that the Cabinet would consider the report and seek approval of the 2021 One Planet Cardiff Strategy (OPC). The Strategy sets out the Council's plan to deliver a Carbon Neutral Council by 2030 and to work with city-wide partners to develop a road map and action plan for a Carbon Neutral City by 2030.

In 2019 the Council declared a climate emergency and it has since been developing the One Planet Strategy setting out the Council's response to the emergency and become carbon neutral by 2030. In October 2020 the Cabinet approved the Draft One Planet Cardiff Strategy and authorised a period of public consultation to help shape the final strategy and action plan. The Council consulted with city-wide stakeholders, including the general public, businesses, key stakeholders and young people. A report containing a detailed appraisal of this consultation was published in May 2021.

The key results of the consultation were detailed as follows:

- Climate emergency response needs to be resourced
- Consultation, engagement, leadership and partnership all crucial
- Critical to effectively involve public / stakeholder groups
- A leadership board is essential
- Any final action plan needs to identify the projects that can be realistically delivered + timetable, costs and prioritisation
- Public behaviour change is the biggest challenge - needs to be well resourced, and continually in collaboration with partners long term.

A summary of the key themes and issues identified in the Cabinet report was also provided.

The Chairperson welcomed the Leader of the Council, Councillor Huw Thomas and officers from the Planning, Transport and Environment Directorate. Following a statement from the Leader, the Chairperson opened the debate of this item. Those discussions are summarised as follows:

- Members welcomed the significant progress that has been made in addressing this issue to date. Members asked whether there was any project in addition to the solar farm that would enable the Authority to produce its own energy. The Leader stated that the Council now has a good understanding of its CO₂ emissions. There is a pathway to reduce those emissions by 60% across the corporate estate. A number of potential schemes are being considered to help

the Authority reduce emissions.

- A Member considered that there was still reluctance amongst members of the public to reduce private car usage, as demonstrated by the closure of Castle Street. Members asked how people would be encouraged to reduce reliance of journeys made by private cars by 2030. The Leader reminded Members that the decision to reopen Castle Street was taken as modelling indicated higher levels of pollution in surrounding areas as a result of Castle Street closing. Castle Street was to be reopened and the modelling exercise would continue in order to set how the position stabilises as the city emerges from the Covid-19 pandemic. Transport accounts for 41% of the city's CO₂ emissions and whilst that will be reduced by new technologies the Council will need to work with the national governments, however a significant proportion of the reduction needed in the city will come from the Transport Strategy published in 2020.
- The Director started that work is being undertaken to identify the commitments and actions required across the city from businesses and individuals to make effective behavioural changes and use less carbon.
- Members requested further details of the schemes being considered in terms of behavioural change. The Leader stated that, in terms of transportation, the Authority's ambition is to achieve a modal shift towards 60% of all journeys not being by car. Other initiatives will require support at a national level, such as retro-fitting housing.
- Members asked when the Carbon Impact Evaluation Tool would come into use. Officers advised that the evaluation tool was already being used and there were references to it within the One Planet Cardiff Strategy. A baseline figure for current carbon emissions has been set for the purposes of the report using the 2019/20 emissions avoiding any anomalies from the pandemic. This evaluation will be carried out annually and any emissions from new developments will be included. The tool is also used to evaluate where carbon can be removed. Responding to comments made on the indoor arena development, officers stated that the project will need go through the planning process. The building will be a low-carbon building and a connection to a district heat network will provide low-carbon energy.
- Members asked what role community groups and residents would play in terms of governance. A Member considered that it was important to engage residents and involve them in the governance process. Officers stated that this would be crucial in terms of the public engagement work which is currently being scoped. There will be a full range of measures for the Council, key partners and the city as a whole. The general advice is not to bombard members of the public with the whole climate change agenda but to pick issues or small changes that they are able to focus on and to plan engagement accordingly. The strategy includes a table of the most effective changes individuals can make, and therefore it is important to provide them with the information they need.
- Members noted that the Action Plan states that all new build schools in the city will be net zero carbon design standard from 2023 onwards. Members asked whether the Band B projects currently underway will meet that commitment. The

Director stated that if the commitment by the Schools Directorate is included in the action plan then it must include schools that are already identified in the Band B programme. Some projects were already underway and subject to agreed policies. All schools were built to BREAM excellent standard and will be high performing. However, the zero carbon target post-dates some funding and procurement arrangements. The Leader agreed to provide further details in response to the question in writing.

- Members asked what percentage shift would be required year on year to achieve net zero carbon. Officers stated that annual reduction targets have not been considered. Officers accepted the point and officers considered that there may be an opportunity in the annual monitoring report to show what progress is being made.
- The Committee asked how many dedicated staff were employed to work on the climate change agenda. The Director stated that the One Planet Strategy is a corporate priority and there are hundreds of staff contributing to the strategy.
- Members noted that the strategy and action plan did not include any reference to the financial commitment required to achieve its goals. Members asked what work had been done in terms of costings and for an estimate of the funding required. The Director stated that all the projects in Phase 1 have business cases that establish 'invest to save' or the financial commitments required from the Council or other partners. Any projects moving forward will go through the same process and will be fully costed. There is no overall estimate in terms of the funding required but the Director agreed to provide a figure if requested to do so. Members considered that this figure would be useful in terms of the annual monitoring and evaluation of the strategy.

RESOLVED – That the Chairperson writes to the Cabinet Member on behalf of the Committee to convey any comments, observations and recommendations made during the way forward.

22 : PROCUREMENT OF PUBLIC CAR CLUB SCHEME FOR CARDIFF

The Committee received an information report on a Cabinet paper entitled 'Procurement of Public Car Club Scheme for Cardiff' in advance of the matter being presented to Cabinet.

Members were advised that the Cabinet report would seek to enable Cabinet Members to consider the role of Car Clubs in achieving the city's Transport Vision and to set out the policy context for supporting the growth of the car club sector in Cardiff. The report also seeks Cabinet approval to delegate decisions on the procurement of a provider for a car club scheme in Cardiff and also outlines the proposed approach to procuring a new scheme for the city.

Members were asked to note the report and suggest any future actions in relation to this. Members expressed an interest in monitoring the scheme and receiving more details regarding the business plan, the expected outcomes and how those will be measured. Members also considered that there would be value in evaluating existing schemes and the demand for such schemes. The Principal Scrutiny Officer agreed

to consider the Committee's comments when formulating the Committee's forward work programme.

RESOLVED – That the report be noted.

23 : COMMITTEE BUSINESS

Members were asked to note the correspondence received during the financial year.

RESOLVED – That the report be noted.

24 : URGENT ITEMS (IF ANY)

No urgent items were received.

25 : DATE OF NEXT MEETING

Members were advised that the next Environment Scrutiny Committee is scheduled for 7 November 2021.

The meeting terminated at 6.15 pm

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

7 DECEMBER 2021

**MEMBER BRIEFING REPORT - DRAFT RECYCLING STRATEGY 2021-25 AND
WASTE MANAGEMENT AND COLLECTIONS UPDATE**

Purpose of the Report

1. To provide the Committee with an update on Cardiff's draft Recycling Strategy 2021-25 which is due to be considered at a future meeting of Cabinet.
2. This report also provides Members with the opportunity to receive an update on Waste Collections and Waste Management in response to the Committee's requests from their July meeting.

Scope of Scrutiny

3. As the attached briefing report states, Cabinet will consider a report at a future meeting on the draft Recycling Strategy 2021-25; 'Make a change to save our planet – Reduce, Re-use, Recycle'. This will seek Cabinet's approval for the consultation on the draft strategy and associated resident survey on improving recycling performance.
4. In addition to this, it also seeks approval for the following:
 - To support a pilot of 3 stream segregated collection for glass, mixed containers (plastic and metal) and paper / cardboard; alongside the use of reusable bags.
 - To retain the Recycling Centre booking system and 'no black bag' policy.
 - To cease the provision of red and white striped bags for residents living in properties unable to store 140litre residual bins on the property and allowing residents to present three refuse bags from January 2022.

5. During this scrutiny, Members have the opportunity to explore:
 - i) The Council's draft plans to achieve the Welsh Government's recycling target of 64% between 2019/20 and 2023/24;
 - ii) The proposed approach for consultation and engagement, both in relation to the draft Strategy and the proposed changes to be introduced;
 - iii) The responses and updates provided on Waste Management and Waste Collections resulting from the July Chair's letter to Cabinet;
 - iv) Whether there are any risks to the Council;
 - v) The timeline and next steps for delivering the Recycling Strategy and the proposed changes highlighted in the briefing report.

Background

6. The Recycling, Preparation for Re-use and Composting Targets (Monitoring and Penalties) (Wales) Regulations 2011 imposes a requirement for the Council to measure the tonnage of waste and recycling of both households and commercial business serviced by Cardiff Council.
7. The legislative requirements for recycling as set by Welsh Government was for the Council to achieve 64% by 2019/20 followed by 70% by 2024/25.
8. At the end of 2019/20, the percentage of municipal waste collected and prepared for re-use and/or recycled was 58.10%. According to the Council's Annual Wellbeing report 2020/21 the annual recycling performance for 2020/21 was 55.80% (still to be validated by Natural Resources Wales). This, it was reported was due to changes in waste and recycling collections during Quarter 1 of the year, when the Covid-19 pandemic resulted in all waste and recycling collected from residents being sent to the Energy from Waste plant. This had an impact on overall performance for the year resulting in the 64% statutory recycling performance target not being achieved.
9. The Regulations allow the Minister responsible for recycling performance to impose a fiscal penalty on Local Authorities who fail to meet recycling performance targets. Welsh Government has not enforced financial penalties for

failing to meet statutory targets, however, as the briefing report states, there is a requirement for immediate intervention to ensure targets are met moving forwards.

10. As a result, the Corporate Plan 2021-24 agreed by Cabinet at its meeting on 25th February 2021, continued the Key Performance Indicator of 64% for 2021-22 with the Annual Wellbeing Report 2020/21 stating that a new Recycling Strategy is required immediately to demonstrate commitment to achieving this target as well the need to achieve the statutory target of 70% by 2024/25.

11. The Briefing Report entitled Recycling Strategy 2021-25 is attached at **Appendix A** along with the Strategy document at **Appendix A1** and the draft consultation document at **Appendix A2**.

Issues identified in the Briefing Report

12. The briefing report highlights at **point 8** that Cardiff has a high number of people living in flats and Houses of Multiple Occupation (HMOs) at circa 30% of total properties. These types of properties have a disproportionately high level of non-participation in recycling and where recycling does take place, there are high levels of contamination within the co-mingled recycling. Further statistics identified in **points 9-11** indicate the percentages of contamination and co-mingled recycling.

13. **Point 12** of the report indicates that performance for the Council's in-house trade waste is significantly lower than that for the residential sector. The report states that trade waste represents circa 9% of the total of waste collected by Cardiff Council and the poor performance of this sector drags down the Council's overall recycling performance.

14. As the report suggests, it is hoped that through new ways of working and new statutory targets for trade waste, soon to be introduced by Welsh Government, recycling performance will improve.

15. The briefing report sets out the aims and objectives of the draft Recycling Strategy 2021-25 at **point 15** and expands further upon these with core actions in the draft strategy document itself, in **Table 1**.
16. Following agreement by Cabinet, the draft strategy will be published for public consultation along with a resident survey.
17. Further to this, the briefing report details a series of proposed changes to be introduced in addition to the strategy. These include the proposed pilot for a 3 stream segregated collection of glass, mixed containers (plastic and metal) and paper/cardboard, alongside the use of reusable bags.
18. According to the report, from **points 18-22** this approach is being proposed to prevent the loss or reject of recycling material as a result of contamination and has been weighed up against a kerbside sort model which was believed not appropriate due to the length of time the vehicle would remain in residential streets.
19. The pilot will be for the 4,000 properties (households with frontages only) where the bottle and jar pilot took place and will utilise the following:
- 1 x 90L red reusable sack for containers (plastic bottles, tubs, cans, tins and aerosols)
 - 1 x 90L blue reusable sack for paper and card (fibres)
 - 1 x blue caddy for glass (already issued)
20. The pilot's aims are set out at **point 26** as well as its links to the One Planet Cardiff Strategy, at **point 27**, to reduce single use plastics. As highlighted, the use of reusable bags will address the 24 million single use green bags per annum for dry mixed recycling (DMR) and will reduce the cost significantly from the £800,000 that is currently spent on purchasing and distributing green recycling bags each year.

21. In addition to this the report proposes retaining the Recycling Centre booking system that was introduced during the Covid-19 pandemic and the 'no black bag' policy, which resulted in a large reduction in residual waste and in turn an improvement in the recycling recovery rate as detailed at **points 35 and 36**. These controls have also resulted in an increase in projected income from commercial activity (small businesses and traders who were previously using the recycling centres for their residual waste) of 56%.
22. As stated in **points 39-40**, the service has increased the number of vehicles allowed at the Recycling Centre from 50 to 80 per hour, meaning that the operating capacity is under 50% at both Recycling Centres.
23. Further changes identified in the briefing report at **point 42** include the ceasing of red and white striped bags which were provided to those who were unable to store 140litre residual bins, allowing them to present three bags for collection.
24. According to the report, **points 46-49**, the procurement and delivery of the bags has created problems for residents when they run out, the ordering of new ones when someone moves into a property has caused issues and the associated cost for their provision to the Council is £50,000.
25. Instead, the proposal is to phase out this provision, aligning with all other Councils across Wales where the restricted number of black bags has been implemented.

Previous Scrutiny

26. This Committee have received and scrutinised numerous reports and updates on the previous Waste strategies and education campaigns etc. Examples of some of the points raised by Members at these meetings are detailed below:
- Importance of detailed consultation with local ward Members who hold significant amounts local information about the wards that they represent;
 - That any changes introduced incorporate plans for enhanced education, engagement and communication, for those who may not be IT literate, unable to read English/Welsh and, as in the case of the glass pilot scheme –

consideration be given to the provision of calendars and printed instructions delivered to residents as well as information detailed on the Council's website;

- Consideration given to introducing a municipal waste sticker, similar to the 'Pink Sticker' scheme used for recycling bags.

28. In addition to this, the Committee received a detailed report at its meeting in July 2021 on the new Waste Collections Service. The Committee's comments and requests following this meeting, are attached at **Appendix B**, along with the updated responses that have been provided from the Directorate.

29. These along with further attachments at **Appendices B1, B2 and B3** incorporate updates and responses on the following:

- Missed collections overall
- Hygiene waste collections
- Assisted Lifts
- Improvement actions taken and proposed to address issues with waste collections.
- Proposed changes to garden waste collections
- Proposed changes to cleansing, education and enforcement services
- Proposed recycling model – noting that 30% recycling currently goes to the Energy from Waste plant due to customer contamination.

Way Forward

30. Cllr Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment and Neil Hanratty, Director of Economic Development have been invited to make a statement and answer Member's questions. They will be supported by further representatives from the Economic Development Directorate who have been invited to attend to answer Member's questions.

Legal Implications

31. 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

32. 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) Consider the information in this report, its appendices and the information presented at the meeting;
- ii) Determine whether they would like to make any comments, observations or recommendations to the Cabinet on this matter;
- iii) Decide the way forward for any future scrutiny of the issues discussed.

DAVINA FIORE

Director of Governance & Legal Services

1 December 2021

**CARDIFF COUNCIL
CYNGOR CAERDYDD**

**Neil Hanratty
Director – Economic Development**

DRAFT RECYLING STRATEGY 2021-25

Reasons for this Report

1. To provide members of the relevant Scrutiny Committee with information in relation to a matter to be considered at a future meeting of Cabinet. The information within this report will form the basis of that future report to Cabinet to seek approval:
 - for the consultation on the draft recycling strategy 2021-25: 'Make a change to save our planet – Reduce, Re-Use, Recycle' and associated resident survey on improving recycling performance.
 - To support a pilot of 3 stream segregated collection for glass, mixed containers (plastic and metal) and paper / cardboard; alongside the use of reusable bags.
 - To retain the Recycling Centre booking system and 'no black bag' policy.
 - To cease the provision of red and white striped bags for residents living in properties unable to store 140litre residual bins on the property and allowing residents to present three refuse bags from 2022.

Background

2. Cardiff's recycling performance has remained static at around 58% since 2018. As such, Cardiff has failed to meet the 2019/20 statutory recycling target of 64% recycling.
3. Cardiff currently provides the following recycling and waste services for households across Cardiff:
 - Weekly food waste collections
 - Weekly green bag collections for comingled recycling
 - Fortnightly garden waste collections in summer
 - Fortnightly residual waste collections

- Fortnightly Hygiene collections (on request)
 - Bulky Waste collections (on request)
4. The Recycling, Preparation for Re-use and Composting Targets (Monitoring and Penalties) (Wales) Regulations 2011 imposes a requirement for the Council to measure the tonnage of waste and recycling of both households and commercial business serviced by Cardiff Council.
 5. The Regulations allow the Minister responsible for recycling performance to impose a fiscal penalty on Local Authorities who fail to meet recycling performance targets.
 6. The statutory target is to achieve a recycling performance of 64% between 2019/20 and 2023/24. This increases to a recycling performance of 70% from 2024/25 onwards. Cardiff's recycling performance was 58.10% in 2019/20 and 55.80% in 2020/21 compared to a target of 64%. The 2020/21 figure is low due to changes made to the way in which we collected and processed waste during the first 3 months of the Covid-19 pandemic (Qtr 1 of 2020/21). Qtr 4 of 2020/21 shows recycling at 60.55%, as by this time, we had put safety measures in place to enable us to resume processing of the recyclable materials at Lamby Way.
 7. WG has not enforced financial penalties for failing to meet statutory targets. However, there is a requirement for immediate intervention to ensure targets are met moving forwards.
 8. Cardiff has a high number of people living in flats and Houses of Multiple Occupation (HMOs) at circa 30% of total properties. These types of properties have a disproportionately high level of non-participation in recycling and where recycling does take place, there are high levels of contamination within the co-mingled recycling.
 9. A recent compositional analysis exercise in Cardiff has shown significant amounts of recyclable material in both kerbside and communal residual / black bag waste.
 - 51.9% of communal (flats) collected residual waste contained target recyclable material (21% dry recycling, 35% food, garden waste)
 - 42.5% of kerbside (household) collected residual waste contained target recyclable material (8.7% dry recycling, 39.4% food)
 10. The compositional analysis identifies contamination of dry recycling was 41.4% for communal collections and 23.7% for kerbside collections, including 4% solid food waste and 4.9% liquid food / drink waste.
 11. The compositional analysis also estimates the food collection service captures 62% of all food with high levels of food waste present in residual / black bag waste.

12. Cardiff Council operates an in-house trade waste service. The current level of recycling performance of 34% across the trade sector is significantly lower than the residential recycling performance. Trade waste represents circa 9% of the total of waste collected by Cardiff Council and the poor performance of this sector drags down the Council's overall recycling performance. Nonetheless, the Council remains committed to providing a trade waste service and to working with Welsh Government to improve performance in this area. The imminent introduction of dedicated statutory targets for trade waste by Welsh Government will help to accelerate an improvement in recycling performance.

Draft Recycling Strategy 2021-25; 'Make a change to save our planet – Reduce, Re-use, Recycle'

13. The draft Recycling Strategy 2021-25 'Make a change to save our planet – Reduce, Re-use, Recycle' is Appendix A.
14. The strategy aligns to the Corporate Plan 2020-2023 objective to make Cardiff a world-leading recycling city, alongside headline action statements from the Beyond Recycling national strategy. It will ensure the Council continues to improve recycling services for residents and businesses.
15. The main objectives for the strategy are as follows:
 - Improve material quality
 - Increase recycling participation and capture of priority materials
 - Increase opportunities for communities and residents to recycle
 - Make use of all available data, to develop targeted actions
 - Reduce single use plastics
 - Encourage and support the prevention, reuse and repair of materials
 - Contribute towards developing a circular economy within Wales
16. Alongside the aims and objectives of the Strategy, there are a number of core actions, including expanding recycling services for residents, which will help us to deliver recycling performance improvements. These are outlined in Table 1 within the draft Recycling Strategy 2021-25.
17. The draft Recycling Strategy 2021-25 will be published for public consultation with a resident survey. This will support the development of the final recycling strategy 2021-25 and the development of actions to deliver improvements to improve reduction, re-use and recycling.

Support a pilot of 3 stream segregated collection for glass, mixed containers (plastic and metal) and paper / cardboard; alongside the use of reusable bags

18. WRAP benchmark Welsh Authority performance in relation to a number of areas to promote recycling performance improvements. When reviewing Cardiff, the following was evidenced:
 - Kerbside residual waste above average per household: 249kg/hh/yr vs. national average of 227kg/hh/yr and best performing at 193kg/hh/yr

- Lowest amounts of dry recycling per household: 134kg/hh/yr compared to national average of 173kg/hh/yr, and best performing 206kg/hh/yr
 - Very high MRF reject – 8% of total waste arisings against national average of 2%.
19. High level analysis from 2019/20 identified 10,000t of material lost to reject. This could translate into 3% increase in recycling performance, assuming 60% of this could be recycled.
 20. Over the last decade, cleaning up recyclable materials has been key to increasing performance but also securing end markets for recyclable materials.
 21. Welsh Government, through the Collaborative Change Programme (CCP), has supported Cardiff to undertake service modelling in order to determine the best option for Cardiff. Numerous collection methods were explored and narrowed down using the Kerbside Analysis Tool (KAT). The options reviewed were the current method; kerbside sort (the required benchmark) and a three-stream collection method where glass and paper are kept separate.
 22. The model showed the kerbside sort and three-stream collection method as options which would support improving performance with a need for limited increases in current budgets. However, the kerbside sort model has not been selected as a pilot due to concerns relating to the length of time this vehicle would remain in residential streets.
 23. The pilot will be for the 4,000 properties (households with frontages only) where the bottle and jar pilot took place and will utilise the following:
 - 1 x 90L red reusable sack for containers (plastic bottles, tubs, cans, tins and aerosols)
 - 1 x 90L blue reusable sack for paper and card (fibres)
 - 1 x blue caddy for glass
 24. The recyclable material collected will be treated separately to the Dry Mixed Recycling to provide a good insight to the improvements in recycling performance and quality of recyclable material received in comparison to the compositional analysis of the Dry Mixed Recycling.
 25. A pilot is required to provide real information on the recycling performance achieved and the operational costs to deliver a service across Cardiff. This can then be utilised to develop a robust business case whilst addressing any concerns or limitations.
 26. The pilot objectives are to:
 - Measure material volumes to help determine future vehicle split
 - Monitor materials collected to assess whether contamination reduces and quality increases
 - Measure public satisfaction with reusable sacks
 - Identify any impact on Street Scene cleanliness

- Identify appropriate round sizes for a 'one pass' three-stream recycling vehicle
 - Identify resources and costs required for change
27. The One Planet Cardiff Strategy has set out an objective to reduce single use plastics (SUP's), specifically green recycling bags. The use of reusable bags will address the 24 million single use green bags per annum for dry mixed recycling (DMR).
28. Over £800,000 is spent on purchasing and distributing green recycling bags each year and this budget will be utilised within the business case to fund any proposed changes.

Retaining the Recycling Centre booking system and 'no black bag' policy

29. The mass of material deposited for both recycling and disposal at Cardiff's Recycling Centres totalled 33,373 tonnes in 2019/20, totalling approximately 19.5% of Cardiff's total waste. The recycling recovery rate was 67%.
30. This is lower than the average recovery rate of around 80% seen across Wales as a whole during 2019/20 and below the 70% expected performance set out in 'Towards Zero Waste'.
31. Cardiff introduced recycling officers to support black bag splitting on site in 2019/20 but only minor improvements were achieved, with a significant amount of resource required to manage the bag splitting.
32. The Covid-19 pandemic meant Recycling Centres closed across Wales and following the first wave Local Authorities reopened Recycling Centres with controls to support keeping residents and employees safe. Cardiff, like a number of authorities, introduced a digital booking system to control numbers of residents accessing the Recycling Centre in a specific time window.
33. The Covid-19 pandemic meant the black bag splitting could not continue due to the pandemic controls in place and Cardiff removed the residual waste / black bag skips and replaced them with non-recyclable material skips. Residents were informed via the booking system that black bags would not be accepted at the Recycling Centres but non-recyclable materials such as polystyrene and bubble wrap would be able to be placed in the non-recyclable material skip.
34. The appointment system and residual waste / black bag controls, when introduced, supported the following:
- Deterring the use of household recycling facilities by commercial users
 - Deterring use of recycling facilities by residents outside the authority area
 - Encouraging residents to sort waste into recyclables and non-recyclables before attending site, thus significantly reducing residual waste

35. Following the introduction of controls, the total mass deposited for recycling at the household facilities fell 32% from 16,855 tonnes per annum in 2019/20 to 11,492 tonnes in 2020/21. The mass of residual black bag waste deposited fell by nearly 79% from 7,925 tonnes in 2019/20 to just under 1,700 tonnes in 2020/21.
36. This reduction in residual waste deposited in turn resulted in the considerable improvement in recycling recovery rate increasing from 67% in 2019/20 to 87% in 2020/21. Cardiff's Recycling centres are now performing in the top quartile across Welsh Authorities.
37. Following booking controls being in place at the Household Recycling Centres, there has been a significant increase in commercial activity at Bessemer Close Commercial Recycling Centre, increasing the projected income by 56% or £220,995 in 21/22 from 2018/19.
38. Commercial activity is small traders and businesses who were previously accessing the recycling centres as residential users. This equates to approximately an additional 2,000 tonnes now being paid for by businesses.
39. The booking system imposed controls on the number of vehicles able to attend site, thus ensuring compliance with Covid-19 measures, and reducing the need to queue. Initially slots were limited to 50 per hour, yet both Recycling Centres were still operating at below 80% capacity.
40. As pandemic requirements have relaxed, and the booking system has become established, the number of slots has increased to 80 vehicles per hour – 20 vehicles every 15 minutes. This means the operating capacity is under 50% at both Recycling Centres.
41. The booking system allows identification of which residents are using the Recycling Centres. The use of the Recycling Centres by residents shows good coverage across Cardiff, with 5 out of the top 8 ward users being in North Cardiff.

Ceasing the provision of red and white striped bags for residents living in properties unable to store 140litre residual bins on the property and allowing residents to present three refuse bags from January 2022

42. In 2015, residents in bin areas were provided 140 litre wheeled bins (as opposed to 240l bins) in order to restrict residual waste. At the same time, the Council introduced red and white striped bags for residents who were unable to store a 140 litre bin at their property. This was to help identify and control the volume of waste presented by properties in bag areas whilst residents adjusted to the limit of 3 bags per fortnight.
43. 13,500 or 10% of Cardiff's properties are still issued free red and white striped bags.
44. The Council currently procures approximately 85,000 rolls of single use striped bags per annum for residents.

45. Cardiff is the only Council in Wales to implement this approach, with other Councils accepting a restricted number of black refuse bags.
46. The management of the procurement and delivery of the red and white striped bags can create problems for residents when they run out of bags, leading to complaints.
47. The process to order new red and white bags when someone moves into a property is complicated, requiring proof of tenancy/new owner needs to be sent to Recycling and Neighbourhood Services.
48. The benefit of ceasing the provision of red and white striped bags will support the vision for a carbon neutral city by 2030, from the One Planet Cardiff Strategy, by removing the need to deliver bags to residents across Cardiff.
49. The cost of procuring and delivering the red and white striped bags is approximately £50,000 per annum, £30,000 to procure the bags and £20,000 to deliver them to residents.
50. The provision of red and white bags will be phased out in 2022 following communication and engagement with residents who receive the bags and providing notice of the changes.

Local Member Consultation

51. The draft recycling strategy 2021-25 will be published for public consultation with a resident survey. This will support the development for the final recycling strategy 2021-25 and the development of actions to deliver improvements. . The final strategy will be brought back to cabinet for approval following consultation.
52. Environmental Scrutiny Committee will be presented the draft recycling strategy 2021-25 to support providing a response to the consultation process.

Financial Implications

53. This report proposes several core actions aimed at delivering improvements as part of the draft Recycling Strategy 2021-25.
54. Paragraph 10 notes that WG has not enforced financial penalties but this is reliant on immediate intervention being in place to ensure targets are met moving forward. In the event of the targets not being met then there will be a significant fiscal penalty for the Council. This risk needs to be carefully monitored and considered alongside the Council's Medium Term Financial Plan.
55. The continuation of the booking system and no black bag policy is anticipated to deliver ongoing savings on processing costs and reduced staff resources no longer required for splitting of bags. These savings have supported the employment of the additional operatives required to manage the new system

which, has also increased the number of traders paying for waste disposal. Income generation savings will result through increased commercial waste disposal and the price for improved cleaner recycling material. No additional funding is required to support this element of the core actions proposed.

56. The proposal to cease provision of red and white striped bags and allowing residents to present 3 refuse bags from 2022 is anticipated to result in savings on bag purchases but could require some initial communication costs to inform the affected residents estimated at £8,000.
57. The proposed pilot for a 3 stream segregated collection alongside the use of reusable bags across 4,000 properties will require revenue funding for operatives and vehicle costs estimated at £128,000 per annum. These could be funded from the existing contingency project budget with no additional revenue funding implications. In addition, capital costs estimated at £95,000 for the acquisition of a specialist vehicle and the purchase of sacks would be funded by a grant and the One Planet Cardiff budget. Any longer term city wide roll-out would have significant additional budget implications which would need to be considered as part of a fully costed business case.

Legal Implications

58. The Council, as a waste collection and waste disposal authority, has various duties under waste legislation with regards collection and disposal of waste. Generally, the Council has a duty to collect household waste and, if requested, commercial waste and industrial waste. The Council also has a duty to arrange for the disposal of controlled waste collected in its area by it, and for places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited.
59. The Council is also required to provide HWRC sites and is required to make arrangements including the area it is situated in, availability of such sites to deposit waste and free of charge to residents. Amongst other things, the arrangements (with regards HWRC sites) may restrict the availability of specified places to specified descriptions of waste.
60. Generally, the Council cannot charge for collection of household waste. However, one exception is the collection of bulky waste (as defined by controlled waste legislation). Any charge should be reasonable.

Equality Duty

61. In considering this matter, the Council must have regard to its public sector equality duties under the Equality Act 2010 (including specific Welsh public sector duties). This means the Council must give due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief.

62. When taking strategic decisions, the Council also has a statutory duty to have due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage ('the Socio-Economic Duty' imposed under section 1 of the Equality Act 2010). In considering this, the Council must take into account the statutory guidance issued by the Welsh Ministers ([WG42004 A More Equal Wales The Socio-economic Duty Equality Act 2010 \(gov.wales\)](#)) and must be able to demonstrate how it has discharged its duty.

Well Being of Future Generations (Wales) Act 2015

63. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
64. In discharging its duties under the Act, the Council has set and published well being objectives designed to maximise its contribution to achieving the national well being goals. The well being objectives are set out in Cardiff's Corporate Plan 2021-24. When exercising its functions, the Council is required to take all reasonable steps to meet its well being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
65. The well being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrated approach to achieving the 7 national well-being goals
 - Work in collaboration with others to find shared sustainable solutions
 - Involve people from all sections of the community in the decisions which affect them
66. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

General

67. The decision maker should be satisfied that the procurement is in accordance within the financial and budgetary policy.

68. The decision maker should also have regard to, when making its decision, to the Council's wider obligations under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.
69. The report also sets out that consultation is going to be undertaken with the public. Any consultation must be adequate and fair. The carrying out of consultation gives rise to a legitimate expectation that the outcome of the consultation will be considered as part of the decision making process.

HR Implications

70. The information held within this report has been consulted on with the Trade Unions and employees within the service are aware of the proposed plans. This consultation will continue as the pilots.
71. Any employee implications that arise from the pilots will be assessed as part of the full business cases for any changes. However, any changes for employees or additional resources required will be fully consulted on as part of the business cases and will be carried out in compliance with corporately agreed processes.

Property Implications

RECOMMENDATIONS

Report to Cabinet

A report will be taken to Cabinet recommending that Cabinet:

1. Note the draft recycling strategy 2021-25; 'Make a change to save our planet – Reduce, Re-use, Recycle'.
2. Approve the consultation on the draft recycling strategy 2021-25 – 'Make a change to save our planet – Reduce, Re-use, Recycle' and associated resident survey on improving recycling performance.
3. Agree to:
 - i. support a pilot of 3 stream segregated collections for glass, mixed containers (plastic and metal) and paper / cardboard; alongside the use of reusable bags
 - ii. retain the Recycling Centre booking system and 'no black bag' policy
 - iii. cease the provision of red and white striped bags for residents living in properties unable to store 140litre residual bins, instead allowing residents to present three refuse bags per fortnight from 2022

SENIOR RESPONSIBLE OFFICER	NEIL HANRATTY
	Director Economic Development
	1 December 2021

The following appendices are attached

Appendix A – Draft recycling strategy 2021-25; ‘Make a change to save our planet – Reduce, Re-use, Recycle’

Appendix B – Consultation Survey for Draft recycling strategy 2021-25; ‘Make a change to save our planet – Reduce, Re-use, Recycle’

The following background papers have been taken into account:

The Recycling, Preparation for Re-use and Composting Targets (Monitoring and Penalties) (Wales) Regulations 2011

<https://www.legislation.gov.uk/wsi/2011/1014/contents/made>

Cardiff Council Waste Compositional Analysis. Waste composition analysis of kerbside collected and communally collected household waste in Cardiff. WRAP/resourcefutures. September 2021

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The Recycling Strategy for Cardiff

2021-2025

DRAFT FOR CONSULTATION

Doing more, together.

Caerdydd Un Blaned  **One Planet Cardiff**

Gwnewch newid i achub ein planed **Arbed, Ailddefnyddio, Ailgylchu**
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Make a change to save our planet
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Table of Contents

1. Executive Summary	4
2. Vision, Aims and Objectives	4
3. National Context.....	6
3.1 Legislative Drivers	6
3.1.1 Towards Zero Waste and Beyond Recycling	6
3.2 Brexit.....	8
3.3 Covid 19.....	8
3.4 Climate Change	9
4. Local Context.....	10
4.1 Corporate Priorities.....	10
4.2 Current Service Provision	10
4.2.1 What happens to the material collected?	11
4.3 Current Performance and Comparisons.....	11
4.4 Achievements to Date	13
4.5 Challenges.....	14
4.5.1 Flats and HMOs.....	14
4.5.2 Socio-Demographic Variables.....	15
4.5.3 Trade Waste.....	15
4.5.4 Housing and Population Growth.....	16
5. Delivering the Strategy - Achieving Aims & Objectives	16
5.1: Improve Material Quality	17
5.1.1 Action Plan for Dry Recycling.....	17
5.1.2 Action Plan for Compostable Garden Waste	19
5.2: Increase Recycling Participation and Capture	19
5.2.1 Household Waste.....	20
5.2.2 Trade Waste.....	21
5.2.3 HWRC's.....	22
5.2.4 Other Waste	22
5.3: Increase Opportunities for Communities & Residents to Recycle.....	22
5.4: Make Use of all Available Data, to Develop Targeted Actions	23
5.5: Reduce Single Use Plastics (SUPs).....	24
5.6: Encourage the Prevention, Reuse and Repair of Materials	25
5.7 Contribute Towards Developing a Circular Economy within Wales	26
5.8 Action Plan and Key Dates.....	27
6. Working with Stakeholders to Deliver the Strategy	27

6.1 Working Together 27

6.2 Community Engagement..... 28

6.3 Behavioural Change Strategies 29

7. Monitor, Measure and Review..... 29

7.1 Measure and Review..... 29

7.2 Post Service Change Review and Monitoring and Measurement 30

7.3 Key Performance Indicators 30

Appendices..... 31

DRAFT

1. Executive Summary

Cardiff Council has the ambition to make Cardiff one of the best cities for recycling in the world. Cardiff is already one of the best cities for recycling in the UK and Europe, and through the improvements set out in this report, and a further extension of service, the aim is for Cardiff's recycling performance to stand comparison with any city in the world.

The Recycling Strategy for Cardiff (2021-25) confirms Cardiff Council's commitment to achieving the Welsh Government's statutory recycling targets. It also underlines the Council's commitment to its 'One Planet' carbon reduction objectives to protect and improve the environment.

Delivering upon the strategy's objectives will require the residents and businesses of Cardiff to be mobilised to do even more. The strategy focuses on three key areas of intervention:

1. Improving the recycling performance of the Council's Trade waste service.
2. Expanding the residential recycling service to include new segregation streams.
3. Diverting recyclable materials from the residual waste stream.

The Council recognises the need to extend its recycling service to meet the statutory targets and to achieve the ambition of being a world leading city for recycling. Local residents and businesses will need to join the Council on the journey, and work with us by **doing more, together**.

2. Vision, Aims and Objectives

The Recycling Strategy for Cardiff (2021-25) aims to make Cardiff a world-leading city for recycling in line with the headline action statements from the national strategy, Beyond Recycling. The Strategy will ensure the Council continues to improve recycling services for residents and businesses.

Through consultation, pilot work and surveys the delivery of the strategy will ensure residents are at the heart of what we do. We will expand and enhance recycling services to facilitate the growing demand for more sustainable practices. This will support incorporating wider social, economic and environmental goals and support the commitment to work with young people and improve the wellbeing of future generations.

The Council's aim is that the strategy will not simply be about achieving the statutory recycling targets. It is essential that the Council continues to provide a high level of service to residents and businesses. It is also important that any actions taken to improve recycling performance are generated in a sustainable way, supporting waste prevention, reuse and a circular economy.

The main objectives for the strategy are as follows:

1. Improve material quality
2. Increase recycling participation and capture of priority materials
3. Increase opportunities for communities and residents to recycle
4. Make use of all available data, to develop targeted actions
5. Reduce single use plastics
6. Encourage and support the prevention, reuse and repair of materials

7. Contribute towards developing a circular economy within Wales

Alongside the aims and objectives of the Strategy, there are a number of core actions, which will help deliver Cardiff's vision. These are set out in Table 1 below.

Table 1: *DRAFT* Strategy Aims and Objectives

Headline Aims	Item	Actions
1. Improve Material Quality	1.1	Expand the recycling service to offer separate collection of glass (bottles and jars), fibres (paper and card) and containers (cans and plastics)
	1.2	Reduce compostable garden waste contamination, through education and enforcement strategies, and a full service methodology review
2. Increasing Recycling participation and capture of priority materials	2.1	Review Trade practices to improve performance and comply with business waste regulations. This will include changing collection methodology and targeting recycling contracts
	2.2	Review recycling in flats and rented accommodation to increase performance, working with relevant partners such as Rentsmart Wales
	2.3	Continue the strong no mixed bag/ bag sorting policy at HWRC's
	2.4	Review site layout and signage, booking in system and effective customer engagement at HWRC's
	2.5	Increase cleansing recycling performance through segregation of litter-picked waste and recycling litterbins
	2.6	Review residual waste provision and introduce measures to increase participation in food waste service
3. Increase opportunities for communities and residents to recycle	3.1	Recycling facilities within local communities, for smaller items E.g. small domestic appliances, batteries, textiles, tetra pak
	3.2	Expand Markets - AHP/coffee pods/tetrapak
4. Make use of all available data, to develop targeted actions	4.1	Composition Analysis - what materials to target
	4.2	Participation Monitoring - who to target
	4.3	Pink Sticker Campaign - educate first, removal of bins where repeat contamination Be Mighty Recycle Campaign
	4.4	Review of all recycling contracts, to ensure minimum recovery rates are being met (where specified) and identify improved recovery
5. Reduce single use plastics	5.1	Implement re-usable containers for recycling
	5.2	Single use plastics strategy
	5.3	Expand re-fill across the City, promoting re-usable bottles to be re-filled
6. Encourage and support the prevention, reuse and repair of materials	6.1	Wastesavers Reuse Centre at Lamby Way
	6.2	Supporting Community activities such as Benthgy
	6.3	CLARE Wales Repair Directory

	6.4	Zero waste map developed
7. Contribute towards developing a circular economy within Wales	7.1	Work with partners such as CLARE Wales to develop regional solutions

3. National Context

The Recycling Strategy for Cardiff is framed by a range of legislative influences and national events (e.g. the COVID-19 pandemic) which shape and determine the waste produced and how it is processed.

This section of the strategy sets out the national context, recognising that there will always be contextual changes which can impact waste production, collection and end markets.

3.1 Legislative Drivers

The importance of the environment and the conservation of natural resources is increasingly recognised and supported by national/international policy and regulation aimed at reducing the environmental impact of consumption and the production of materials.

In Wales, at the national level, there are two key policy documents to consider: Towards Zero Waste - The Waste Strategy for Wales (2010); and Beyond Recycling - A Strategy to make the Circular Economy in Wales a Reality (2021). These documents establish the key statutory performance requirements for local authorities in Wales, in support of the Welsh Government's long-term ambition for a sustainable and waste free Wales. Other relevant Welsh Government and Central Government policies and legislative acts relating to sustainable development, improved environmental outcomes and addressing climate change include:

- The Waste (England and Wales) Regulations 2011
- Towards Zero Waste – The Waste Strategy for Wales (2010)
- Waste (Wales) Measure 2010
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016
- Climate Change Strategy for Wales

The Wellbeing of Future Generations Act is of particular importance in Wales and has been considered in the preparation of this document through the utilisation of the Five Ways of Working. The strategy also includes actions that are designed to improve economic, social and environmental outcomes.

3.1.1 Towards Zero Waste and Beyond Recycling

The Welsh National Waste Strategy, "Towards Zero Waste" was launched on 21 June 2010. The strategy set out a series of challenging statutory recycling targets, as outlined in Table 2 below.

Table 2: Statutory Recycling Targets

Target for LA Collected Waste	2019/20	2024/25
-------------------------------	---------	---------

Minimum overall recycling	64%	70%
Maximum level of landfill	10%	5%
Maximum level of energy from waste	36%	30%
Biodegradable Landfill Allowance	33557t	-

Although Cardiff has made substantial strides forward, in 2019/20 the city fell short of the 64% recycling target. As a result, the Council is now working closely with the Welsh Government to review a series of options to help improve recycling performance.

Nationally, impressive progress has been made towards the targets, and Wales ranks as number 1 recycling nation in the UK, 2nd in Europe and 3rd in the World. Significant progress has also been made with regards to reducing reliance on landfill.

Looking to build upon the success of the previous strategy, the Welsh Government published their Circular Economy Strategy for Wales – Beyond Recycling, on 2 March 2021.

The national aim is to move to a circular economy in Wales, where waste is avoided and the things we use are kept in use as long as possible. This is an important part of the action needed on climate change. Welsh Government, and by extension Cardiff Council, is seeking to make the process of managing waste 'Cleaner, Greener, Fairer', through 6 core themes and 8 headline actions. The 8 headline actions are as follows:

1. Support businesses in Wales to reduce their carbon footprint and become more resource efficient
2. Provide the tools to enable community action
3. Phase out unnecessary, single use items especially plastic
4. Eradicate avoidable food waste
5. Procure on a basis which prioritises goods and products which are made from remanufactured, refurbished and recycled materials or come from low carbon and sustainable materials like wood
6. Strive to achieve the highest rates of recycling in the world
7. Reduce the environmental impact of the waste collection from our homes and businesses
8. Take full responsibility for our waste

In addition to the themes and headline actions, the strategy sets a number of significant targets for Welsh Local Authorities:

Table 3: Beyond Recycling Targets

By 2025	26% reduction in waste Zero waste to landfill 50% reduction in avoidable food waste 70% recycling
By 2030	33% reduction in waste 60% reduction in avoidable food waste
By 2050	One planet resource use 62% reduction in the waste

Note: All waste reduction targets are set against a 2006-07 baseline

As the Welsh Government looks 'Beyond Recycling' to waste reduction and the circular economy, it is imperative that this strategy sets out not only how to achieve the current recycling targets, but also how the city will adapt to these new requirements in the future. Consideration must be given to improving the quality of materials collected, waste minimisation through behavioural change and supporting community re-use and repair, the greener collection of materials and how we will work together with residents, partners and neighbours to meet wider goals and agendas.

3.2 Brexit

It is thought that Britain's membership of the EU helped to shape the direction of environmental policy, with the requirement for all member states to recycle 70% of waste by 2030. As a devolved policy matter, and with keen ambition, Welsh Government exceeded these minimum target aims, with the aim to recycle 70% of waste by 2025.

These ambitious aims will remain for Wales as a devolved nation, to support the move towards a cleaner, greener and fairer circular economy.

It is not yet clear whether Brexit will change how England's environmental policy responds. England's Environment Bill is currently in its scoping stage, with full detail not available for public consultation until February 2022. Certain legislative changes are required to drive forward areas such as extended producer responsibility, and deposit return schemes, delays to which may have significant impacts on some of the deliverables outlined within Beyond Recycling. DEFRA released a further public consultation on these matters in the summer of 2021, with acknowledgment that any measures would not be in place until late 2024.

Amendments to the Basel convention, which came into effect on 1 January 2021, are creating additional complications for UK based exporters of recycled plastics. This means at least a temporary halt to the export of around 17,000 tonnes of plastics to non OECD countries each month. This has an impact on the material value that can be achieved.

Brexit further strengthens the ambition to provide a circular economy within Wales. High quality materials are essential to reduce reliance on export of material (with Brexit implications) and to retain processing within Wales as a priority, and across the UK.

3.3 Covid 19

The recycling and waste sector has, in the main, kept vital services operating effectively throughout the pandemic. The waste industry has shown its ability to adapt during the various phases of the crisis. Staffing, however, is the largest variable risk factor in the challenge to maintain vital services. Moving forwards, whilst vaccinations are rolling out, there are still potential risks depending on the effectiveness of the vaccine against new strains. The Council will therefore need to maintain a flexible approach prioritising certain activities, if staff shortages occur.

National events such as the COVID-19 pandemic can also impact upon the waste produced and end market opportunities. For example, during the first few months of the pandemic, textile markets destabilised.

The longer term impacts on waste composition, and behavioural change as a result of COVID-19 will also need to be considered. At the time of writing this strategy, the Council now has a full year's worth of collected tonnage data to interrogate. This will help indicate any future pressures and trends. For example, should the work from home trend continue, it is likely to result in increased levels of waste presentation at the kerbside. In addition, it has resulted in additional amounts of non-recyclable waste being produced, including items such as Personal Protective Equipment (PPE) and Rapid Flow Tests. Since the start of the pandemic, Cardiff Council alone has delivered 37 million items of PPE to its buildings and staff to keep them protected.

A rise in home shopping, has led to a significant increase in the amount of cardboard packaging presented at the kerbside. The way in which people eat has also changed. Take-away food has become much more popular, and whilst normally that element of waste would be processed through a trade collection service it is now entering litter bins or the kerbside collection service.

Nationally, great strides have also been made in the re-use of items such as coffee cups, financially incentivised to encourage reduction in single use waste. However, during the pandemic, with control measures in place, there has been a move back towards single use with items such as menus, cutlery and condiments all becoming single use. In line with the evidence provided by 120 scientists ([26618dd6-health-expert-statement-reusables-safety.pdf \(storage.googleapis.com\)](https://storage.googleapis.com/26618dd6-health-expert-statement-reusables-safety.pdf)) which suggests that re-useable systems can be used safely, Cardiff will support City to Sea, as part of Re-fill actions, in their key theme to help businesses to return to re-use as they reopen, getting re-fill 'back on the menu'.

It is too soon to see how a return to 'normal' will impact on waste arisings, but it's an area which will need to be kept under close focus and responded to accordingly.

3.4 Climate Change

As highlighted in Beyond Recycling *'We are still in the midst of a climate emergency: globally, we are experiencing unprecedented climate events; we are on track for temperature rises above 2°C; one million species are threatened with extinction due to climate change and the overexploitation of natural resources; and there is increasing evidence of the adverse impacts that plastic is having on the environment and living organisms. Here in Wales, we are already feeling the effects with flooding and other extremes of weather becoming more commonplace. These challenges bring important opportunities to positively shape our future.'*

Indeed, climate change is significantly impacted by unsustainable consumption and disposal practices. The circular economy approach is key to tackling over-consumption, whilst also instigating social and economic improvements for Wales.

The Council's strategy is to empower people to make a small change, whether that be through a commitment to reduce their packaging through the use of zero waste shops, or to begin recycling their food waste. The Council will continue to promote the message that small changes lead to big impacts, when it comes to reversing the negative impact of climate change.

By recycling material in 2019/20, Cardiff's residents avoided 35,000 tonnes of CO2 emissions being released into the atmosphere (www.myrecyclingwales.org.uk). Increasing the city's recycling rate throughout the life span of this strategy will continue to further reduce CO2 emissions.

4. Local Context

4.1 Corporate Priorities

Making Cardiff a world-leading recycling city is a top priority in Cardiff Council's Corporate Plan. Cardiff is Britain's leading major city for recycling, with rates having increased from 4% to 58% since 2001. However, significantly more work is required to meet the current statutory recycling target of 64%, and to achieve the target of 70% by 2025.

The Corporate Plan recognises that working with partners and residents will be key to achieving this step change in recycling performance. As stated within the Beyond Recycling strategy *‘The Government cannot bring about the transition to a circular economy alone.’*

The importance of sustainable waste management is also highlighted in the One Planet Cardiff Strategy. As mentioned above, climate change is one of the most serious threats facing not only Wales, but the whole world, with impacts such as rising sea levels and increased frequency of extreme weather events putting Cardiff at direct risk. As a result, Cardiff Council has declared a Climate Emergency, viewing this as an opportunity to reduce carbon emissions across the city.

Additionally, as one of Britain's fastest growing cities, Cardiff is facing unprecedented change in its population. This growth, although a sign of success, means further pressure will be felt on the city's physical infrastructures, the natural environment and public services.

This Recycling Strategy has been developed alongside the One Planet Cardiff Strategy, ensuring that the two strategies are aligned, and that the key actions outlined in this document take into account the importance of carbon reduction when developing any changes to waste and recycling services.

4.2 Current Service Provision

Cardiff provides the following services as part of its household waste and recycling collection scheme:

- Weekly collection of mixed, dry recyclables in green, single use bags. There is no limit to the amount of bags that are collected per property.
- Weekly collection of food waste using a brown 25 litre kerbside caddy. Kitchen caddies, and biodegradable kitchen caddy liners are provided free of charge.
- Compostable garden waste is collected within a 240L green bin, or 90L white re-useable sack (in areas where wheeled bins are not suitable). Up to 2 green bins, or 5 re-useable sacks will be collected per property. Garden Waste is collected fortnightly in the spring/summer, and less often in the winter. There is no annual charge for the collection of garden waste, though additional or replacement containers are chargeable.
- Non-recyclable waste is collected in a 140L wheeled bin, or up to 3 bespoke bags for properties that cannot have a wheeled bin. Residual waste is collected fortnightly. Additional capacity is provided, via a recycling officer assessment. No additional bags next to bins are collected, and bin lids must be fully closed.
- Hygiene waste (child nappies, incontinence pads and associated changing waste) is collected fortnightly, on the opposite week to non-recyclable waste. Residents need to sign up to this service.

- Bulky waste collections can be booked in advance via the contact centre, mobile app or website. Items that can be fully recycled, with high recovery rates, are collected free of charge. Non-recycled items are collected at a pricing structure of up to 2 items for £12.50, increasing to a maximum of 6 items.

In addition to the above, Cardiff Council provides two Household Recycling Centres, one at Lamby Way and one at Bessemer Close. The Recycling Centres have recycling facilities for over 20 items. Residents must book to visit, and are limited to 26 visits per year as standard (by car). Van bookings are further restricted to 12 visits per year, and 1 per month. Mixed bags of waste are not accepted. Residents must sort waste before arrival, and facilities will be provided to allow them to sort waste on site in line with COVID control measures being relaxed.

A trade weighbridge service is also provided at Bessemer Close, which is a chargeable outlet for businesses to recycle and dispose of a variety of materials.

4.2.1 What happens to the material collected?

Cardiff works in partnership with neighbouring local authorities, to process and sort material within our own boundaries.

Food waste is taken to an Anaerobic Digestion plant, run by Welsh Water. Here, food waste breaks down without oxygen aided by heat. Through the anaerobic digester, gases produced are harnessed to make heat and electricity whilst creating a fertiliser from any remaining product to be used in agriculture.

Mixed dry recyclables are taken to the Council's Materials Reclamation Facility (MRF) at Lamby Way, Rumney. Through a mixture of machine and hand sorting, materials are separated and baled to move onwards to processors to be recycled into new products. You can find out where your recycling goes at www.myrecyclingwales.org.uk

Garden waste is taken to a composting site at Lamby Way, where it is turned into compost through an open windrow process. The material is delivered to site, where it is then shredded, piled into windrows and regularly turned. The whole process is natural, with natural heat generated and breaking down the material. At the end of the process, the material is separated into different size fractions via a trommel screen, and moved on to the product market. The compost is also provided to a number of community facilities as requested, and has recently been provided to local schools.

Non-recyclable waste is taken to an Energy Recovery Facility - run by Viridor - where it is used as fuel for energy recovery. The facility generates 250GWH of electricity for the national grid, which is enough to fuel 68,000 homes. Energy recovery works by burning waste at high temperatures, under carefully controlled conditions. The electricity produced is fed into the national grid. The process also produces 'bottom ash' which can be recycled as aggregate material as well as transporting remaining metal on to metal processors.

You can see a short video of the journey of Cardiff's waste here:

[Cardiff's Waste Journey / Siwrnai Gwastraff Caerdydd \(English\) - YouTube](#)

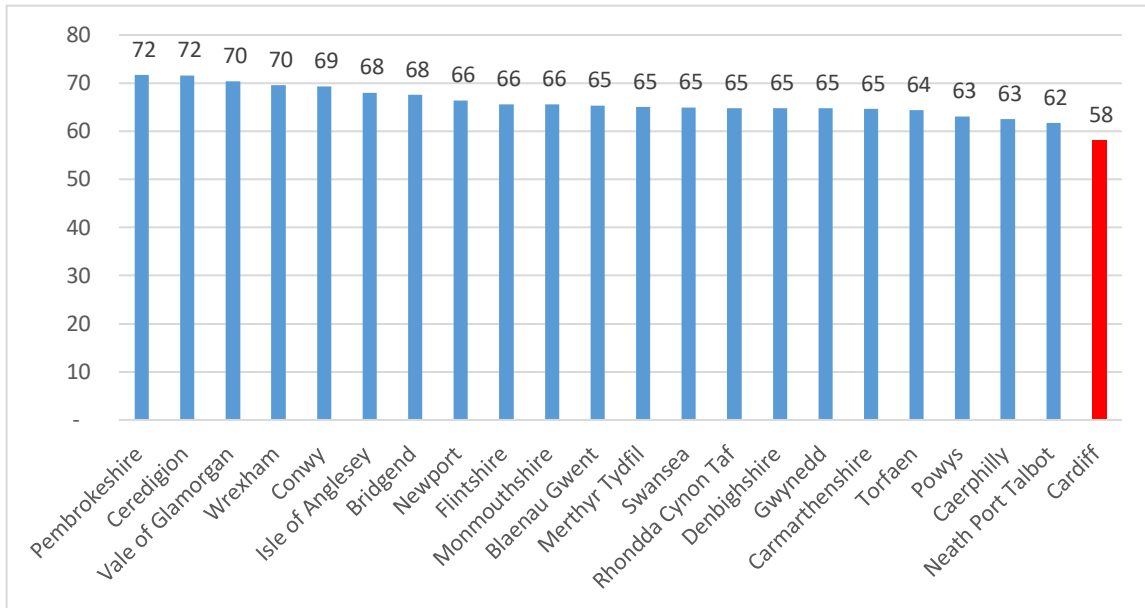
or visit www.youtube.co.uk and search 'Cardiff's waste journey'

4.3 Current Performance and Comparisons

On 26 November 2021, the final validated 2019-20 Local Authority Recovery Target (LART) figures from Natural Resources Wales (NRW) were published. The figures are produced under NRW's duties as the Monitoring Authority as specified in the Recycling, Preparation for Re-use and Composting Targets (Monitoring and Penalties) (Wales)

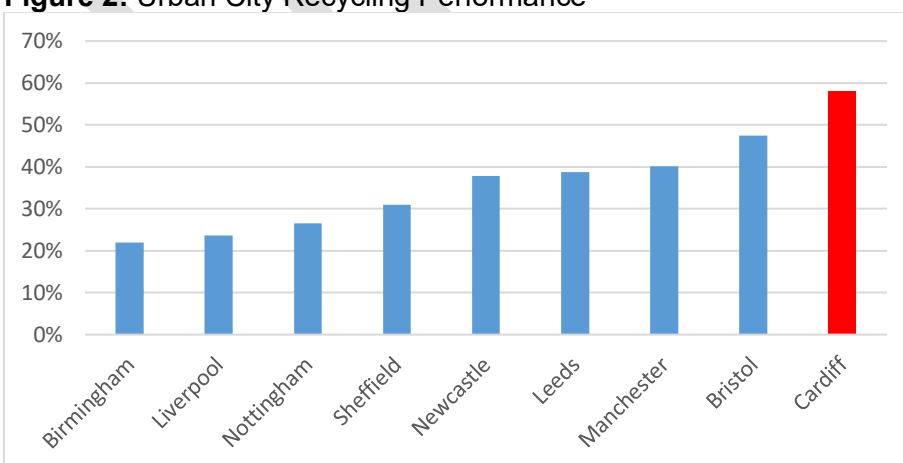
Regulations 2011. As Figure 1 shows, Cardiff did not meet the 2019-20 statutory minimum target for the percentage of municipal waste which must be recycled, Measure 2010. Cardiff's recycling performance in 2019-20 was validated at 58.14%, nearly 6% below the statutory target of 64%.

Figure 1: Wales Recycling Performance 2019-20



The Council understands that the city needs to deliver another step change in performance. However, as the largest authority in Wales, with the biggest urban mass, and the highest density of businesses, there are very specific characteristics that make meeting the statutory recycling targets very challenging. As highlighted in section 4.4 below, larger, more urban cities, will naturally face greater challenges when it comes to increasing recycling performance. When compared to core cities across the UK, Cardiff's kerbside recycling performance compares very well (see Figure 2). However, the lack of legislative drivers in England and the direct financial support provided by Welsh Government means that this it to be expected.

Figure 2: Urban City Recycling Performance



Note: The data for English authorities only includes household waste, whereas Welsh data incorporates all municipal waste (i.e. cleansing and Trade waste).

Despite the overall shortfall against target, Cardiff does have some good areas of performance to note. In terms of reducing residual waste from kerbside collections, Cardiff has an overall residual composition level of 22% compared to the Wales average at 25%

(WRAP High Level Analysis of WasteDataFlow Returns). In addition, materials targeted by the mixed dry recycling service were very well captured overall at the kerbside (89%).

However, a recent compositional analysis of green bags found that there was 41.4% contamination in dry recycling bags collected from flats and 23.7% contamination in green bags collected from households.

The compositional analysis (Appendix 6) also indicates that there are still large volumes of food waste and recycling entering the residual waste stream. Waste collected from flats had the highest proportion of recyclable materials with 51.9% of the residual waste stream containing target recyclable material. Residual waste collected from households contained 42.5% target recyclable material (a large proportion of which was food waste). Whilst there is less recyclable material in household collected waste than there is in the flats collected waste, it is evident that there is still a significant amount of target material going to waste. It is therefore essential that as well as improving material quality, we increase the amount of material segregated for recycling at the kerbside.

4.4 Achievements to Date

Whilst Cardiff has not yet met the 64% target, Cardiff Council remains fully committed to working collaboratively to improve recycling performance and to meeting both the 64% and 70% statutory performance target by 2024/25. Improvements to waste management and recycling performance are a fundamental part of the city's strategy.

The approach being taken is to look at the whole life of recycling materials; from supporting resident participation and behaviours, implementing efficient and effective collections to supporting ongoing participation, and managing how and where materials are recycled to deliver a circular economy and to reduce the associated carbon impacts.

A number of improvements have been introduced since the last strategy enabling the majority of aims set out in the Waste Strategy for Cardiff 2018-21 to be achieved. A full gap analysis has been undertaken, comparing performance against the objectives set out in the last strategy, attached at Appendix 1. The most significant achievements include:

- Successful trial of segregated glass collections from 15,000 properties.
- Expanded the wheeled bin service where possible, reducing the number of single use bags provided for residual waste.
- Introduced new 4 day collection week. This has included:
 - Rezoning the city, increasing round efficiency
 - Removing double shifting of vehicles and staff, meaning better opportunity for vehicle maintenance.
 - Removing the confusion around Bank Holiday Monday collections
 - Improving Value for Money
- Introduced a Reuse Facility at Lamby Way Recycling Centre in Partnership with Wastesavers (September 2021).
- Introduced controls at the Recycling Centres to facilitate an increase in recycling performance from 73% to 89%, including a no mixed bag policy, improved signage and recycling availability and booking system. This moves Cardiff to having some of the best recycling performance for a Recycling Centre across Wales.
- Expanded Trade skip service to facilitate recycling skips.
- Developed new recycling infrastructure at hubs to facilitate textile recycling.

- Worked with WRAP to undertake a review of potential waste collection systems, comparative costs and benefits.
- Introduced 12 electric vehicles to the service fleet, with 5 more eRCVs on order.
- Introduced a system to facilitate the recycling of materials collected during community litter picks.
- Implementation of the 'Pink Sticker' campaign to highlight recycling containing non-recyclable materials. This supports the engage, educate, empower and enforce model for behaviour change, to improve behaviours towards recycling and reduce recycling contamination.
- Introduction of asbestos acceptance at Recycling Centres to tackle the negative impact of asbestos contamination on garden waste recycling. In 2019/20, 30 tonnes of garden waste was contaminated by asbestos with the requirement to dispose at specialist landfill sites.

4.5 Challenges

Whilst the above measures have been introduced, there has not been a significant improvement in Cardiff's recycling performance since 2016/17. This is partly due to Covid delaying the progress and visibility of some of these changes, and partly due to the fact that increasing performance is inhibited by a number of challenges.

In section 5, the strategy outlines how we will improve performance through a myriad of actions, but first it is important to contextualise the plan of action by outlining the challenges faced by an urban authority. These can be categorised into 4 key areas:

- Flats and Houses of Multiple Occupancy (HMO's)
- Socio-demographic variables
- Trade and events
- Housing and population growth

4.5.1 Flats and HMOs

Approximately 30% of the total number of properties in Cardiff are purpose built flats, normally serviced by communal bin arrangements. Improving the quality and quantity of recycling from flats is recognised nationally as a challenge with no identified blueprint to resolve this issue. In addition, Cardiff also has a high number of houses that have been converted into flats, and Houses of Multiple Occupancy (HMOs) serviced by the kerbside collection scheme.

To put scale to the challenge, there are 47,000 individual, purpose built flats in Cardiff. This is higher than the entire housing stock of authorities such as Anglesey, Denbighshire, Ceredigion, Merthyr, Blaenau Gwent, Torfaen and Monmouth (StatsWales 2019 data).

The high proportion of flats and HMOs creates very specific issues. People who live in flats recycle much less than those who live in houses, though there is a lack of substantive evidence about exactly why this is, or how it might be improved- *Making Recycling work in Flats - Resource London*.

The fact that 30% of the housing stock is comprised of flats may contribute towards Cardiff's disproportionately high recycling reject rate. At present, 8% of dried mixed recycling (DMR) is rejected in Cardiff, compared with a Wales average of 2%. The Council is committed to working with WRAP Cymru to undertake further analysis of the

composition of recyclables collected from flats, to scrutinise this assumption. It is acknowledged that although 30% of Cardiff's housing stock is flats, the waste collected from flats does not contribute 30% of total arisings, due to the reduced occupancy level per dwelling. Nevertheless, this is a key area of challenge.

4.5.2 Socio-Demographic Variables

The levels of poverty in parts of Cardiff are also high in comparison to other authorities in Wales. If the Southern Arc of Cardiff (comprised of the electoral divisions of Adamsdown, Butetown, Caerau, Canton, Ely, Grangetown, Llanrumney, Riverside, Rumney, Splott, Trowbridge) was considered a single local authority, with a population of 170,000, it would be by far and away the most deprived local authority in Wales. Many of these wards are also multi-cultural with high levels of transient population. As noted in the recent House of Commons Briefing Paper - Household Waste Recycling¹, housing mix and multi-occupation are an identified barrier to recycling rates across Britain. As the report notes *"Recycling rates are falling in areas where there is an increase in multi-occupancy dwellings. Rates also tend to be lower where there are challenges with social deprivation, urban classifications, education, language and residential stability."* All of these factors are prevalent in the Southern Arc of Cardiff and affect levels of participation in recycling.

Data shows that the inner city areas of Cathays and Plasnewydd also present further challenges in terms of Local Environmental Quality issues. There are approximately 4000 private rented student houses in these areas, with the transient student population living in them making up 10.8% of Cardiff's total population. It would be unfair to say that the entire community are not fully engaged with recycling, however, instructional messages and equipment need to be provided every single year to ensure they are aware of how and why they should recycle in Cardiff. This is resource intensive, and needs to be repeated twice a year, both at the start of term and the end of term.

4.5.3 Trade Waste

Cardiff Council offers a trade waste collection service, which has been built on providing a reliable and responsible service to Cardiff's businesses. It has a loyal customer base, with a consistent number of around 3,500 customers, representing around 30% of businesses within the city.

The provision of trade waste collections is not a statutory requirement, and it is therefore a variable factor in achieving recycling targets across local authorities. Trade waste makes up over 9% of Cardiff's total waste collected, in comparison to the Wales average of just under 4%.

A high level analysis suggests the entire removal of this service would see an immediate improvement in Cardiff's recycling rate of 3.7% (WRAP High Level Analysis of WasteDataFlow). However, Cardiff Council does not consider eliminating trade waste to help achieve the statutory recycling target as an appropriate or sustainable intervention. On the contrary, Cardiff recognises the high potential recycling gain available within the city's trade waste stream, and has identified a list of short and long term actions to grow this potential. The Council also recognises the need for the Council to lead by example, to engender a significant improvement in recycling right across the private trade waste collection sector in the city.

¹ [Household recycling in the UK - House of Commons Library \(parliament.uk\)](https://parliament.uk/libraries/commons/briefings/papers/2018/07/18/2018-07-18-household-waste-recycling)

The Council is working with partners to complete a full trade review to understand the opportunities to improve recycling in this area. At present trade is recycling around 42% of waste collected, thus impacting upon the city’s overall recycling performance. However, it is clear, there is scope to significantly improve this figure in line with the emerging Business Waste Regulations, and in doing so increase the overall recycling performance of the city by at least 3%.

4.5.4 Housing and Population Growth

Cardiff’s population has increased steadily over the past 30 years (by about 2,400 people per year) but much more rapidly since 2001 (by about 3,500 per year).

Welsh Government projections indicate that the number of households in Cardiff will increase by 37% between 2008 and 2026 from 136,741 to 187,302 households. According to the Welsh Government projections, this is driven partly by in-migration (particularly net international migration), partly by natural population increase (more births and fewer deaths), and partly by a decline in average household size with over three quarters of the growth being for 1 and 2 person households. (Cardiff’s Local Development Plan 2006-2026).

It is important to note that Cardiff’s Local Development Plan (LDP) is currently being reviewed, with a view to preparing a replacement LDP to cover the period 2021-26. Various elements of the original evidence base will need to be updated, to take account of issues such as land availability and policy and contextual changes since the adoption of the former plan. For example, the plan will need to consider the impact Brexit may have on the projected population growth levels for the city. For the time being, the projections available in the current adopted LDP have been used to provide some context to the challenge.

Table 4: Population growth projected over the course of this strategy

Year	LDP Population	% increase	LDP Households	% increase
2020	381023		164126	
2021	384679	0.9%	166413	1.3%
2022	388329	0.9%	168700	1.3%
2023	392024	0.9%	170987	1.3%
2024	395795	0.9%	173274	1.3%
2025	399666	0.9%	175561	1.3%
2026	403684	1%	177845	1.3%

LDP Edge Scenario C

This growth will inevitably lead to increases in the levels of waste required to be collected. The Council will need to ensure, through the relevant planning processes, that adequate external storage is provided for the separation of waste materials, with additional consideration for future proofing should collection services change. In addition, the impacts on collection round sizes, additional vehicles and staffing will need to be considered.

5. Delivering the Strategy - Achieving Aims & Objectives

Cardiff Council has identified 7 headline aims to achieve the vision set out above:

1. Improve material quality

2. Increase recycling participation and capture of priority materials
3. Increase opportunities for communities and residents to recycle
4. Make use of all available data, to develop targeted actions
5. Reduce single use plastics
6. Encourage and support the prevention, reuse and repair of materials
7. Contribute towards developing a circular economy within Wales

Alongside each of these aims are a number of actions to help deliver a more efficient, effective and sustainable waste and recycling service for Cardiff. The aims and objectives are intended to enable the 64% recycling target to be met, whilst working towards the 70% target by 2025.

However, it is important to note that the proposed actions are not simply about chasing the targets. Cardiff also wants to deliver services that are within ‘the spirit of the targets’. The Council will not target material tonnage with high recovery rates, for example rubble, but will work to instil long term behavioural change through our operations and infrastructure, policy decisions and public awareness campaigns.

The Council will work to ‘do the right thing’ with the core aims of this strategy centred around the 6 core themes of the Beyond Recycling strategy including upscaling waste prevention and re-use, building on our recycling record and enabling community and business action.

Prior to implementation, the key, wider scale actions will be evaluated on a case-by-case basis. In order to move to implementation, the action must be affordable and must make a significant contribution to the ambitions of this strategy. At the time of the action implementation, detailed planning will be developed.

5.1: Improve Material Quality

5.1.1 Action Plan for Dry Recycling

Cardiff Council has been supported through the Welsh Government Collaborative Change Programme (CCP) to investigate the impact of various recycling and waste collection options, in terms of both cost and performance. In addition, the CCP has provided ongoing support in relation to high-level analysis of the data reported within waste data flow. These pieces of work have provided the Council with not only long-term service change options, but have also identified areas of improvement that can be made in the short to mid-term.

As illustrated by Table 5, the outcome from the approach to kerbside modelling showed a limited uplift to recycling and recovery rates, and shows the need for a range of interventions in addition to potential changes to kerbside recycling services to enable Cardiff to meet statutory recycling targets. Notwithstanding, the Council understands that the current recycling collection service cannot remain as is, as material quality needs to be significantly improved.

Table 5: Modelling results for the options modelled

Options	Option Details	Performance Increase	Cost
Option 1	As is with separate glass collections and reusable sacks for mixed recycling	0.80%	£632,000
Option 2	Kerbside sort with food on same vehicle	1.20%	-£493,000

Option 3	Kerbside sort with food separate	1.20%	£152,000
Option 4a	Separate glass (caddy), separate fibres and containers in reusable sacks	1.00%	£140,000
Option 4b	Separate glass (caddy), separate fibres and containers in reusable bag (alternate weeks)	0.7	-£448,000

Notes relating to Table 5:

'As is'- material from kerbside collected as identified in section 2.1, collected via our standard Refuse Collection Vehicles

'Kerbside sort'- separate containers for glass, paper, cardboard, plastic bottles, tubs, trays and tins/cans. Collected on a kerbside sort vehicle with multiple stillages. Material is bulked and reprocessed with limited need for sorting of material

'Fibres'- paper and cardboard

'Packaging'- metal tins/cans, plastic tubs, bottles and trays

WRAPs High Level Analysis of the *WasteDataFlow* document indicates that currently just over 30% of MRF inputs are rejected, with 18% being non-target material, and 12% lost as part of the processing.

Co-mingled (mixed) reject makes up 8% of the total non-recyclable (residual) waste arisings, which is 6% higher than the Welsh average. To put this into context, based on 2019/20, approximately 10,000 tonnes of material were lost to reject. Assuming that 60% of this material could have been recycled, if it had been segregated correctly, an additional 6,000 tonnes of material would have been gained. Given that an additional c2000t recycling equates to approximately 1% increase in performance, without contamination an additional 3% could potentially be achieved towards the overall recycling performance.

Whilst the above is a crude calculation, it is still clear that there is much to be gained by changing the way in which recycling is currently collected and processed: there is a need to move towards segregation of materials collected in order to improve material quality and secure end market destinations for the recyclables collected. Indeed, Beyond Recycling highlights the need for high quality material to feed reprocessing and remanufacture within Wales.

The CCP modelling suggests that by introducing reusable containers - as well as separate material streams - contamination significantly reduces. There are a number of assumptions as to why this would be. Providing a container that needs to be returned to a property is likely to reduce the temptation of placing 'unclean' material into the container, such as nappies and food waste. The Council's current recycling collection allows an 'out of sight, out of mind' culture, where bags are removed from the kerbside.

Furthermore, segregating materials and providing open containers will make it easier for collection crews to identify and reject any incorrect materials. The current single stream services - food waste and glass bottles and jars - report extremely low contamination rates, demonstrating the benefits of reusable containers and segregated material collections.

Cardiff is in the process of trialling new vehicles that would enable the collection of two separate waste streams on one vehicle. Initially it will trial the collection of glass in one compartment and dry mixed recycling in the other. Based on the results of this trial - and further modelling in partnership with WRAP and the WLGA - Cardiff will produce a business case for a new improved recycling collection model in 2022.

Whilst the model is not yet finalised, it will meet the aims of the strategy to improve material quality, increase participation and reduce single use plastic sacks, which are not a sustainable option. It will also take into account public consultation and the growing appetite for more sustainable services

Whatever the agreed future design model, it will need to provide sufficient material feedstock to develop a circular economy within Wales. Improved material quality is essential to achieving this objective, and it is evidenced that optimum material quality is achieved through increased segregation of waste. In addition, the service will need to be sufficiently future proofed, to allow for the collection of additional materials in the future, as packaging changes and recycling markets update.

In the interim, the Council intends to move to a 'back to basics' approach through communication with residents, in line with the *'if you see pink, stop and think'* education and enforcement campaign.

5.1.2 Action Plan for Compostable Garden Waste

Between 2017/18 and 2019/20, an average of 700 tonnes of garden waste was rejected each year. Where loads are rejected, it has a negative impact on recycling performance, and also on costs of service. In 2019/20, contaminated garden waste cost the authority an estimated £140,165.

Furthermore, whilst 90% of the materials rejected could have been good quality garden waste, where just a few residents contaminate their bin with non-recyclable items, ultimately they jeopardise all the materials collected by that vehicle on that day.

Extensive education programmes have already taken place to advise residents what can and cannot go into the green wheeled bin (or garden waste sack in bag areas). However, contamination remains a problem, particularly where residents hide non-target materials underneath garden waste, as the crews are then unable to identify the contamination. Often, crews do not see the contamination until the bin is tipped into the back of the vehicle, by which time it is too late.

The Pink Sticker Campaign was launched in 2020 to help tackle contamination of green bins and dry recycling. Unfortunately, due to COVID-19, the campaign had to be placed on hold, but has been relaunched in 2021.

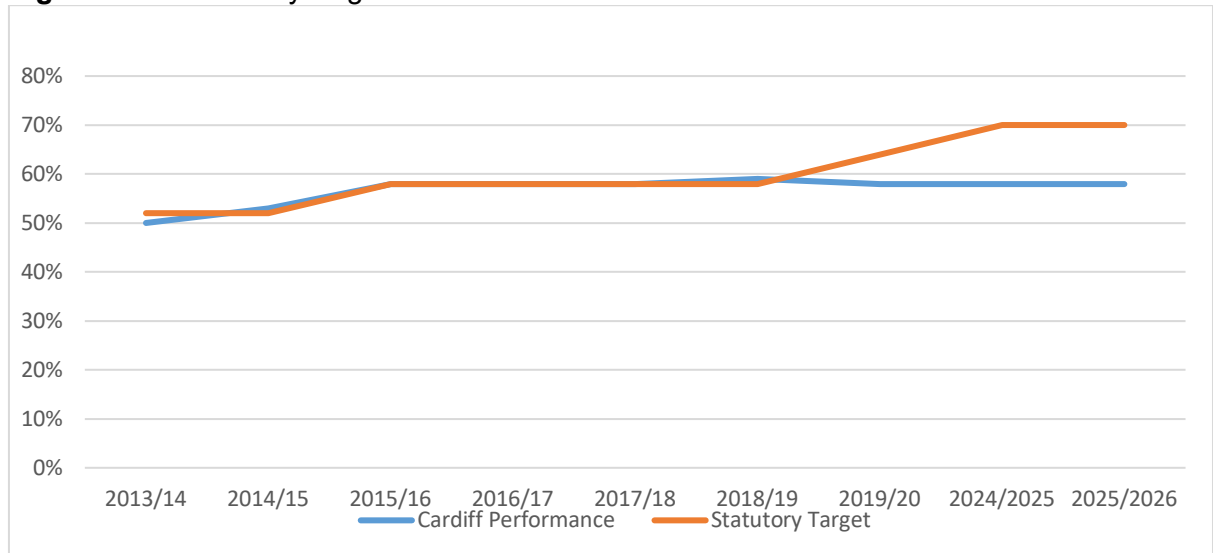
The Pink Sticker Campaign seeks to educate residents first, by sending them letters reminding them of what should go in their green bin. Where residents repeatedly contaminate their green bins, they will face a Fixed Penalty and removal of their green wheeled bin.

As mentioned above, the current collection methodology allows 'hidden' contamination to take place. As such, the Council intends to undertake a full service review of compostable garden waste collections. This will include benchmarking with other Local Authorities, analysing contamination rates associated with alternative collection methods to identify whether infrastructural changes would help to reduce contamination.

5.2: Increase Recycling Participation and Capture

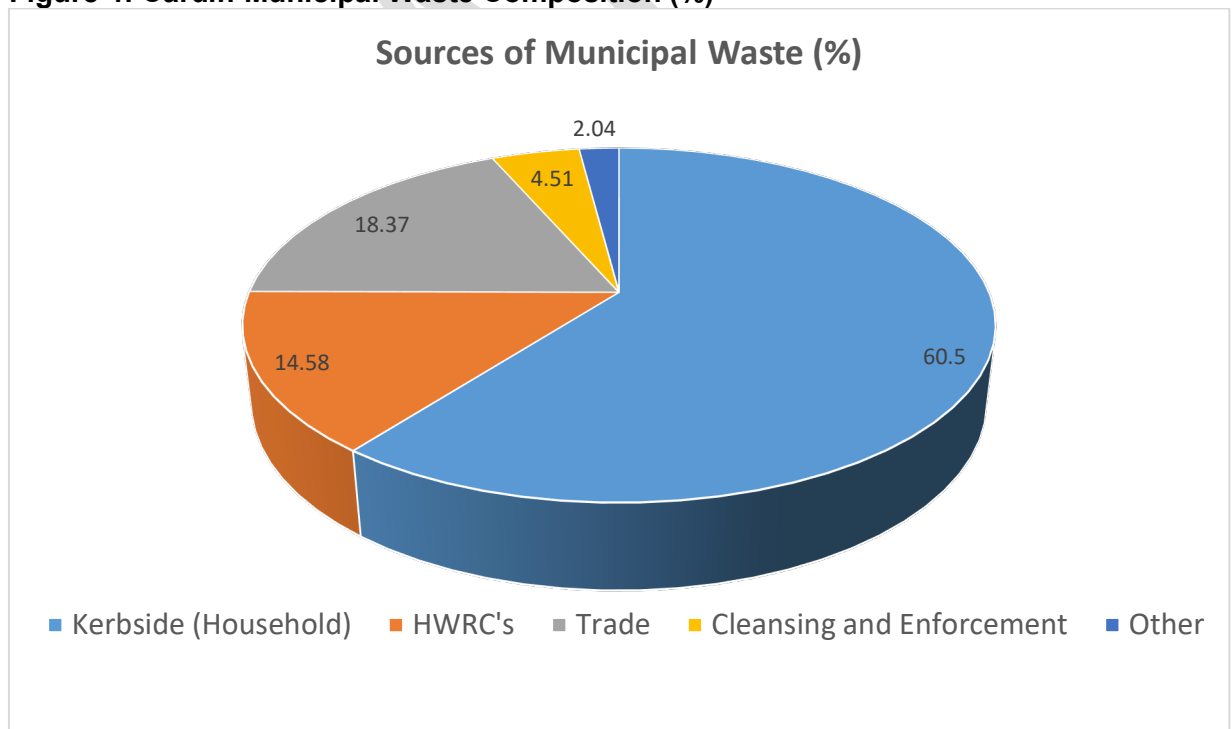
Cardiff's Local Authority Recycling Target (LART) performance for 2019/20 was circa 58%. The graph below illustrates that performance has remained relatively stable since 2016/17, with the stepped performance increase up to 64% not having been achieved.

Figure 3: Cardiff Recycling Performance 2016/17 – 2020/21



In order to build on the current recycling performance, it is important to identify the sources of waste collected throughout the city. This enables focus to be placed on key areas of opportunity.

Figure 4: Cardiff Municipal Waste Composition (%)



5.2.1 Household Waste

As Figure 4 above illustrates, waste collected from kerbside household collections is the highest proportion. Opportunities to improve in this area are summarised as:

- improving quality of the material collected.
- encouraging regular public participation in all available kerbside recycling schemes (in particular food waste).

- targeting and capturing, key priority materials for collection.

After reject, Cardiff collects 100kg/hh/yr of food waste, ranking 11th in Wales. The Wales total is 97kg/hh/yr. There is potential for improvement, with the highest performing Welsh authority collecting 129kg/hh/yr. If Cardiff were able to achieve 129kg/hh/yr it would add another 2.1 percentage points to the municipal recycling rate.

As well as improving the performance of recycling collections, a review of Cardiff's residual waste collections will also be undertaken. This will be to consider whether the provision of a fortnightly service, of 140L per household capacity, is appropriate in terms of balancing the specific urban challenges faced by a capital city with the need to achieve improved recycling performance. In particular the Council needs to encourage more food waste to be removed from the residual waste and put into the food recycling caddy.

Modelling has been undertaken on all of the options outlined in Table 5. Less frequent residual waste collections result in a significant increase in the recycling rate. The Council will now carry out further analysis to consider what capacity is needed and which waste streams and areas to target.

As set out in section 4.4, the number of flats throughout the city is a real challenge in terms of recycling performance. Flats have not been included within the modelling outlined in Section 5.1, however, it is clearly an area of potential to be explored, yet one where little data and guidance exists. A composition analysis of waste from flats has been started, and this will be used to help inform a number of trials in flats. The trials will explore how different collection methods and educational initiatives can increase the quality (and quantity) of materials collected for recycling. In addition, a toolkit for property management companies will be developed, to work in partnership to improve recycling facilities at targeted blocks of flats. This toolkit will include a review of current bin provision, bin store design and layout, and signage and communication tools.

5.2.2 Trade Waste

Trade waste collections offer a significant opportunity to improve current recycling performance. At present, it is estimated that 40% of material collected is recycled. If the Council's trade waste service was to simply reduce its residual arisings by 50%, it would deliver a 1.8% increase in overall recycling performance. However, if the Council is able to divert priority recyclable material (estimated at 60%) from the residual waste, and into the recycling streams, it could lead to a potential performance increase of 4.2%.²

Working with partners, a full trade review will be undertaken to identify potential improvements and to ensure compliance with the Business Waste Regulations which are due to be implemented by the Welsh Government later this year. The Business Waste Regulations require waste producers, and collectors of waste to separate key priority materials for recycling.

As a contracted trade collector for over 3000 businesses throughout the city, the Council will support the implementation of the Business Waste Regulations. In the interim, and in lieu of the regulations being in place, a trial of separate collection of 3 waste streams from businesses will be undertaken, in readiness for a change across the whole city. In addition, all customers who are currently contracted for a residual waste collection only will be contacted to encourage recycling and where these discussions aren't successful, consideration will be given to suspension of the contract. As part of this, work will be undertaken to address incorrect presentation of material, through increased targeted

² High level analysis of WasteDataFlow Returns- WRAP Cymru

intervention with customers. This will include a review of processing methods currently used, to ensure as much recycling as possible is being captured. For example, the thorough post sort of material collected from within contracted, mixed skips alongside the removal of mixed skips on 'ad hoc' occasions. Instead customers will be offered the option of providing a skip for a single material stream.

5.2.3 HWRC's

The city's Household Waste Recycling Centres are already performing at levels in excess of 80%. To maintain this high level of performance, once COVID-19 controls allow, 'education stations' will be reinstated to enforce the segregation of materials for anyone who has not sorted their waste before visiting site. In addition, the current booking system will be reviewed to ensure it is not negatively impacting recycling performance, whilst adequately deterring trade users from the site. Alongside this will be a full signage, and appearance review, based on recommendations from the *WRAP Cymru Assessment Report of 2021* which identified that 'signage which is easily readable and readily understood encourages site users to recycle with confidence'.

To further extend this, digital signage will be introduced at HWRCs, which can also be used to feedback on recycling performance, and can be used dynamically to respond to any issues on site, resident's feedback etc.

Whilst the search continues for a potential HWRC site in the North of Cardiff, at present, there are no suitable locations identified, and current site provision exceeds demand. Prior to August 2021, HWRC's were running at less than 80% capacity, even though they have been operating with reduced operating hours due to Covid. On 23rd August, slots increased from 25 to 30 bookings per half hour, alongside extended opening hours: sites are now open until 6pm rather than 4.30pm. The changes that were introduced on 23rd August have further increased capacity at both sites by over 40%. Nevertheless, we will continue to review site provision to ensure it meets demand.

5.2.4 Other Waste

As 2025 approaches, all contributions to the city's overall waste arisings will need to be interrogated, no matter how small. To support this, further recycling segregation will be introduced, through the Council's cleansing and enforcement teams, including provision of single stream recycling litter bins, exploring the potential of increased split caged vehicles and ensuring fly-tipped waste is segregated wherever possible.

5.3: Increase Opportunities for Communities & Residents to Recycle

In order to increase recycling performance, recycling needs to be as easy and accessible as possible. WRAP's National Recycling Tracker survey 2020 identified that 15% of respondents believed that local council's do not collect enough things for recycling.

In response the Council will seek to expand the range of, and opportunity to, recycle additional material. Current examples include work with Podback to explore the viability of kerbside coffee pod collections; and the recent diversion of Absorbent Hygiene Product (AHP) waste for recycling at a specialist plant. New facilities will also be introduced to make it easier 'to do the right thing' in relation to the recycling of items such as small electrical items, textiles, batteries, and tetra paks.

At present there are a number of barriers to recycling such items. Firstly, during 2020/21 there has been a significant increase in demand for bulky waste collections. This has resulted in long lead times for collections and necessitated a review of the items collected. A policy decision was made to remove the collection of smaller items from the bulky waste collection service to reduce demand on the service and reduce lead times for the collection of larger bulky items that present storage issues at home. Secondly, control measures, such as the booking system introduced at HWRC's as a result of COVID-19 will be reviewed. Whilst there are ample slots available, the booking system may deter use of the site, as there is an annual visit limit of 26 visits per year. Thirdly, bicycles are not currently allowed to access the recycling centres. This is standard practice across the industry, however, there is appetite to enable sustainable travel while recycling.

As a first step towards addressing the above, the Council will seek to implement local community recycling zones, in areas such as Council Hubs and other community buildings, where residents can drop off a range of smaller materials. These locations will be on accessible public transport and cycling routes where possible, and integrated within communities so that walking to recycle may even be possible.

The city's two Household Waste Recycling Centres currently have sufficient capacity to meet the current need. However, given the predicted levels of growth in population in the city in Cardiff's Local Development Plan, the Council will continue to review the need for an additional Household Recycling Centre.

The Council will also explore the possibility of pop-up recycling/repair centres, to facilitate the reuse, repair and recycling of items such as small domestic appliances, which can be hard to dispose of, and are very damaging to the environment.

5.4: Make Use of all Available Data, to Develop Targeted Actions

Through Capital Ambition, Cardiff has set out its vision to be a 'Smart City'. This involves using data to improve decision making, provide better services and promote innovation. This approach will also be adopted across the Council waste and recycling services.

Work will be undertaken to identify new sources of data, within the recycling services operation, that can be utilised in line with the open data strategy. This includes areas such as education and enforcement action statistics, as well as promoting the open data available in relation to recycling and material destinations, including *Stats Wales* and information published from waste data flow at www.myrecyclingwales.org.uk. This will provide confidence in the transparency of the recycling process, which is identified as an action within the 'Building on our recycling record' core theme within the Beyond Recycling Welsh Government strategy.

As mentioned in section 5.2, in order to increase participation and capture, it is important to understand what is currently being collected. For this reason, the Council has worked with WRAP Cymru to undertake a programme of compositional analysis of kerbside collected, and flats collected, residual and recycling waste. The results show current capture rates of priority materials, and provide clear evidence for areas of focus. For example, despite providing free weekly collections of food waste, there remains a surprisingly high volume of food waste in the residual waste stream for both flats and households (see Section 4.3 and Appendix 6).

In addition, dashboard data from tools such as Power BI will be utilised to clearly map out further areas of focus. The data dashboard will be linked to the integrated collections software, to drill down into issues such as contamination.

Regular participation monitoring will also be undertaken throughout the city, in line with WLGA's Capturing Recycling- A guide to behavioural change strategy. The participation monitoring exercises will identify residents not taking part in recycling services, with appropriate interventions taking place with an education focus, moving into enforcement for continued non-participation without reasonable explanation.

The Council will continue to work closely with WRAP to support and promote the national 'Be Mighty Recycle' Campaign. In addition to the promotional materials, the campaign offers the opportunity to share data and identify best practice methodologies, as well as helping to identify target demographics.

Existing technologies will also be utilised to help the Council work smarter. In-cab devices are already utilised to log contaminated bins and bags. This data in turn is used to help target residents with letters advising them of which items need to go into which container. Where residents continue to present incorrect items, there is follow up with further education and ultimately enforcement (see Appendix 2 - The Pink Sticker Campaign).

The Council will continue to collaborate with other local authorities for recycling contracts of materials such as WEEE and textiles, whilst ensuring what is collected 'works harder' and provides the maximum recovery rates. Disposal/recycling contracts will be regularly reviewed to ensure minimum recovery rates are being met (where stipulated) and benchmarking of neighbouring local authorities to identify if improved opportunities are available.

5.5: Reduce Single Use Plastics (SUPs)

The removal of single use plastics is a topical issue. In March 2019, the EU Parliament approved a new law banning single-use plastic items such as plates, cutlery, straws and cotton buds sticks. A ban on supplying plastic straws, stirrers and plastic-stemmed cotton buds came into force in England on Thursday 1 October 2020.

Welsh Government undertook a consultation on the ban of single use plastics between July and October 2020. If the proposals are implemented in Wales, a range of single use, hard to recycle and commonly littered plastic items, such as straws, cotton buds, polystyrene food and drinks containers would be banned, subject to any exemptions.

The One Planet Cardiff Strategy proposes a wide range of ambitious actions that will begin to form the basis of a delivery plan to achieve Carbon Neutrality. Within this, there is a commitment to reduce the Council's use of Single Use Plastics, and the Council is keen to develop and implement an action plan for Single Use Plastics, rather than waiting for legislation to be introduced in Wales. The action plan for Cardiff will include the following core themes:

1. Identify Single Use Plastics Purchased: Review procurement processes to incorporate avoidance of SUP's (unless there is a clear medical or similar requirement) and consideration of carbon impacts into the procurement process. This will include reviewing the use of plastic sacks for DMR (Dried Mixed Recycling).
2. Promote Reuse, Recycling of Plastics: Through both internal and external communications encourage the recycling of plastic bottles, but also the reuse and prevention of single use plastics through the promotion of sustainable alternatives. This could include reusable coffee cups and water bottles, as well as other reusable item (carrier bags, straws etc). The national deposit return scheme agenda will be supported by responding in favour to consultations, as well as reviewing the opportunity for 'reverse vending' within our communities.

3. Promote Refill: Cardiff is already working with Refill to support the concept of refill stations. Participating businesses display 'refill' stickers in their windows to let people know they offer free tap water and that there is no need to feel uncomfortable or embarrassed asking for it. Participating organisations also appear on the [Refill app](#), making the nearest Refill point easy to locate. Those who sign up to the app can refill their water bottles for free, and also earn points each time they refill to get a free gift to help towards a more 'refillable life'. There are currently over 10,000 Refill Stations across the UK. All of the Council's libraries/hubs have now registered with Refill and several of the high-street coffee shop chains are also registered with them. Where the water utility infrastructure is compatible the Council will seek funding with a view to installing refill stations in the city's hubs.
4. Working with Partners: The Council has already undertaken a partnership arrangement with Keep Wales Tidy and Terracycle to remove, collect and recycle plastics from our waterways and bay area. The Council will commit to support, work with and promote like-minded campaigns in the work to reduce the negative impacts of single use plastics. The Government's initiative to ban single use disposable cups from stadiums will be supported, and the Council will pilot the idea of a re-useable 'Cardiff' cup in Cardiff's stadia. Work will also take place with partners to identify regional solutions and to help support a circular economy in Wales.
5. Difficult Materials: The opportunity to recycle difficult materials such as car tyres, single use coffee cups; polystyrene mattresses etc will continue to be explored. The recycling of car tyres, carpets, UPVC window frames, hard plastics and mattresses is already in place at the Household Waste Recycling Centres. A polystyrene recycling trial has been undertaken, but due to the volume to weight ratio of the material, a viable recycling collection method is currently not available in the market place. Nonetheless, this opportunity will be kept under review. Options for coffee-pod recycling in partnership with Podback are currently being explored, as well as working with partners to recycle AHP (Absorbent Hygiene Products such as nappies).

The commitment to reduce SUPs is also highlighted in Capital Ambition, Cardiff's Waste Strategy and the National Waste Strategy for Wales - Beyond Recycling.

5.6: Encourage the Prevention, Reuse and Repair of Materials

Cardiff Council will develop digital and smart solutions to improve resource efficiency by investigating the possibility of a 're-use' network within its buildings to encourage the re-use of office furniture and equipment. In addition, the Council is partners of Resource Efficiency Wales' repair network, to signpost residents to repair options.

The Beyond Recycling strategy states *'In order to move to a circular, low carbon economy we will need to reduce the amount of waste produced by households, businesses and the public sector so that unnecessary waste is prevented, products are re-used and repair and remanufacturing are a core part of our society'*

Through blanket communication campaigns and targeted outreach events the Council will provide advice to residents on what they can do to reduce waste in their homes. For example, utilising national campaign materials such as Love Food Hate Waste to promote the reduction of food waste.

In addition to promoting waste reduction, reuse will be supported. The benefits of providing a real nappy incentive to residents will be investigated, utilising knowledge from other local authorities to develop a Cardiff real nappy scheme. The re-use shop at Lamby

Way Household Recycling Centre has also recently been launched to encourage residents to pass on items that still have life in them.

The partnership with Benthyc Cymru & Repair Café Wales will be continued to deliver mobile events across the city and remove any barriers to borrowing by providing home deliveries. In addition, opportunities to include new repair/re-use facilities within community regeneration schemes will be explored. Initiatives such as community fridges, food redistribution and community composting delivered through partnership with Llanrumney Hall and Green Squirrel will continue to be supported. Re-fill Cardiff will also be supported to expand their scheme across Cardiff, and to develop a digital 'zero waste' map to identify areas where residents can access re-fill, community borrowing, repair café and food redistribution opportunities across the city.

5.7 Contribute Towards Developing a Circular Economy within Wales

Although Cardiff recognises the priority of increasing its recycling rates to meet statutory targets, it is important not lose sight of the wider national objective of One Planet, Zero Waste Wales by 2050.

Increasing participation and capture of priority material supports this objective. However, Cardiff will work to support the wider vision by actively prioritising messaging and actions around waste minimisation, re-use and repair, through businesses, residents and corporately through the Council own internal operations.

Much of the Council's corporate vision in this regard is outlined in One Planet Cardiff Strategy. The actions outlined within section 5 are intrinsically linked to the majority of the 6 core themes set out in the Beyond Recycling strategy. There are a number of further actions the Council will take, as identified below:

- Continue in partnership with other local authorities in the Anaerobic Digestion and Energy Recovery facilities, as well as the development of a solar panel farm at Lamby Way.
- Continue to build on the required infrastructure to expand our current fleet of 17 electric vehicles across the service.

As stated in Beyond Recycling *'The Government cannot bring about the transition to a circular economy alone.'*

It is understood that individual actions play a big part in this transition. Everyone does not need to live their lives 'perfectly' in terms of the circular economy, but we need to empower everyone to make a change that suits them, and make them understand the benefit one small change can bring about.

The role of our community development co-ordinator will be expanded in line with the Caru Cymru initiative, to become involved with waste reduction, re-use and repair. This will enable the prevention of issues associated with poor Local Environmental Quality, including littering and fly-tipping.

The Council will work with young people to develop the waste strategy and tap into their enthusiasm. The existing 'Really Rubbish' campaign will be re-invigorated, and re-branded, to promote circular economy within schools. Work will continue with the Council's child friendly city teams in making young person's ideas a reality, through initiatives such as the expansion of Terracycle points throughout the city and the community mural at the Recycling Centre designed by children.

The Council will prioritise re-used materials in public sector purchases, by investigating the ability of setting up a re-use network within our buildings.

The Council will support all elements in the delivery of the litter prevention, and fly-tipping strategies, being a key partner of Caru Cymru and driving through community cohesion and behavioural change.

5.8 Action Plan and Key Dates

The three main actions anticipated to deliver the maximum increase in recycling performance are:

1. Improving the recycling performance of the Council's Trade waste service.
2. Expanding the residential recycling service to include new segregation streams.
3. Diverting recyclable materials from the residual waste stream.

As the above will involve significant changes, they are unlikely to be fully implemented until April 2023. However, several steps will be taken before this date to incrementally increase Cardiff's recycling performance, and to lay the foundations for the planned changes.

For example, in Quarter 1 2022, we will commence a pilot to help support the expansion of the recycling service. The pilot will involve the provision of reusable sacks for the collection of segregated recyclables. The pilot will include 4,000 properties from a range of demographics and will help to inform the business case for city wide roll out of segregated recycling collections by April 2023. Alongside the trial, we will continue to expand recycling services through the promotion of our AHP service, and through introduction of recycling facilities at local hubs.

In relation to Trade Waste, we have already commenced the trial of segregated collections using a one-pass vehicle. Furthermore, the Trade Waste Team is working with both existing and new customers to encourage recycling over residual waste. As such, we hope to see some immediate improvements in trade waste recycling performance.

In addition to the above, several improvements have been implemented in 2021, which will help to immediately improve Cardiff's recycling performance. These include:

- Recycling of AHP waste
- Opening of a Reuse Shop at Lamby Way
- Working with Corporate Partners to ensure reuse and recycling of office furniture
- Segregation of cleansing waste to increase recycling

Further details of the main actions and timescales for implementation can be found in Appendix 5.

6. Working with Stakeholders to Deliver the Strategy

6.1 Working Together

Managing waste is not limited to the services of the Local Authority, it is something that all residents and businesses in Cardiff contribute to, and therefore we all have a role to play in ensuring the city's waste is managed in a responsible way, for our own benefit and

for that of generations to come. The city is at its best when we work together. Communication and consultation with relevant stakeholders is key, as is working with neighbouring authorities to identify best practice and regional solutions.

The recently opened Re-Use Shop at Lamby Way HWRC is a prime example of what can be achieved by working together. The shop has been introduced through working in partnership with Wastesavers to establish a convenient and environmentally friendly way to give items a new home, instead of disposal. The re-use shop will enable the resale of household items which in turn will benefit the city's recycling rate through waste minimisation. It will provide access to furniture and items for the community at low cost (with associated social benefit), and although likely modest in value, will generate income for re-investing into the service and into the community.

The Re-Use Shop at Lamby Way also provides a clear example of fulfilling the 5 ways of working, as set out in the Future Wellbeing of Generations Act, by thinking of long term prevention in terms of allowing accessibility to affordable goods, collaboration with other local authorities for benchmarking and Waste Savers for delivery.

The Council is also committed to the 'involvement' of local communities and key stakeholders when making decisions. Opportunities for feedback will be available to all throughout the duration of this strategy. The Council will also involve residents in the key decisions that need to be made on the journey towards 70% and a circular economy.

6.2 Community Engagement

Working with residents and understanding the city's communities is integral to influencing better decisions, when seeking to continuously improve Council services.

The Council's Waste Management services work with a comprehensive network of passionate volunteers through the Love Where You Live Campaign. The volunteers and community groups understand the specific needs of their local community and make a considerable impact by offering advice and advocating appropriate Council services to their neighbours.

The relationship with members of the community opens a dialogue with the Council, and provides an opportunity to identify need, map resource and plan future improvements.

Cardiff Council will continue to work together with community groups and volunteers to encourage residents to feel part of their community, engage with community activity and to feel empowered to help each other. In particular, the Council will seek to engage the local community in the Waste Strategy for Cardiff by:

- Working with partners and the community to facilitate the reuse and repair of items
- Providing recycling facilities at easier to reach locations for harder to recycle materials (e.g. facilities for recycling small domestic appliances at local hubs)
- Providing opportunities for community litter pickers to segregate materials for recycling
- Offering Schools a comprehensive recycling led service to further maximise recycling and to encourage recycling behaviours.
- Responding to qualitative feedback, for example through the implementation of focus groups, tracking comments on social media/neighbourhood conversations
- Working with schools and local businesses to empower them to:
 - promote behaviours that align with the waste hierarchy,

- encourage the transfer of pro-environmental behaviours from home into the school or workplace environment

6.3 Behavioural Change Strategies

There is an emerging shift in consumer culture and growing environmental awareness (*A Litter and Fly-Tipping Free Wales, Consultation Document WG41821*). Cardiff will need to tap into this growing awareness, utilising the positive awareness that is prevalent within some communities.

The Council will develop communication, educational and behavioural change programmes that further enhance the measures already in place. Whilst blanket approaches have a place within the city, as outlined in section 5.4, the Council will make use of all available data to undertake targeted campaigns, based on segmentation data identifying the most effective approach for the area.

As mentioned previously, we will link into toolkits and campaigns such as:

- WLGA's Capturing Recycling
- The Pink Sticker Campaign
- Love Food Hate Waste
- Be Mighty Recycle

The council will also make further use of hyper-localism through communications, for example 'Roath Recycles' to enhance community/locality based benefits when it comes to sustainable waste management.

With regards to recycling, the focus will continue to be on education and behavioural change, with enforcement as a last resort. When all communication and engagement routes have been exhausted the Council will use the powers under S46 of the Environmental Protection Act 1990 to take enforcement action against residents who are not following policies for recycling. The Council will retain a zero tolerance approach to other waste and littering offences such as fly-tipping (See Appendix 3: The Waste Education and Enforcement Strategy for further details).

To help address the challenges of changing behaviour in flats and rented accommodation, the Council will work closely with relevant partners, such as Rentsmart Wales to try to strengthen licensing conditions. In addition, the Council will work with landlord associations and letting agents to help distribute recycling messages and infrastructure to hard to reach groups.

Each communications initiative and service change will be based on delivering value for money, and will seek to collaborate with surrounding authorities, and partners, to adopt best practice, as it exists.

7. Monitor, Measure and Review

7.1 Measure and Review

The Waste Strategy for Cardiff will be reviewed on an annual basis, to monitor progress against the action plan. Costs and progress towards waste and recycling targets will be monitored by the Council's members. As this strategy covers such a significant time period it is also likely that other external factors such as changes in material markets,

developments in technology and indeed developments within Cardiff itself, mean that it is sensible to undertake a more significant review every three years.

7.2 Post Service Change Review and Monitoring and Measurement

To understand the impact of any change of service, key metrics should be captured to reflect the baseline position and also the position post service change. This information should be captured and analysed by the waste and recycling team and reported to the Executive Member for the Environment. For each major service change, there will also be a review of service standards (see Appendix 4) to ensure the needs of customers are still being met whilst improving recycling performance.

7.3 Key Performance Indicators

The service has a number of Key Performance Indicators which underpin the work undertaken. These will continue to be used to monitor performance on a quarterly and annual basis. The Key Performance Indicators are:

- The percentage of municipal waste collected and prepared for re-use and/or recycled.
- The percentage of waste collected at recycling centres that has been prepared for re-use or recycled.
- The number of education and enforcement actions per month relating to improving recycling behaviour by citizens.

Appendices

Appendix 1: Waste Strategy Gap Analysis

Appendix 2: The Pink Sticker Campaign

Appendix 3: The Waste Education and Enforcement Strategy 2021

Appendix 4: Service Standards 2021

Appendix 5: Action Plan and Timescales

Appendix 6: WRAP Compositional Analysis Report 2021

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Appendix 1 – Gap Analysis

Waste Management Strategy 2018-21, Gap analysis

Action	Delivered	Narrative	Outstanding actions to be brought forward
Piloting a separate glass waste collection service	Yes	Pilot a fortnightly collection of glass in a separate container.	Pilot completed for 15,000 properties and business case for further roll out to be developed during 2021-25 strategy.
Expand the Provision of the Wheeled Bin Service	Yes	Expand the wheeled bin service to a further 3,000 households	Completed.
Develop new recycling infrastructure and changes to HWRCs	Yes	Develop education stations at HWRC to exceed 80% recycling. Deliver business case to support new HWRC in the North East of the City.	Education stations delivered. No unsorted black bag policy now in place. Introduced a reuse facility at Lamby Way HWRC in Partnership with Waste Savers. New booking system in place to better manage customer access and demand, and provide baseline statistics for business case.

Explore Options to Improve Efficiency and Customer Experience	Yes	<p>Considering the collection of recycling and waste on Bank Holidays.</p> <p>Delivering a demand led compost collection service during the winter months.</p>	<p>Completed during Q4 2021- no longer collections on a Monday.</p> <p>Monthly service remains in place, demand based service to be explored during the 2021-25 Strategy.</p> <p>New services developed on digital channels Ordering recycling equipment Recycling A-Z Bulky waste collections HWRC bookings Missed collections</p>
Education	Yes - ongoing	<p>Provide targeted educational messages specific to areas.</p> <p>Work with partner organisations and support national campaigns. Use best practise research to deliver behaviour change campaigns.</p> <p>Continue with the 'Love Where You Live' and 'Really Rubbish' campaign.</p>	<p>Ongoing work to continue awareness raising amongst the community. Continue to fund the 'Love Where You Live', secure funding for additional support to broaden the remit of 'Love Where You Live' to include waste minimisation and reuse initiatives in the community.</p> <p>Welsh Water and Viridor providing education to community groups for their target waste streams.</p> <p>'Really Rubbish' to be re-branded and target green bag materials, and future changes to kerbside materials.</p>

Targeted Stakeholder Engagement & Communication	Yes - ongoing	<p>Continue to work in partnership with local universities and the third sector to deliver street scene and recycling improvements.</p> <p>Work with community leaders from Ethnic Communities to increase reuse and recycling.</p>	Ongoing support to the Student Liaison Officer role and support to the community through local groups, such as Environmental Champions.
Partnership working	Yes - ongoing	Explore community and charity partnerships to deliver longer term recycling and support the Welsh Circular Economy in Wales.	<p>Developed new recycling infrastructure for textiles at Hubs to facilitate community recycling.</p> <p>To be expanded further within the next strategy.</p>
New Markets for Recycled Waste	No	Explore new markets for recycling as they become viable.	<p>During the lifetime of the 2018-21 strategy, no new markets for recycling have become viable.</p> <p>We will continue to explore this during through the next strategy with organisations such as CLAIRE Wales.</p>
Single Use Plastics		<p>Reduce single use plastics by the Council and in supply chains.</p> <p>Work with partners to promote awareness of environmental damage caused by single use plastics.</p>	Water Refill Stations supported through the 'Love Where You Live' campaign.

		Continue to work with Welsh Water to deliver water refill stations. Continue to promote the environmental benefits of plastics recycling.	
Alternative fuel mediums	Yes - ongoing	Explore alternative fuel mediums – such as electric vehicles for the HGV fleet.	A number of electric vehicles are now within the Council's fleet of vehicles. Electric powered RCV currently on trial and funding received for additional vehicles. Working with manufacturer to raise awareness.
Enforcement	Yes - ongoing	Adopt 'zero tolerance' approach to environmental crime. Update and revise environmental crime policies around fly tipping, public protection and littering.	A zero tolerance approach is in place for Enforcement. Fixed Penalty Notices (FPNs) now in place for fly tipping (£400) and householder Duty of Care (£300).
Kerbside collection policy	Ongoing	Ensure the Council's Technically, Environmentally and Economically Practicable (TEEP) position is re-tested against the Recycling and Environment Regulations to ensure maximum cost effective recycling.	Work is ongoing with WRAP and WG to deliver the most sustainable kerbside collection for Cardiff. Since the last strategy, separate glass collections have been trailed and will be expanded. Reducing contamination has been a priority since the last strategy with a view to increase the quality of materials collected at the kerbside. This has been

			developed through the 'Pink Sticker' campaign.
Domestic collections, including bulky and hygiene collections	Yes	Explore the need for re-zoning collection days.	Collection days were re-zoned during Q4 of 2021 and included: <ul style="list-style-type: none"> - Increased round efficiency - Removal of double shift resulting in better opportunities for vehicle maintenance Bulky waste collections can now be booked in via the Cardiff.gov app.
Bring Sites	Yes	Explore the benefits of new bring sites where demand has been identified.	The need for bring sites is continually reviewed, no new sites delivered during the period. Facilities are being trailed at community hubs e.g textiles, look to expand further during next strategy.
Deposit Return Schemes	No	We will work with industry and Welsh Government to contribute to the development of schemes.	No new schemes have been developed through period of the strategy, although Cardiff has responded in favour to the recently published consultation
'On the move' recycling and fly-tipping	Yes	Work with WG on their national behaviour change campaigns to deliver new recycling litter bins in high footfall areas. Explore the use of 'nudge' theory to influence people's habits.	Community Development Officer post created to drive the initiative. Funding secured for split transit vehicles to segregate recycled waste collected during litter picking.

		Facilitate recycling from community litter picks. Increase support for 'Love Where You Live'.	Aperture recycling litter bins procured in areas of high footfall and being used in areas such as parks during spring/summer.
Street Sweepings	Yes-ongoing	Remove litter from collected sweepings to ensure non-target material is removed from the recycling process.	Mechanical sweepings are sent to de-watering facilities where non-target materials are removed, resulting in an end product that is recycled.
Commercial services	Ongoing	Undertake targeted recycling campaigns for SMEs, and evaluate their effectiveness to encourage other businesses to reuse and recycle as much as possible. Expand the skip service to provide targeted material options.	Mixed skips were post-sorted with 60% recovery rate. Single stream recycling skips now provided Created new stand alone website with new branding to raise profile of the service. Collections model will need to be reviewed in line with the Business Waste Regs, with trials to take place in 2021
Waste Transfer and Secondary Sorting	No	Use secondary sorting to extract recyclables that have been disposed of incorrectly to achieve higher recycling rates.	To be reviewed during 2021.
Disposal & Landfill Aftercare	Yes	Observe statutory requirements to protect and care for the Landfill site at Lamby Way and explore end of use options for the site.	Management of the closed landfill is ongoing. 42 acres of the closed landfill is now in use as a solar farm generating 8.99 MW/year.

Appendix 2: The Pink Sticker Campaign

The Pink Sticker Campaign aims to improve the quality of recycling and composting collected from the kerbside by Cardiff Council – helping the city become one of the best recycling cities in the world. It is an education focused campaign, to let residents know they've done something wrong and to improve the quality of material. There is support available from recycling officers, to help residents understand, as well as a series of education letters being provided. Enforcement is a last step, for persistent incorrect usage despite support being provided.

Figures released by the council show that 18% of the materials presented in green bags are not actually suitable for recycling and hamper the recycling process. An additional 12% of material is lost or ruined within the process, meaning that 30% of the material presented in green bags is contaminated. The main offenders are dirty nappies, clothes, packaging and food waste.

There are kerbside collection services available for nappies and food waste, with alternative provisions available locally and at the Household Recycling Centres to recycle textiles.

Green recycling bags are for the recycling of dry, clean household packaging such as glass bottles and jars, plastic bottles/tubs/trays, tin cans and aerosols, paper such as magazines/letter paper and flat packed, small amounts of cardboard. We also need residents to rinse out their cans, tins and glass before they recycle them. It will all help to make Cardiff one of the world's best cities for recycling and that's something we can all be proud of.

Green garden waste is also being presented with incorrect materials such as watering cans, cardboard, and garden furniture. Processing contamination from green waste cost over £95,000 in 2020/21. For the garden waste, we only want grass, tree or shrub cuttings. These are the only items that should be put in the green-wheelie bins/reusable sacks.

Processing contamination from both green recycling bags, and garden waste, is costly but also negatively impacts the City's recycling performance.

The scheme involves bright pink stickers being placed on recycling bags, food caddies and garden waste bins (or sacks in bag areas) alerting residents that they contain incorrect items. If a pink sticker is put onto a container, residents will have to take their waste back into their property to remove the incorrect items before they put their recycling out again on the next collection date.

If people see pink, we want them to stop and think. We are also encouraging the message that if in doubt, leave it out. We know that residents want to recycle as much as possible, as people become more eco-conscious. This can result in residents putting items in the hope that they will be recycled. However, this desire, known as aspirational recycling or 'wish cycling' can cause problems in the recycling process, and ruin the quality of the material.

The pink stickers will point residents to a website, which gives an 'A-Z of recyclables' so they can familiarise themselves with what items should be put in the containers provided. In addition, there is also a new contact us form where residents can request advice on any additional materials they are unsure of.

The 'See Pink, Stop and think' campaign briefly consists of the following stages:

- **Pink sticker always applied, to let residents know they've done something wrong. A record is also made within the collection team's in-cab device**
- **A series of education letters sent to properties, providing some further information and signposting to support available.**
- **When education has been provided on a number of occasions or as part of an area/street wide campaign, a Section 46 Notice may be issued. This is a legal letter to notify how residents should present their recycling and waste for collection.**
- **Where a property is under a Section 46 Notice, and recycling and waste is presented incorrectly, a £100 Fixed Penalty Notice will be issued.**

In addition to the above processes, further education may be provided including full street letters, outreach, face to face engagement with residents through door knocking, or attendance at community events. Recycling officers are also on hand to provide advice via any means possible.

It is important to emphasise that this campaign and the stages outlined only apply to residents putting the wrong materials in their recycling and composting. For all other environmental offences, such as littering, fly tipping, flyposting, as well as others, waste enforcement will operate as usual on a zero tolerance approach.

If a resident ignores the pink sticker and leaves their waste out on the street , they could face an immediate £100 fixed penalty notice for littering.

Street Scene Education and Enforcement Policy



September 2021

Version 1.0

Contents

1	Policy, Aims and Objectives	3
1.1	Purpose of the Policy	3
1.2	Organisational Approach	3
1.3	Associated Polices, Plans and Strategies.....	4
2	Delivering Education and Enforcement.....	4
2.1	Good Practice Education and Enforcement	4
3	The Street Scene Education and Enforcement Team	5
3.1	Recycling Education and Incorrect Waste Presentation	5
3.2	Waste accumulations in frontages	7
3.3	Commercial Waste Enforcement.....	7
3.4	Fly-tipping and Local Environmental Quality (LEQ) Enforcement	8
3.5	High Hedges	8
3.6	Highways Enforcement	Error! Bookmark not defined.
4	Education and Enforcement Actions	9
4.1	Promotion and Education	9
4.2	No Action (No evidence found)	9
4.3	Informal Action.....	9
4.4	Simple Caution	10
4.5	Formal Caution	10
4.6	Formal Action	11
4.7	Fixed Penalty Notices (FPN’s).....	14
5	Single Justice Procedure (SJP) and the Magistrates Court.....	15
5.1	Magistrates Court.....	15
6.	Complaints and Disputes	16
6.1	Appeals.....	16
6.2	Complaints	16
6.3	Formal Review	16
	Appendices	18
	Appendix 1 – Enforceable Offences	18
	Appendix 2 - Enforcement Concordat	22
	Appendix 3 - Community Protection Notices	24
	Appendix 4 - Public Space Protection Orders (PSPO).....	26

1 Policy, Aims and Objectives

1.1 Purpose of the Policy

The Neighbourhood Services team is part of the Waste Management Service, reporting to the Assistant Director for Street Scene. Within the Neighbourhood Services team, there are a range of officers trained to search and remove waste, as well as a team of officers with powers to take enforcement action for a wide range of environmental offences. This policy sets out the role of the Neighbourhood Services team within the Directorate, along with the powers adopted in order to tackle environmental crime.

The specific aims and objectives of this policy are to:

- Provide a clear overview of Neighbourhood Services Education and Enforcement.
- Outline the various offences that Neighbourhood Services Officers tackle.
- Outline the relevant legislation, policies and procedures under which the team operate.

The policy also incorporates the Regulator's Compliance Code issued by the Department of Business Enterprise and Regulatory Reform, which became effective on 6th April 2008. This Code requires local authorities to have regard to it when they take enforcement action in certain areas.¹

Specific details of the relevant legislation applying to each offence can be found in Appendix 1.

1.2 Organisational Approach

Cardiff Council is committed to the principles laid out in the Government's Enforcement Concordat (see Appendix 2). This means the Council will support and persuade people to change their behaviour through information, education and advice, but will not hesitate to take enforcement action such as issuing Fixed Penalty Notices or prosecuting when appropriate. This will send a clear message to those individuals or businesses who continue to spoil the environment.

Most enforcement activity takes place on the public highway, but it can be undertaken anywhere where there is evidence of an offence.

The Education Enforcement Team work in accordance with the Council's standards of customer care and equality.

This means that the officers will:

- Provide information regarding the service delivered when asked;

¹ This includes action under the Control of Pollution (Amendment) Act 1989, Environmental Protection Act 1990 and Clean Neighbourhoods and Environment Act 2005.

- Treat all people fairly and offer equal opportunity for service delivery regardless of their ethnic background, religion, sex, sexual orientation, age or physical ability;
- Treat people in a courteous and respectful manner and
- Promptly respond to reports of incidents and requests for service and enquiries.

In the course of undertaking enforcement activities, officers may sometimes encounter vulnerable people who have committed an offence. For example, someone who is homeless or has a mental health condition. In such circumstances a standard enforcement approach might not be appropriate or in the public interest. Therefore, each case involving a vulnerable person will be carefully assessed, in conjunction with the relevant Council service area, to establish the best course of action.

1.3 Associated Polices, Plans and Strategies

The following polices guide the day-to-day management of the Street Scene Education and Enforcement Team:

- Capital Ambition
- Corporate Plan
- Recycling Waste Strategy

The Street Scene Education and Enforcement Team play an important role in the delivering some of the priorities set out in each document. These priorities include:

- Creating a cleaner city.
- Supporting residents to take greater responsibility for the cleanliness of their local communities.
- Tackling environmental crime that detrimentally affects the local environmental quality of our communities.
- Applying a zero-tolerance approach to fly-tipping and littering offences.

In order to carry out these functions, the team must use relevant legislation, whilst also adhering to good practice.

2 Delivering Education and Enforcement

2.1 Good Practice Education and Enforcement

The primary objective of this policy is to achieve a consistent and effective environmental quality through targeted education and enforcement action where required within Cardiff. This ensures the protection and safety of the public is maintained.

The aim is to secure efficient compliance with legislation whilst minimising the burden to the Council, individuals, organisations and businesses. It will be applied, as far as reasonably practicable and applicable to all enforcement situations, and it explains in general terms the approach adopted by the Council when carrying out the Council's education and enforcement duties.

In seeking to achieve these aims and objectives, Cardiff Council will ensure all education and enforcement activities are:

- undertaken in accordance with the principles of ‘good enforcement’ specified by the Enforcement Concordat;
- compatible with the convention rights specified by the human Rights Act 1998 to protect the rights of the individual;
- managed in an efficient manner;
- taken promptly and without unnecessary delay;
- undertaken in a fair independent and transparent manner with each case being considered on its own merits;
- not influenced by colour, ethnic origin, race, gender, disability, sexual orientation, gender re-assignment, religion, marital status, gender, age or political beliefs or by improper or undue pressure from any source;
- aligned to the Business Plan and Corporate Plan and capital ambition;
- appropriate and proportional to the problem;
- evidential and in the public interest in the Code for Crown Prosecutors
- helpful to both householders and businesses meet their obligations by providing advice and information;
- in place to take firm action against those who disregard the law; and
- complaint with the principles in the Regulations Compliance Code (for certain functions identified by the legislative and Regulatory Functions Act).

3 The Neighbourhood Services Education and Enforcement Team

This section sets out the current range of activities undertaken by the Enforcement Team. Primary activities include:

- Incorrect Waste Presentation
- Recycling Education
- Waste In Frontages
- Commercial Waste
- Fly-tipping and Local Environmental Quality
- High Hedges

3.1 Incorrect Waste Presentation

The Council has a statutory duty to keep the streets of Cardiff at an acceptable level of cleanliness. Each year, all local authorities in Wales - along with Keep Wales Tidy - need to carry out street cleanliness surveys. All surveys follow the same method (LEAMS Surveys), and the data is used to calculate Wales’ Performance Indicator for

Streetscene, which is used to measure how local authorities are doing in fulfilling their legal duties to keep the streets clean.

Whilst prompt removal of incorrectly presented waste is important to prevent littering, it is also paramount that the incorrect behaviour is addressed, to prevent recurring issues. At present, enforcement officers are responsible for searching and removing incorrectly presented waste. However, our limited number of enforcement officers cannot cover the whole city, and waste that is left can cause issues for cleansing operatives.

Furthermore, the current operation is inefficient as both cleansing and enforcement officers may be required to attend a given street. As such, Neighbourhood Services will be reshaped from 2021. Cleansing teams will be trained to search and remove waste, logging incorrect waste presentation issues for action by the enforcement team. This will minimise the amount of time that incorrectly presented waste is left on the streets, and also reduce the potential for duplication.

3.2 Recycling Education

Each Local Authority in Wales must achieve the Welsh Government recycling performance target of 70% by 2024/25. In order to achieve this there is a focus to increase recycling in a sustainable manner. If a Local Authority does not meet recycling performance targets, it may result in the levying of a substantial financial penalty by Welsh Government.

The Education and Enforcement team are essential to helping the Council achieve statutory recycling targets. The Education and Enforcement team provide advice and information to residents on how to present their household recycling and waste in order to change behaviour. If households continue to store or present their waste and recycling incorrectly – despite having received advice and information - enforcement action will take place. To instil long-term behavioural change the education enforcement team work towards a three-tiered approach.

1. Education, Engagement and Monitoring
2. Investigation / Enquiries
3. Formal Enforcement
 - a. Warning Notice (under s.46 of the Environmental Protection Act)
 - b. Prosecution or Fixed Penalty Notice (FPN), where applicable

Offences tackled using this approach include:

- Waste presented in the wrong container
- Waste presented on the wrong day/week
- Bins left on the highway

Note: This three-tiered approach does not apply to zero tolerance offences such as:

- *Commercial waste duty of care (see below)*
- *LEQ Offences and Fly-tipping (see below)*

3.3 Waste accumulations in frontages

Waste accumulations can occur in both frontages and gardens. Most commonly, they arise in linked properties with small frontages. The process for tackling waste accumulations can take several weeks to complete.

Firstly, officers must issue an intention to serve notice, under S.16 of the Local Government (Miscellaneous Provisions) Act 1976. The Notice requires the landowner to remove waste accumulation that is deemed to be detrimental to the Local Environmental Quality within 7 days. Failure to comply with the requirements of the Notice, without reasonable excuse, will result in FORMAL notice to execute works. This can be done under either S.215 of the Town and Country Planning Act 1990 or S.4 of the Prevention of Damage by Pests Act 1949.

In the case of a s.215 notice, the landowner must remove waste accumulation that is deemed to be detrimental to the Local Environmental Quality within 28 days. Failure to comply with the requirements of the Notice, without reasonable excuse, will result in prosecution. A Works in Default will be applied to the land (whereby officers remove the waste) and subsequent charges will be added as part of the prosecution.

A S.4 Notice can be used as an alternative to the s.215 pests are found to be present on land. In the case of a s.4, a “reasonable period” must be specified in the notice allowing time to comply with the necessary works following inspection. Failure to comply with the requirements of the Notice, without reasonable excuse, will result in prosecution. A Works in Default will be applied to the land and subsequent charges will be added as disclosure as part of the prosecution.

In addition to the above, officers have the authority to issue a Statutory Nuisance notice under S80 of the Environmental Protection Act 1990. The abatement notice is issued when an authorised officer is satisfied that a statutory nuisance exists; the accumulations are persistent and becoming a nuisance. The abatement notice instructs the landowner to execute works and take necessary steps to stop the problem re-occurring in the future.

The adoption of Community Protection Notices (see Appendix 3) will help to strengthen the teams enforcement powers in this area.

3.4 Trade Waste Enforcement

The Education and Enforcement team are responsible for ensuring the correct management of waste by both domestic and commercial properties. Action can be taken in relation to commercial waste where:

a) businesses fail their waste ‘duty of care’ by avoiding payment of commercial waste collection and disposal charges (s.34(5) of the Environmental Protection Act). Where businesses are unable to produce a Waste Transfer Note to prove that they have appropriate waste disposal arrangements in place, officers can issue a Fixed Penalty of £300.

b) where waste is presented incorrectly (s.47 of the Environmental Protection Act). Officers are able to issue section 47 notices to businesses at any time to set out the requirements of the service. Under the provisions of the Environmental Protection Act 1990, following receipt of this Notice the businesses will be required by law to comply with the

arrangements for placing their waste out for collection. A Notice has no true end date, as long as the business rate payer / LTD company remains the same.

A person/business who fails, without reasonable excuse, to comply with the requirements of this Notice shall be liable on summary conviction to a fine not exceeding £1,000 and a criminal record. Cardiff Council may alternatively offer the opportunity of discharging any liability to conviction for an offence by payment of a Fixed Penalty of £100.

3.5 Fly-tipping and Local Environmental Quality (LEQ) Enforcement

Tackling fly-tipping is a corporate priority in Capital Ambition. Local Authorities and Natural Resources Wales have powers under the environmental Protection Act 1990 to investigate fly-tipping incidents and to prosecute those who are found to have broken the law. In 2018, we adopted the powers under the Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017, enabling us to issue £400 FPN's for small scale fly-tipping. Large-scale fly-tipping must still be dealt with via prosecution. However, the Single Justice Procedure is now in place and seeks to expedite the legal process around certain offences (see Section 5).

The team continue to implement a zero tolerance approach to all Local Environmental Quality offences, such as litter, dog fouling, fly posting and fly tipping. These environmental issues can seriously blight a neighbourhood, increasing people's fear of crime and lowering their quality of life. The team ensure compliance with regulations in order to keep the streets clean and safe to achieve a more attractive city. The adoption of PSPO's (see Appendix 4) will further strengthen the teams abilities to tackle issues such as dog fouling.

3.6 High Hedges

Part 8 of the Anti-social Behaviour Act 2003 allows local councils to deal with complaints about high hedges. When councils are determining a complaint, they must first decide whether the height of the high hedge is having an adverse effect on a neighbors' enjoyment of their home and/or its garden or yard. If it is, then councils can order the owner of a high hedge to take action to put right the problem and stop it from happening again.

The legislation also allows councils to set and charge fees for handling these complaints. Historically, the power to take action in relation to high hedges rested with shared regulatory services, but it has now been adopted by the Street Scene department.

4 Education and Enforcement Actions

4.1 Promotion and Education

It is important to raise awareness about legal standards and promote good practice. Education is paramount and is key to changing the behaviour of residents and visitors to Cardiff about how to manage their waste correctly. Promotion is through press releases, briefings, website, outreach, advertisements, forums, leaflets and other forms of written guidance available to the public and businesses, and by face-to-face contact.

4.2 No Action (No evidence found)

This is when an investigation reveals at the time of the visit an offence has occurred but the identification of the offender cannot be determined. Contemporaneous notes and photographs will be input to the case for record purposes and monitoring will be undertaken.

4.3 Informal Action

Informal Action will be used to reinforce promotional activities and instances where, although the law may have been broken, there are mitigating circumstances and it would not be in the public interest to formalise proceedings or, it was not thought appropriate to take any further action. Confirmation of the informal action is made in writing.

When an informal approach is used, officers will ensure written documentation provided must:

- Contain all information necessary to identify the breach of legislation
- Indicate specific legislation contravened
- Clearly indicate any recommendations of good practice and to explain that they are not legal requirements

Informal action will take place where:

- The act or omission is not serious enough to warrant formal action;
- Past history indicates that it can reasonably be expected that informal action will achieve compliance;
- Confidence in the individual or company's management is high;
- The consequences of non-compliance will not pose a risk to public health or present unacceptable advantage to business operations or cause the public to lose confidence in the Council.

Informal action will **NOT** be considered when:

- Residents are already under a S46 Notice EPA 1990,
- Residents / visitors are contributing to littering under S87 of the EPA 1990 for;
 - heavily contaminating the recycling bag
 - using the recycling bag to contain general waste (domestic)
 - Failing to return the bag to the property after non-collection to take necessary action to dispose of waste in accordance with recycling scheme.

- Businesses are using the recycling bag for commercial waste service.

Where education or promotion is widely available (website / signage), offenders claiming ignorance of the law should not expect to be given a second chance before enforcement action is taken.

4.4 Simple Caution

A simple caution is a formal notice. A simple caution may only be considered where a prosecution could properly be brought; i.e. the case meets the standard required by the evidential stage. As a result, the existing procedures for considering a prosecution should be followed. A clear and reliable admission of the offence must be obtained before a simple caution can be considered. The mitigation provided meets the standard required at determination stage.

4.5 Formal Caution

A person should only receive one formal caution; and this caution lasts for 5 years. If the person subsequently commits a similar offence within 5 years, the case should proceed straight to prosecution and the original caution will be cited at Court.

The purposes of formal cautions are:

- To deal quickly and simply with less serious offenders.
- To avoid unnecessary appearance in criminal courts.
- To reduce the chance of offenders re-offending.

Before issuing a formal caution, which will usually be administered by letter, the following conditions must be satisfied:

- There must be evidence of guilt sufficient to give a realistic prospect of conviction.
- All issuing of all formal cautions will be in accordance with Council procedures.
- The suspected offender must have already admitted the offence during the investigation
- The suspected offender must understand the significance of a formal caution and give an informal consent to the caution.
- Should an offender not accept the offer of a formal caution, the team will recommend to the Authority's Legal Department to prosecute.

The Education Enforcement Team will only consider Simple Cautions or Formal Cautions / Warnings in the below circumstances:

- S34 of Environmental Protection Act 1980 - Duty of care (admission of guilt with mitigation)
 - Providing advice to trade waste producers about how to comply with their "Duty of Care" to manage their waste responsibly where there has been an admission of guilt and mitigation provided meets the standard required at determination stage.

- Providing advice to residents about how to make thorough checks when disposing of waste to a third party ;Waste Carrier licence checks, receipts in form of waste transfer notes for the safe transfer of waste, where there has been an admission of guilt and mitigation provided meets the standard required at determination stage.
- S43 of the Anti Social Behaviour, Crime and Policing Act 2014 - Community Protection Notice
 - A formal written warning will be issued if the officer considers that they are responsible for the unreasonable behaviour which is persistent and/or continuing in nature and is having a detrimental impact on the quality of life of others.

4.6 Formal Action

If appropriate, the authorised Officers will consider the application of formal enforcement action that can comprise one of the following alternatives.

- Formal warning
- Requests for information under caution
- Formal Notice Statutory Notices or other relevant enforcement action
- Prosecution

4.6.1 Formal warning

To reiterate education is not required to secure a successful prosecution and where education has been provided, offenders claiming ignorance of the law should not expect to be given a second chance before enforcement action is taken.

Formal warnings only applies in the below circumstances:

- Community Protection Notice - A formal written warning will be issued *Pursuant to S43 of the Anti Social Behaviour, Crime and Policing Act 2014*
 - If the officer considers that they are responsible for the unreasonable behaviour which is persistent and/or continuing in nature and is having a detrimental impact on the quality of life of others. The letter should be considered as formal notification for them to stop behaving in this manner and to put these problems right to avoid further consequence. Actions to take and timescales will be set.
- Repeatedly presenting incorrect recyclable waste in green bags as part of the behavioural change campaign.
 - A FORMAL WARNING Letter with formal instructions on how to present recycling waste.
 - Failure to adhere to this warning will result in a formal S46 Notice EPA 1990

As per Informal Action a warning or caution will **NOT** be considered when:

- Residents are already under a S46 Notice EPA 1990,
- Residents / visitors are contributing to littering under S87 of the EPA 1990 for;
 - heavily contaminating the recycling bag
 - using the recycling bag to contain general waste (domestic)

- Failing to return the bag to the property after non-collection to take necessary action to dispose of waste in accordance with recycling scheme.
- Businesses are using the recycling bag for commercial waste service.

4.6.2 Requests for information under caution

Where evidence is obtained and further investigations are to be conducted the authorised officer will request for further information using relevant legislation to the offence committed and/ or S16 The Local Government (Miscellaneous Provisions) Act 1976 and Data Protection Act 1998. This request will be made in writing in the following ways:

- enquiry form,
- request for information notice
- formal invite to interview under caution (PACE).

This applies predominantly in the below circumstances:

- S87 EPA 1990:
 - Standard Domestic Waste Enquiry – bagged waste deposited contributing to littering
 - Littering – standard enquiry to registered keeper for litter thrown from a vehicle
- S34 EPA 1990:
 - Standard Commercial request for Waste Transfer Note date specific (up to 2 years)
 - Standard Commercial request for Waste Transfer Note - bagged waste deposited.
 - House hold waste duty of care contributing to Fly tipping - Interview under caution (PACE)
- S33 EPA 1990
 - Fly tipping - Interview under caution (PACE)

4.6.3 Formal Notices, Statutory Notices or other relevant enforcement action

Although it is intended to prosecute, effective action needs to be taken to remedy conditions as quickly as possible. In general, failure to comply with a written and served statutory notice makes the recipient liable to prosecution.

In some cases the Council is able to carry out works to comply with the notice and recover the costs of doing so from the recipient of the notice. Such case will be considered on an individual basis and works in default may be carried out. In certain circumstances it is possible to prosecute as well as serve a notice: failure to comply with the notice would be an additional offence.

Will be considered where:

- There are significant contraventions of legislation;

- There is a lack of confidence that the individual or company will respond to an ‘informal’ approach;
- There is a history of ‘non-compliance’;
- The consequences of ‘non compliance’ posing a serious risk to public health, or creates a significant advantage to a business operator;

4.6.4 Prosecution

Prosecution will be progressed where there has been blatant disregard of the law, or a refusal to achieve even the basic legal minimum requirements. The relevant Officer will consider referring a case for prosecution when:

- It is appropriate in the circumstances, as a way to draw attention to the need for compliance with the law and the maintenance of standards required by law, especially where there would be a normal expectation that a prosecution would be taken, or where, through the conviction of offenders, others may be deterred from similar failures to comply with the law;
- Where there is the potential for considerable harm arising from the breach;
- The gravity of the offence, taken together with the general record and approach of the offender warrants it.

The decision to prosecute will always take account of the criteria set down in the Code for Crown Prosecutors. Before deciding to prosecute, there must be sufficient evidence for a realistic prospect of conviction, taking account of any defence that may be available, and it must be in the public interest.

The following public interest criteria will normally be taken into account when deciding on the relevance of legal proceedings, although this list is not exhaustive:

- The prevalence of the type of offence; and whether the offence involves a flagrant breach of the law such that public health and safety or well being is or has been put at risk, or where unacceptable business advantage is gained;
- The need for a suitable deterrent;
- The risk of danger or injury to the public;
- The failure to comply with a statutory notice or respond to advice about legal requirements;
- The disregard of legal requirements for financial reward;
- Significant financial loss, potential or actual, to a third party;
- Whether the investigation was the result of a complaint by a third party;
- A history of similar offences;
- Persistent breaches of legislation;
- Where fraud, gross negligence or guilty knowledge is a factor, and
- Minor breaches of a number of statutes.
- The alleged offender has failed to correctly identify the potential risk after being given ample opportunity to comply with legal requirements of an authorised officer;
- The evidence has been evaluated in accordance with the Code for Crown Prosecutors and there is a realistic prospect of conviction

- Relevant, admissible, substantial and reliable prospect evidence is available that an offence has been committed;
- It is in the public interest to prosecute.

Where possible, an offender will be told as soon as sufficient evidence is obtained that a prosecution may follow and a written Summons will be sent to the defendant. Where appropriate a prosecution will be commenced without prior warning and will be brought without unnecessary delay.

Once the decision to refer a case for Prosecution has been made by the relevant Officer, a case file will be submitted either via Single Justice Procedure or via Legal Services.

4.7 Fixed Penalty Notices (FPN's)

A fixed penalty notice offers the ability to discharge any liability to prosecution for the criminal offence; in respect of specified offences, with payment of the fixed penalty.

This should be paid no later than 14 days of the date on the penalty letter.

FPN's may only be served by authorised Officers. Officers will not issue a fixed penalty notice unless:

- The offence justifies prosecution;
- There is believed to be sufficient evidence to enable follow up proceedings should the offender not pay the charge within the stated payment period; and
- It will act as a sufficient deterrent against re-offending.

In all fixed penalty cases Cardiff Council can prove beyond reasonable doubt that an offence has been committed and intend to prosecute. All FPNS will be issued in accordance with the guidance issued by the Welsh Government. The following circumstances are likely to warrant the use of an FPN:

- 1) The offence of failing to comply with the requirements of a Notice.
- 2) Where an Officer believes there are "reasonable grounds" to consider an offence has been committed, and
- 3) Where there is a suitable witness or witnesses to the offence and the offender can be clearly identified.
- 4) The evidence gathered by an authorised officer proves beyond reasonable doubt that the offence has been committed.

If the penalty is paid within this time frame no further enforcement action will be taken. If a fixed penalty is not paid within the prescribed period, legal proceedings will be considered and the offender will be prosecuted. At this stage, and only at this stage, the defendant can provide mitigation to the offence.

5 Single Justice Procedure (SJP) and the Magistrates Court

The Single Justice Procedure (SJP) is part of the government strategy to transform summary justice to:

- Make it simpler, faster and more proportionate and
- Ensure that the best use of magistrate court time is made so that they can focus on cases which have the biggest impact on their communities

The SJP requires:

- A procedural Notice to be served on the Defendant, with the Supporting documents:
 - 1) Statement of offence referring to exhibits
 - 2) Certificate of service
 - 3) Single justice procedure means form
- The notice will tell you who has brought the case against you (Cardiff Council), the offence, how to make a plea, and if you can make a plea online.
- The defendant has 21 day to respond to the notice.
 - Alternatively the defendant has 21 days to pay the original FPN and case costs (Administration Payment Fee) to discharge liability for prosecution.
- The response would need to plead either guilty or not guilty.
 - Plead guilty - the magistrate will make a decision based on the information they have. The defendant will get a letter with the magistrate's decision.
 - Plead not guilty – the defendant will have to go to court and give information to the magistrates in person. The defendant will get a letter telling them when to go to court.
 - If you do not respond to the single justice procedure notice within 21 days, the magistrate will make a decision about your case without your say. This could mean that if you are found guilty and sentenced, there will be no reduced sentence for a guilty plea. Your fine or penalty points may also be higher. Money may be taken from your pay or benefits.
- Should help be required with the defendants notice they can get legal advice or free advice from Citizens Advice.

If a guilty plea is received, or a conviction is made by a single justice procedure following no response from the Defendant, the single justice procedure is able to impose a financial penalty or impose an order of absolute or conditional discharge.

5.1 Magistrates Court

If no guilty plea is received the case file will be submitted to Legal Services. Legal Services will consider the entire case and if they agree that the case is suitable for Prosecution, they will then exercise the delegated power of the City and County Solicitor to lay any information at Cardiff Magistrates Court.

6. Complaints and Disputes

6.1 Appeals

There is no right of appeal to the Council for Fixed Penalty Notices issued under Environmental or Highway legislation.

There is no appeals process as it is a criminal offence with a penalty notice. It is not a civil offence, such as parking, which imposes a fine and provides an appeals process. The opportunity to disagree would be through the Magistrates Court. The matter will be referred to the Magistrates' Court should the fixed penalty remain unpaid, or should instructions be made by the offender to Cardiff Council to do so.

Any enquiries or disputes regarding fixed penalties will not be progressed as part of Cardiff Council's Corporate Complaint Procedure or The Public Services Ombudsman for Wales.

6.2 Complaints

The service accepts complaints relating aspects outside of the issuing of a Fixed Penalty Notice, such as the behaviour of Officers. These complaints will follow the Complaints Policy but will not have any influence on the Fixed Penalty Notice.

6.3 Formal Review

An Elected Member may make a request for a formal review of a concern to the Corporate Director, Director or Assistant Director managing the service.

The request can only be made in the below circumstances:

- Requests made on behalf of a person who is a vulnerable adult
- Documentation is provided in relation to condition which directly affects capacity to progress the case; such as mental health condition or the capacity of the individual to understand.

The outcome of the formal review will be a decision as to whether to proceed with the case or take reasonable measures to provide additional support.

Examples of support services are:

- Additional waste capacity assessments: this allows an increased level of general, non-recyclable waste to be presented for collection on the understanding residents are unable to separate their waste for recycling
- Home educational visits: information for residents in a preferable, easy to understand format. For example, audio recordings or easy read documents for residents.
- Registered collection service: our collection crews will enter the front boundary of a property to collect recycling and waste. This alleviates residents' concerns that they are going to put recycling or waste out on the incorrect day
- A visit by the independent support living team: the team visit vulnerable residents at their properties to provide varying levels of support. This team have direct contact with waste management and are able to request support on their client's

behalf. If any of these services are not appropriate, we will make every attempt to offer some form of reasonable adjustment to the scheme.

Appendices

Appendix 1 – Enforceable Offences

This appendix is a list of the main enforceable offences utilised by Cardiff Council. The list is not a defined list and enforcement of further offences may be take place depending on circumstances and delegated authority.

Enforcement type	Legislation / ACT	Section	What this enforces	Failure to comply with notice may lead to prosecution / works in default / FPN / Charge.
Waste Presentation Domestic	Environmental Protection Act 1990	S46 Notice	The section 46 notice allows the council to serve a notice on an occupier requiring them amongst other things, to separate their waste for recycling and/or to put out their refuse at specific times and/or in containers we supply sets out the requirements of the service. On receipt of this Notice the residents will be required by law to comply with the arrangements for placing their waste out for collection. If this notice is not complied with, then the Council can prosecute or issue a Fixed Penalty Notice (FPN) which if unpaid may result in prosecution for the original offence. A Notice has no true end date, as long as the occupants remain.	Prosecution / FPN £100 *S47za (2)
Waste Presentation Commercial	Environmental Protection Act 1990	S47 Notice	The section 47 notice sets out the requirements of the service. Under the provisions of the Environmental Protection Act 1990 following receipt of this Notice the businesses will be required by law to comply with the arrangements for placing their waste out for collection. A Notice has no true end date, as long as the business rate payer / LTD company remains the same.	Prosecution / FPN £100 (S47za)
Waste Presentation Duty of Care Commercial	Environmental Protection Act 1990	S 34(5)	Regulation 4 the Environmental Protection (Duty of Care) Regulations 1991, Requiring Production of Written Documentation Regarding the Transfer of Commercial (Controlled) Waste	Prosecution / FPN £300 S34 A(2)
Waste Presentation Duty of Care Domestic	Environmental Protection Act 1990	S34 (2A)	it shall be the duty of the occupier of any domestic property to take all such measures available to him as are reasonable in the circumstances to secure that any transfer by him of house hold waste produced on the property is only to an authorised person.	the amendment to act under section 34(2A) which allows Welsh waste collection authority to issue a fixed penalty of £300.
Litter	Environmental Protection Act 1990	S87	to throw down or deposit litter open to the highway.	Prosecution / FPN £100 (S88(1))
Abandoned Shopping Trolley	Environmental Protection Act 1990	S99	Schedule 4 applies where any shopping or luggage trolley is found by an authorised officer of the local authority on any land in the open air and appears to him to be abandoned.	The charge of £75 is payable to the authority on demand.

Appendix 3 – Education and Enforcement Policy

fly tipping	Environmental Protection Act 1990	S33	Fly-tipping is the term used to describe waste illegally deposited on land. The offence of fly-tipping and the additional offences of 'knowingly causing' or 'knowingly permitting' fly-tipping are set out in Section 33(1)(a) of the Environmental Protection Act 1990. Including amendment to act under Section 33ZB which allows a Welsh waste collection authority to issue a fixed penalty of £400 for small scale fly tipping	On 25th October 2017 an amendment of the Environmental Protection Act 1990 was introduced enabling an authorised officer of a Welsh waste collection authority to issue a Fixed Penalty for fly-tipping in contravention with The Unauthorised Deposit of Waste (Fixed Penalties) (Wales) Regulations 2017 Prosecution / FPN £400
waste Carrier licence	Control of Pollution (Amendment) Act 1989	Section 5	Requiring Production of Written Documentation Regarding the Proof of Authority to Transport Controlled Waste	Prosecution / FPN £300 S5B(2)
Waste storage / accumulation on private land (frontage / rear / private property)	The Local Government (Miscellaneous Provisions) Act 1976	Intention to serve notice S16	The Notice to landowner to remove waste accumulation that is deemed to be detrimental to the Local Environmental Quality must be removed 7 as per notice	Failure to comply with the requirements of the Notice, without reasonable excuse, will result in FORMAL notice to execute works : S215 Notice - Town and County Planning Act 1990 or S4 Notice - Prevention of Damage by Pests Act 1949
Waste storage / accumulation on private land (frontage / rear / private property)	Town and County Planning Act 1990	S215	The Notice to landowner to remove waste accumulation that is deemed to be detrimental to the Local Environmental Quality must be removed within 28 days as per notice.	
Waste storage / accumulation on private land (frontage / rear / private property)	Prevention of Damage by Pests Act 1949	S4 Notice	The Notice to landowner to remove waste accumulation where pests are found to be present on land a "reasonable period" must be specified in the notice allowing time to comply with the necessary works following inspection.	
Statutory Nuisance	Environmental Protection Act 1990	S80 Notice	The abatement notice to the landowner is issued when an authorised officer is satisfied that a statutory nuisance exists; the accumulations are consistent and becoming a nuisance. The abatement notice instructs the landowner to execute the works and make necessary steps to stop the problem in the future.	Failure to comply with the requirements of the Notice, without reasonable excuse, will result in prosecution. A Works in Default will be applied to the land and subsequent charges will be added as disclosure as part of the prosecution.
Abandoned Vehicles on the highway.	Refuse Disposal (Amenity) Act 1978	S.2	Notice to owner to remove vehicle	S.10 of The Clean Neighbourhood and Environment Act 2005 FPN for breach of notice

Appendix 3 – Education and Enforcement Policy

	The Clean Neighbourhood and Environment Act 2000	S.10	Breach of notice	A person/business who fails, without reasonable excuse, to comply with these requirements of this Notice shall be liable on summary conviction to a fine not exceeding £1,000 and a criminal record. Cardiff Council may alternatively offer you the opportunity of discharging any liability to conviction for an offence by payment of a Fixed Penalty of £200
	Road Traffic Regulation Act 1984	S.99	Order Offender to remove abandoned Vehicle	Failure to comply with the requirements of the Notice, without reasonable excuse, will result in FORMAL notice to execute works
	Refuse Disposal (Amenity Act) 1978 Power	S.3		S2A(1) FPN £200
fly posting	Anti-social Behaviour Act 2003	s43	Displaying advertisement in contravention contrary to section 224(3) of the Town and Country Planning Act 1990.	FPN for failing to comply with Section 132 of Highways Act 1980 (as inserted by s43 Anti-Social Behaviour Act 2003) – placing an unauthorised mark on highway without lawful authority or causing or producing graffiti or flyposting.
	Town and Country Planning Act 1990.	224(3)		
interview under caution	Police and criminal evidence Act 1984	codes of practice	PACE - interview under caution	leads to evidence - Prosecution / FPN decision
community protection notices	Anti-social Behaviour, Crime and Policing Act 2014	S43	The community protection notice (CPN) will tackle the conduct of individuals / businesses, which is/are persistent and/or continuing in nature and is having a detrimental impact on the quality of life of others.	Prosecution / FPN
public space protection notices	Anti-social Behaviour, Crime and Policing Act 2014	s59	The PSPOs would be considered for Dog Control Orders: FAILURE TO REMOVE DOG FOULING FAILURE TO DEMONSTRATE MENAS TO REMOVE DOG FOULING DOGS ON LEADS BY DIRECTION DOG EXCLUSION	Prosecution / FPN
dog fouling	Dogs (Fouling of Land) Act 1996		FAILURE TO REMOVE DOG FOULING	Prosecution / FPN
high hedges	Anti-social behaviour Act	S69	Remedial notice will be issued under Section 69 of the Anti-social behaviour Act, The notice will be sent to the owner of the property and they will be given a specified time to carry out the works instructed by us.	If the owners fail to do so they will be prosecuted for the offence under S.75 of the Anti-social behaviour act. The courts will usually demand that they carry out the works or face further prosecution by means of a fine.

Appendix 3 – Education and Enforcement Policy

unauthorised distribution of literature on designated land	Environmental Protection Act 1990	Schedule 3A para. 7(2)	Breach of notice	Prosecution / FPN
Request for Info	Environment Act 1995	S108	request information to assist with fly tipping investigations.	Prosecution
Request for Info	Data Protection Act	S29	request information to assist with investigations	Prosecution

Appendix 2 - Enforcement Concordat

The Council has adopted the public sector ‘Enforcement Concordat’, which offers best practice guidance and promotes good standards of enforcement. This means the Council will try and persuade people to change their behaviour through information, education and advice, but will not hesitate to take enforcement action; such as issuing Fixed Penalty Notices or prosecuting when appropriate. This approach sends a clear message of ‘zero tolerance’ to those individuals or businesses who continue to spoil the environment. The Street Scene Education and Enforcement Team aim to conform to the principles outlined in the Concordat and apply them in the following ways:

Openness and Helpfulness

The Council will publicise this enforcement policy so people know what standards are expected. The Street Scene Education and Enforcement team will help residents and visitors to comply with the law and will explain what they are doing and why. They will inform people about their rights of appeal, where applicable and make sure people know how to make a complaint. They will try to help people who cannot read or speak English by providing literature in their language and educate them with the same message.

Proportionality, consistency and priorities

The Education and Enforcement team will carry out their duties in a fair, reasonable and consistent manner. They will take appropriate enforcement action when required to do so. Any action taken will fit the seriousness and prevalence of the crime. Each case is unique with certain offences being worse than others and therefore the enforcement action applied will potentially differ. The Education and Enforcement team will have sufficient training to apply law and work to this policy in a fair and consistent way. To ensure consistency Senior Officers will regularly audit the work of enforcement officers for accuracy and consistency.

In making a decision regarding which enforcement option is appropriate in a particular case, Street Scene Education and Enforcement Officers will consider and take into account the following:

- The nature of the offence
- Whether it is in the public interest
- Any explanation offered by the defendant
- The age of the defendant
- The previous relevant history, if any
- The ability of any important witnesses and their willingness to co-operate
- Whether other action such as the issue of a fixed penalty notice would be more appropriate or effective
- The advice contained in the Code for Crown Prosecutors

Having considered all the relevant information and evidence, the Street Scene Education Enforcement Officer must decide what type of action to take:

- Promotion and Education
- No Action (No evidence found)
- Informal Action

Appendix 3 – Education and Enforcement Policy

- Simple Caution
- Formal Caution
- Formal Action

Appendix 3 - Community Protection Notices

The community protection notice (CPN) will tackle the conduct of individuals / businesses, which is/are persistent and/or continuing in nature and is having a detrimental impact on the quality of life of others. These are designed to stop a person aged 16 or over, a business, or an organisation committing anti-social behaviour which spoils the community's quality of life.

Definitions of Anti-social behaviour

- 1) Conduct of individuals/ businesses which is persistent and/or continuing in nature and is having a detrimental impact on the quality of life of others
- 2) Conduct capable of causing a nuisance or annoyance to a person in relation to that persons occupation of residential premises
- 3) Conduct which is capable of causing housing related nuisance or annoyance to any person
- 4) Conduct that has caused or is likely to cause harassment alarm or distress to any person.

The CPN can only be issued if:

- Firstly a complaint is received on how it is affecting their quality of life.
- Secondly the inspection verifies the unreasonable behaviour.
- Thirdly the individual or business has been given a written warning telling them to cease their conduct and given "enough time" to deal with the matter.
- Fourthly the behaviour continues to be unreasonable and a formal CPN is issued.

Failure to comply with this notice will result in either prosecution, or the option of a Fixed Penalty Notice that cannot exceed £100. Alternatively, the Council also has the option of carrying out remedial work where the requirements of a CPN are not carried out provided that the land is open to the air. The local authority can then reclaim the costs from the "defaulter".

Formal Stages:

- 1) Complaint is received regarding conduct / behaviour of others that is persistent and/or continuing in nature and is having a detrimental impact on the quality of life of others.
- 2) Inspection / Assessment of the behaviour by authorised officer. Officers will consider the behaviour and will take action as necessary.
- 3) A formal written warning (appendix 1) will be issued *Pursuant to S43 of the Anti Social Behaviour, Crime and Policing Act 2014* if the officer considers that they are responsible for the unreasonable behaviour which is persistent and/or continuing in nature and is having a detrimental impact on the quality of life of others. The letter should be considered as formal notification for them to stop behaving in this manner and to put these problems right to avoid further consequence. Actions to take and timescales will be set.

- 4) A Community Protection Notice (CPN) is issued if they fail to comply with the actions / requirements within the timescales given and their behaviour continues to have a detrimental effect on the quality of life of others. The CPN requires that they must comply with the following prohibitions/positive requirements/specified actions that are believed necessary to:
 - (i) Prevent the detrimental effect your conduct is having on the quality of life of those in the locality from continuing or recurring; and/or
 - (ii) Reduce the detrimental effect your conduct is having on the quality of life of those in the locality; and/or
 - (iii) Reduce the risk of continuance or recurrence of your conduct that is having a detrimental effect on the quality of life of those in the localityThe notice is a formal notification that they **MUST** take the detailed actions within the timescales.
- 5) Their Right to appeal against the notice to the magistrates' court, within 21 days beginning with the date of service of the notice on them. Whilst an Appeal is "in progress", any requirement imposed by this notice to stop doing something remain in effect unless the court orders otherwise and any other requirements imposed by the notice is of no effect. For this purpose, an appeal is "in progress" until it is finally determined or is withdrawn.
- 6) BREACH OF CPN is a criminal offence. If they fail without reasonable excuse to comply with the requirement(s)
 - (i) They may be issued with a fixed penalty notice of £100
 - (ii) They may be prosecuted and convicted.

Appendix 4 - Public Space Protection Orders (PSPO)

The Public Spaces Protection Order would prohibit certain activities from taking place in a specified area or specify that certain things must be done to allow an activity to continue. Under these circumstances it might be that the area is not to be used for the exercising of dogs or that all fouling must be removed by the dog owner.

The Council does not currently have any dog controls in place across the city to control where dogs can go, whether they need to be on a lead or how many dogs a person can control at any one time.

These types of orders are designed to stop individuals or groups committing anti-social behaviour in a public space. The PSPO replaces dog control orders and allows the authority to designate public places for restrictions. Prohibition notices can be used for specific areas and/ or times, for example stopping dogs from entering playgrounds, schools grounds or restricting how many dogs could be taken through a public area by one person.

By adopting the PSPO the fine for any breach, including dog fouling would be £100.

The PSPOs would be considered for Dog Control Orders:

- FAILURE TO REMOVE DOG FOULING
- FAILURE TO DEMONSTRATE MENAS TO REMOVE DOG FOULING
- DOGS ON LEADS BY DIRECTION
- DOG EXCLUSION

If the person in charge of a dog fails to comply with the requirements of the order, they will be committing a criminal offence unless:-

1. they have the consent from the owner, occupier or person in charge of the land, not to comply with the order;
2. they have a reasonable excuse for failing to comply; or
3. they fall within one of the other exemptions within the order, such as the exemptions in the order for disabled people, assistance dogs and working dogs.

The aim is to encourage responsible dog ownership and reduce other incidents involving dogs such as straying; dog bites; fouling on sports pitches and the dog fouling on our streets and green spaces. Such controls in play areas could also prevent problems becoming more serious and thus reduce the number of dog bites. Warnings can also be given to individuals who allow their dogs to roam freely without control causing nuisance in our communities. The Council will also should look to provide suitable dog walking areas in the locality, where other restrictions are in place.

Our joint commitments and service standards

Area	What we will do:	What we expect from our customer	Service Standards
<p>Recycling and Waste Collections-traditional households</p>	<p>Collect your household rubbish on your scheduled day, between 6am-4pm in the specific container provided.</p> <p>Reserve the right to refuse the collection of any waste items that may cause harm or may have an affect on the health and safety of waste collection staff.</p> <p>Label all wheeled bins with the correct address and bin type.</p> <p>Collect a maximum of 5 re-useable garden sacks/ 2 green wheeled bins (garden waste) per collection.</p> <p>Return your containers to where we found them. This will be on the highway outside your property, an alternative agreed collection point or within your property boundary if a registered collection has been arranged.</p> <p>Replace any wheeled bins, damaged by our refuse collectors free of charge.</p>	<p>To present your bins, bags and caddies 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 24 hours of collection. You can report a missed collection at any time on your collection day, once your collection status has changed to 'collected'. You can use the link www.cardiff.gov.uk/missedcollections to report a missed collection, or see your collection status.</p> <p>Recorded collections can be reported up to 48 hours after a failed collection.</p> <p>Place your containers on the nearest highway 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 may result in a Fixed Penalty Notice of up to £100 being issued.</p> <p>To not remove or replace your label.</p>	<p>We will aim to return within 48 if you report that we have not collected your general waste/garden waste/hygiene waste on the scheduled collection day.</p> <p>We will not return if your bin has a report against it, such as contaminated/overloaded.</p> <p>We will attempt to return before 2 working days if we know that we have missed an entire street/round due to a service failure. We will aim to update the re-scheduled collection date at www.cardiff.gov.uk/missedcollections</p> <p>If your recycling or food waste is missed, we may return to collect on your 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 CCTV cameras and trackers when all reports of non-collections are received. We will only return to make a re-collection if the report is found to be genuine.</p>

	<p>Place stickers onto your recycling or waste, letting you know if we can't collect them e.g. incorrect items.</p> <p>If you have a front garden, return your re-useable garden sack to your property boundary.</p> <p>Advertise, recommend and process all applications for hygiene waste collections.</p> <p>Offer an alternative collection point for hygiene waste, 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>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. If this happens your waste may not empty into our vehicle and 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 20kg.</p> <p>To identify your correct collection dates and methods, by looking at all information</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, we will communicate with our Street Cleansing team to action.</p> <p>Report any issues on our incab devices for further action e.g, to identify any wheeled bins that we have damaged and need replacing.</p> <p>Replace your wheeled bin within 15 working days. This may increase in times of high demand</p> <p>You will receive a delivery of hygiene bags, and the date of your first collection, within 10 working days. This may increase in times of high demand.</p> <p>Investigate all reports of non-collections of hygiene waste, using all resources available.</p> <p>If the Council is at fault, re-collect your hygiene bags within 3 working days.</p>
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		<p>made available e.g.via the Cardiff Gov App, website, 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 waste kerbside, unless an alternative collection location has been agreed. This must be requested at the time of the initial application.</p> <p>To put your hygiene waste in Council issue bags only for collection.</p> <p>To inform us if you no longer require the hygiene service or if you are moving house.</p> <p>To not use any verbal or threatening behaviour towards our staff.</p>	
<p>Recycling and Waste Collections-blocks of flats</p>	<p>Collect your household recycling and waste in the specific container provided and clear up any rubbish spilled during the collection.</p> <p>The above will happen at the same frequency as traditional household collections, unless additional arrangements have been made.</p> <p>We will collect and return your containers from an agreed collection</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. 	<p>We will return within 48 hours if you report that we have not collected your communal bins on the scheduled collection day, and there was no underlying cause for the missed collection (e.g. we will not return for contaminated bins).</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>point, which should be agreed in the planning and development stage.</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, 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</p> <p>Offer a hygiene collection in blocks of flats.</p> <p>Reserve the right to not collect recycling and waste in incorrect containers, where containers are contaminated with incorrect items, or where a health and safety issue has been identified at the collection point.</p>	<ul style="list-style-type: none"> You have an adequate number of recycling and waste bins for the development. Payment is made for bins and delivery in advance. 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. 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. 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. Allow access to the development between 6am-4pm on the day of collection. <p>Further information can be found at www.cardiff.gov.uk/wasteplanning</p> <p><u>Residents</u></p>	<p>We will check the vehicle CCTV cameras and trackers when all reports of non-collections are received. We will only return to make a re-collection if the report is found to be genuine.</p> <p>If a non-collection of your food waste or recycling is reported, we may collect on your next scheduled collection. We will collect any additional green recycling bags outside of your bin in this instance.</p> <p>Any issues relating to the collection of communal bins will be recorded on our in cab device</p>
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		<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 waste.</p> <p>Do not place hygiene bags in any other container for collection.</p> <p>Ensure full access between 6am-9pm for hygiene bag collection.</p> <p>To not use any verbal or threatening behaviour towards our staff.</p>	
<p>Provision of wheeled bins, food waste liners, green recycling bags, red striped waste bags and food caddies</p>	<p>Provide recycling and food waste equipment free of charge, and in a variety of ways to meet customer needs.</p> <p>Provide re-useable, garden waste bags for a small fee. These can be ordered by contacting C2C, if you use these at your property.</p>	<p>If you are unable to attend a local stockist, please order your recycling and food waste equipment for delivery before you run out. This will ensure you can still participate in all services available.</p> <p>Please use all equipment as specified by the Council. Incorrect use may result in a</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>Deliver a limited supply of red striped waste bags 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 set delivery fee.</p> <p>Identify an appropriate local stockist within each electoral area of Cardiff, to 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>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>To not use any verbal or threatening behaviour towards our staff.</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. This may increase in times of high demand</p> <p>Post rolls of bags through your letterbox, where design allows.</p> <p>Leave a delivery note in the following circumstances:</p> <ul style="list-style-type: none"> -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>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.</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</p>
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			<p>will be made. We will send you a letter to allow you to collect your bags</p> <p>Visit your property twice to attempt delivery of chargeable items.</p>
<p>Bulky Waste Collections</p>	<p>Offer a bulky waste collection service, for large items.</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>Provide you with the closest date for collection, in line with demand for the service and resource available. You will be informed of your proposed collection day before any payment is made.</p>	<p>Present your items in line with the terms and conditions agreed to during your booking process.</p> <p>Seek alternative solutions to a bulky waste collection service, in line with the waste hierarchy e.g. provide for re-use, consider repair etc</p> <p>To not use any verbal or threatening behaviour towards our staff.</p>	<p>Collect your items between 6am-4pm 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 update our in cab devices 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>Household Recycling Centres (HRC)</p>	<p>Offer free to access HRCs for all Cardiff residents, with an annual allowance.</p>	<p>To book a slot online or via the Cardiff Gov app before attending site. Bookings can be made via telephone if you are unable to book online.</p>	<p>We will open 7 days/week (excluding Christmas Day and New Year's Day).</p>

	<p>Ask all customers for proof of Cardiff residency at the point of entry and refuse access to those bringing waste from other Local Authority areas.</p> <p>Ask customers to maximise opportunities for recycling and implement a 'no mixed waste' policy to ensure recycling has been maximised.</p> <p>Provide assistance and offer advice to all customers.</p> <p>Maintain service provision 7 days a week (with the exception of Christmas and New Year).</p> <p>Operate a van booking in procedure for those with larger vehicles or bringing in larger volumes of waste. This procedure limits individuals to 10 bookings/year.</p> <p>Update social media where possible, in the case of unexpected needs to close. Make cancellations of bookings, to provide you with an email notification of cancellation where an email address has been provided.</p>	<p>To present your proof of Cardiff residency, and booking confirmation</p> <p>To separate as many items as possible for recycling and follow any safety instructions provided by staff.</p> <p>To not use any verbal or threatening behaviour towards our staff.</p> <p>To use our commercial site at Bessemer Close for Commercial waste, or for any waste that you are unwilling/unable to separate for recycling.</p>	
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<p>Recycling and waste education</p>	<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 app, 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, charities.</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 capacity for non-recyclable waste.</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>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>Organise at least 1 outreach session a month, and inform you where we will be via social media and the website www.keepcardiff tidy.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 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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	<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: - desk based data analysis - on street monitoring</p> <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>Compliments and complaints</p>	<p>Use your feedback to help us to improve our services.</p> <p>If something goes wrong, we will endeavour 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 received 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 respond to 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>

Appendix 5: Outline Actions and Timescale

Headline Action	Current Recycling Performance	59.14% ¹	Timeline
1. Improve Material Quality, and 4. Make use of all available data	Separate glass and other materials pilot work taking place January - May 2022. (Performance increase based on WRAP modelling, see s.5.1.1.)	1.00%	Complete April 2023
	Targeted education and enforcement programme to reduce garden waste contamination and increase recycling (links with 4.1, 4.2, 4.3 of Table 1). For example, the Pink Sticker Campaign/ Student Food Recycling Campaign/Be Mighty Recycle Campaign.	1.00%	Complete April 2023
2. Increase Recycling Participation and Capture	Implement immediate and medium term improvements to Trade to focus on recycling performance: - Reviewing all residual only contracts and only retain customers who sign up to recycling (immediate) - Cease provision of one-off mixed skips – all waste must be segregated into recyclable materials (immediate) - Implement 'One Pass' vehicle to collect three separate streams and comply with Business Waste Regulations. (Performance increase based on WRAP modelling, see section 4.4.2)	3.70%	Complete April 2023
	Review residual waste provision and introduce measures to increase participation in food waste service. (Performance increase based on WRAP modelling, see section 5.2.1)	2.60%	Complete April 2024
3. Increase opportunities to Recycle	Increase range of materials and opportunities to recycle (e.g. AHP, Tetra packs, coffee pods, SDA recycling facilities at hubs/pop up recycling centres)	1.50%	Complete April 2022
	Recently introduced 2 new vehicles to our cleansing fleet that have a split back, to enable the separate collection of recycling from community litter picks. We will continue to build on this to increase more cleansing and enforcement waste.	0.80%	Complete April 2022
6. Encourage and support the prevention, reuse and repair of materials	Supporting Reuse and repair activities, in line with the circular economy vision: Working with Benthyc Cymru/Repair Café Wales; Introducing Reuse facility at Lamby Way HWRC; Working with CLARE Wales to build a Repair Directory	0.50%	Complete April 2022
		70.24%	

¹ **Please note:** Whilst available data has been used to generate the potential percentage increases, the above actions could impact each other. As such, the anticipated increases in performance can only provide an indication as to how we will achieve the 70% recycling performance.

Version 1

City of Cardiff Council Waste Compositional Analysis



Waste composition analysis of kerbside collected and communally collected household waste in Cardiff

Project code: 5130

Research date: April 2021

Date: September 2021

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Our mission is to accelerate the move to a sustainable resource-efficient economy through re-inventing how we design, produce and sell products; re-thinking how we use and consume products; and re-defining what is possible through re-use and recycling.

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Written by Olivia Sweeney & Coralline Dundon



Front cover photography: [Mixed Dry Recycling in Wales]

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Executive summary

Resource Futures conducted a composition analysis of residual waste, recycling, and food for WRAP Cymru Collaborative Change Programme (CCP) and City of Cardiff Council in April 2021. Waste was collected for analysis from a representative sample of properties receiving kerbside waste collections and from a representative sample of properties receiving communal waste collections (flats).

The aim of the composition analysis is to better understand recycling performance in Cardiff, including comparing the performance of properties receiving both service types. The analysis will determine the proportion of residual waste which could have been recycled using existing services.

Using Output Area Classification (OAC), Resource Futures selected two samples:

- A sample of 210 kerbside households, proportionally stratified so that each demographic group was represented according to the same proportions as the wider Cardiff area. The sample included some of the same households included in the 2015 analysis. Waste samples were collected by Resource Futures.
- A sample of 201 properties receiving a communal waste service was selected to reflect their demographic profile across Cardiff. Waste samples were collected by Cardiff Council under Resource Futures supervision.

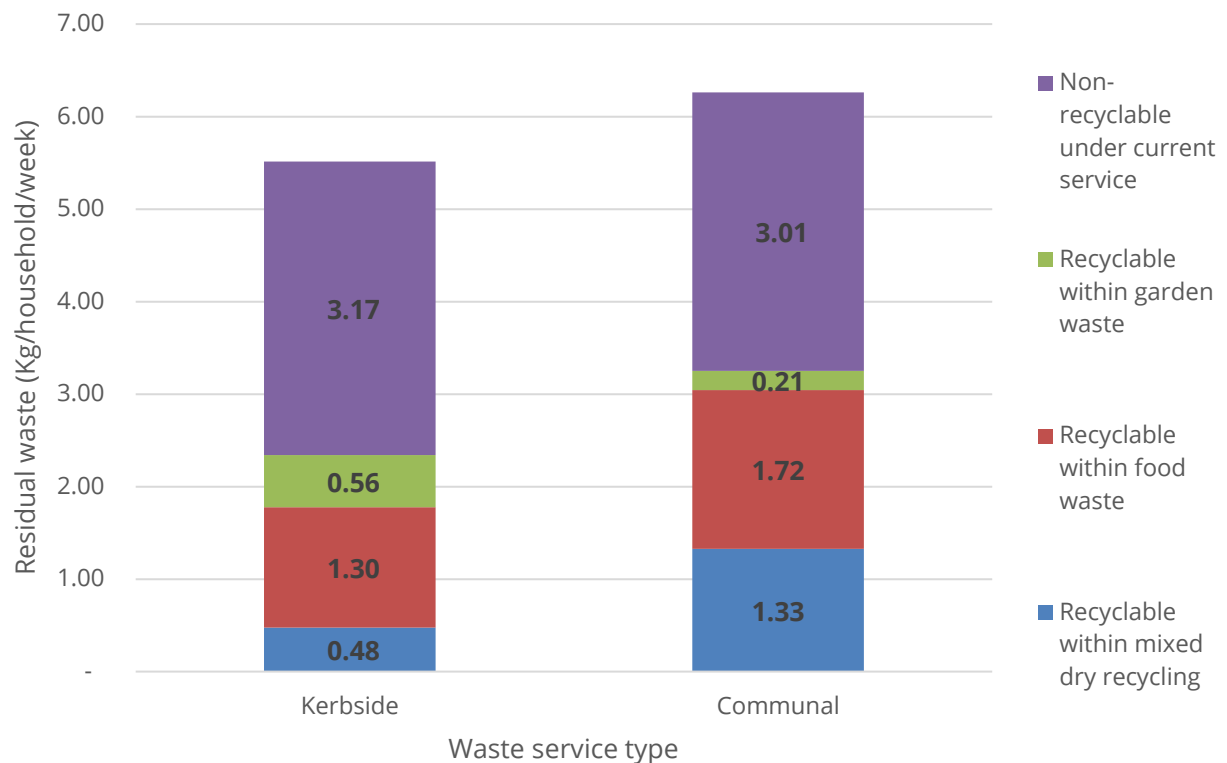
The fieldwork was undertaken at an industrial unit in Cardiff rented by WRAP, where a team of experienced Resource Futures staff analysed the samples of waste to the agreed category list (see Appendix 1). In total 9,803 kilograms of waste was collected and analysed over four weeks of fieldwork, including 4,752 kg residual waste, 3,768 kg dry recycling and 1,263 kg of separately collected food waste.

The overall arising of waste across all waste streams combined from the average household receiving a communal waste service was lower than from the average property receiving a kerbside waste service – 10.91 kg/hh/week and 13.32 kg/hh/week respectively. However, there were clear differences in waste and recycling performance between the properties receiving a kerbside collection service and those receiving a communal collection service, as outlined below.

Residual waste

- A higher amount of residual waste was produced by communal properties (6.26 kg/hh/wk) than properties receiving a kerbside service (5.51 kg/hh/wk). Communal properties residual waste contained a higher proportion of material targeted by the mixed dry recycling, food waste and garden waste collections (51.9% or 3.26 kg/hh/wk) than residual waste collected from the kerbside (42.5% or 2.34 kg/hh/wk), as shown in the figure overleaf.
- Despite the provision of food waste and garden waste services to all households included in the study, the proportion of putrescible waste within all samples analysed remained high for both services. Putrescible waste made up the largest proportion of the residual waste by weight – 39.4% or 2.17 kg/hh/wk at the kerbside and 35.0% or 2.19 kg/hh/wk for properties receiving a communal service. In both cases the most common kerbside recyclable material found was food waste.

- On average 21.2%, or 1.33 kg/hh/wk of the material within the communal residual waste was targeted by the mixed dry recycling collection. At the kerbside, a lower 8.7% of residual waste analysed, or 0.48 kg/hh/wk, was targeted by the mixed dry recycling collection and could have been recycled.



Mixed dry recycling

- Communal properties produced a lower arising of dry recycling (4.1kg/hh/wk) compared to kerbside properties (5.11kg/hh/wk).
- Materials targeted by the mixed dry recycling service were very well captured overall at the kerbside (89%), but less so when collected communal (64%).
- Higher contamination was found within the dry recycling stream for communal serviced properties (41.4%, 1.69 kg/hh/wk), compared to 23.7% (1.21 kg/hh/wk) for kerbside properties.

Food waste

- At the kerbside the arising of separately collected food waste was 2.67 kg/hh/wk. Separately collected food waste arisings were significantly lower for communal properties, just 0.55 kg/hh/wk.
- Communal properties had a much lower capture rate for food waste - 19% compared to 62% for kerbside properties.
- Looking across all waste streams, kerbside properties produced more food waste than those receiving a communal service – 4.2 kg/hh/wk and 2.74 kg/hh/wk respectively.

The overall picture shows that communal properties are performing to a much lower recycling standard than kerbside properties.

Contents

1.0	Introduction	5
1.1	Recycling Service	5
1.1.1	Kerbside Collection	5
1.1.2	Communal Properties Collection	5
1.2	Project Objectives	6
2.0	Methodology	6
2.1	Sample stratification and design	6
2.1.1	Kerbside collected waste sample	7
2.1.2	Communal collected waste	7
2.2	Composition analysis fieldwork	7
2.2.1	Kerbside sample collection	7
2.2.2	Communal sample collection	8
2.2.3	Sorting protocol and waste categorisation	8
2.3	Analysis method	8
2.3.1	Capture rates	8
2.3.2	Extended Producer Responsibility and Deposit Return Scheme	8
3.0	Kerbside waste results	9
3.1	Sample achieved	9
3.2	Set out rates	9
3.3	Composition and arisings of kerbside collected residual waste	9
3.3.1	Absorbent Hygiene Product Waste	12
3.3.2	Other potentially recyclable material	12
3.3.3	Estimated impact of future legislation	12
3.4	Composition and arisings of kerbside collected recycling	13
3.4.1	Estimated impact of future legislation	15
3.5	Composition and arisings of kerbside collected food waste	16
3.6	Capture rates	16
4.0	Communal waste results	19
4.1	Sample achieved	19
4.2	Composition and arisings of communal properties residual waste	19
4.2.1	Other potentially recyclable material	22
4.2.2	Estimated impact of future legislation	22
4.3	Composition and arisings of communal properties recycling	23
4.3.1	Estimated impact of future legislation	25
4.4	Composition and arisings of communal properties food waste	26
4.5	Capture rates	26
6.0	Conclusion	29
	Appendix 1 Cardiff kerbside and communal properties recycling service	31
	Appendix 2 Potential impact of EPR and DRS schemes	34

Figures

Figure 1: Recyclable material within kerbside residual waste **Error! Bookmark not defined.**

Figure 2: Recyclable material within communal properties residual waste.. **Error! Bookmark not defined.**

Figure 3: Residual waste composition in Cardiff kerbside properties (%) 10

Figure 4: Recyclable material within residual waste 12

Figure 5: Recycling composition by percentage weight 15

Figure 6: Capture rates of recyclable material (%) 18

Figure 7: Residual waste composition in Cardiff communal properties (%) 20

Figure 8: Recyclable material within communal properties residual waste..... 22

Figure 9: Recycling composition by percentage weight 25
 Figure 10: Capture rates by target material (%)..... 28

Tables

Table 1: OAC Demographic profile for Cardiff Council - kerbside properties & flats 6
 Table 2: Fieldwork schedule 7
 Table 3: Set out rates 9
 Table 4: Residual waste composition by percentage weight and arisings in kg/hh/wk..... 10
 Table 5: Arising of material targeted by existing recycling service within residual waste 11
 Table 6: Summary of potential impact of EPR and DRS schemes on residual waste 13
 Table 7: Recycling waste composition by percentage weight and arisings in kg/hh/wk 14
 Table 8: Summary of potential impact of EPR and DRS schemes on mixed dry recycling..... 15
 Table 9: Food waste composition by percentage weight and arisings in kg/hh/wk..... 16
 Table 10: Capture rates by target material (%)..... 17
 Table 11: Sample achieved 19
 Table 12: Residual waste composition by percentage weight and arisings in kg/hh/wk 20
 Table 13: Arising of material targeted by existing recycling service within residual waste.... 21
 Table 14: Summary of potential impact of EPR and DRS schemes on residual waste 23
 Table 15: Recycling waste composition by percentage weight and arisings in kg/hh/wk..... 24
 Table 16: Summary of potential impact of EPR and DRS schemes on mixed dry recycling... 25
 Table 17: Food waste composition by percentage weight and arisings in kg/hh/wk 26
 Table 18: Capture rates by target material (%)..... 27
 Table 19: Kerbside and Communal properties recycling service 31
 Table 20: EPR and DRS Impact 34

Acknowledgements

We would like to thank City of Cardiff Council for their assistance in delivering this project.

1.0 Introduction

Resource Futures was commissioned by the WRAP Cymru CCP team to conduct a waste composition analysis of kerbside collected and communally collected waste for City of Cardiff Council (Cardiff Council). The analysis included residual waste, dry recycling and food waste, and was undertaken over the full collection cycle. The kerbside collected waste compositional analysis took place from 23rd -March to 3rd April 2021. The communal properties waste compositional analysis took place from 6th April to 16th April 2021. This report presents the results of both analyses.

1.1 Recycling Service

1.1.1 Kerbside Collection

Cardiff Council provides a comprehensive kerbside collection service to its residents using a mixture of containers and bags for different materials.

Dry recycling is collected from residents weekly using green single use plastic bags. Materials accepted in the green recycling bag include:

- Recyclable paper,
- Recyclable card,
- Plastic bottles, pots, tubs and trays, and,
- Tins, cans, empty aerosols and clean foil.

Glass is usually collected in a blue bin, but residents had temporarily been instructed to include glass in the green bags. This was due to COVID 19 impacting staffing levels, and consequently the collection service in Cardiff.

Food waste is collected weekly using an outdoor caddy.

Residual waste is collected fortnightly in either red striped bags or 140L black wheelie bins, which must have the lid closed to be collected. An optional fortnightly service for absorbent hygiene products waste is also available to residents on the opposite week to the residual week. Hygiene products are accepted within the normal residual waste too.

An optional garden waste service is offered by Cardiff Council. The service does not operate in the winter months and garden waste containers (240 L green wheel bins or white sacks) are chargeable.

A full list of materials and items accepted for recycling within each stream is given in Appendix 1.

1.1.2 Communal Properties Collection

Residents living in flats in Cardiff are provided with a very similar service to that offered to kerbside properties, with additional communal containment.

Dry recycling is collected from residents weekly, green bags are provided to households, and these must be placed in the communal green bin (660L-1100L). Food waste is also collected weekly. Caddy liners are provided to households and food waste is placed in communal brown 240L food waste bin for collection. Garden Waste collections are provided to

communal properties with gardens – garden waste must be placed unbagged into green 240L wheeled bins provided.

An optional service for hygiene products is offered to be collected in yellow bags, this is a fortnightly service, on the opposite week to residual collection. Hygiene products are accepted within the normal residual waste too.

A full list of materials and items accepted for recycling within each stream is given in Appendix 1.

1.2 Project Objectives

The aim of the composition analysis is to better understand recycling performance in Cardiff, particularly the difference in performance between the kerbside collected and communally collected waste services. The analysis will determine the proportion of residual waste which could have been recycled using existing services.

2.0 Methodology

2.1 Sample stratification and design

Output Area Classification (OAC) demographic system from the Office of National Statistics (ONS) was used to create a demographic profile of Vale of Glamorgan population, which was used to stratify the sample. This was the same methodology as used in the Welsh National composition analysis study in 2015.

The OAC data was combined with accommodation type data based on the 2011 Census available for the ONS to determine the profile of communal properties in Wales. Data was matched by Output Area. The data suggested that flats account for 26% of households in Cardiff.

The demographic profile of all properties in Cardiff is shown in the table below, as well as the demographic profile of flats in Cardiff.

Table 1: OAC Demographic profile for Cardiff Council - kerbside properties & flats

OAC Super group	OAC Supergroup title	Demographic profile (All housing types)	Demographic profile (Flats only)
1	Rural Residents	0.1%	0.0%
2	Cosmopolitans	15.0%	34.3%
3	Ethnicity central	4.7%	13.3%
4	Multicultural metropolitans	14.7%	11.7%
5	Urbanites	23.3%	19.6%
6	Suburbanites	19.5%	2.6%
7	Constrained City Dwellers	8.2%	13.6%
8	Hard pressed living	14.5%	5.0%
Total		100.0%	100.0%

2.1.1 Kerbside collected waste sample

Collection round data was provided by Cardiff Council. Individual postcodes were then profiled by OAC Supergroup to allow for selection of appropriate streets and houses for inclusion in the study.

A demographically representative sample of 210 household was selected, including some of the properties used during the Welsh National composition analysis study in 2015 to maximise comparability. The household sample was proportionally stratified so the proportion of households in each OAC supergroup stratum is the same as the overall authority profile.

The target number of households selected within each OAC group is shown in section 3.1.

Resource Futures created a detailed sample plan and paperwork identifying which households should be included in the overall sample frame.

2.1.2 Communal collected waste

Collection round data was provided by Cardiff Council and used to create a list of suitable communal properties which could be included in the study. Appropriate properties with communal waste arrangements were chosen based on OAC group. Care was taken to identify properties where waste could be clearly attributed to the correct number of households to enable accurate arising calculations. The type of communal properties was not considered (i.e., private vs social vs sheltered accommodation). A demographically representative sample of communal properties totalling 200 households was selected. The sample was non-proportionally stratified and results were weighted to match the overall communal properties profile.

The target number of households selected within each OAC group is shown in section 4.1.

2.2 Composition analysis fieldwork

The composition analysis fieldwork took place over 10 days for kerbside properties and 10 days for communal properties, to ensure the full collection cycle was included for each type of service. The fieldwork commenced on 23rd March 2021 and ended on 18th April 2021. Table 2 below shows the fieldwork schedule.

Table 2: Fieldwork schedule

Week starting	Streams Collected and Sorted	Service Type
23rd March	Residual, dry recycling and food waste	Kerbside
30th March	Recycling and food waste	Kerbside
6th April	Residual, dry recycling and food waste	Communal
13th April	Recycling and food waste	Communal

2.2.1 Kerbside sample collection

A Resource Futures site manager, collection vehicle driver and loader collected all waste samples during the fieldwork. The collection team was provided with a detailed daily collection list. The regular collection crews at Cardiff Council were briefed about the work

and were instructed not to visit certain streets each day until the sample collection had been completed. All waste was collected on the regular collection day.

2.2.2 Communal sample collection

Collections of residual waste and mixed dry recycling from communal bins were undertaken by Cardiff Council using an RCV and supervised by a Resource Futures collections supervisor. Food waste was collected by Resource Futures. The collection team was provided with a detailed daily collection list. All waste was collected on the regular collection day.

2.2.3 Sorting protocol and waste categorisation

Once collected, samples were delivered to a rented industrial unit in Cardiff. All collected waste was analysed and categorised into the agreed category list. Weights were obtained for each category of material using digitally calibrated scales. The disposal of sorted waste was arranged by Cardiff Council staff at Lamby Way with material being kept separate for recycling.

2.3 Analysis method

The material weights recorded during the composition analysis fieldwork were inputted into tailored MS Excel files, and all data values were quality checked to ensure accuracy. The report focuses on the main category level findings. More detail can be found in the accompanying MS Excel files.

Percentage composition was calculated by weight for each kerbside and communal demographic group level sample. The results from each demographic group were combined proportionally as a weighted average to calculate the overall composition. The average household arisings in kilograms per household per week (kg/hh/wk) were calculated for each material category by demographic group and as a whole.

The proportion of material in the residual waste which could be recycled at the kerbside was calculated, as well as the contamination levels of the recycling streams, according to the Cardiff Council material acceptance policies for each material stream. Nappy waste has not been included as recycling in the analysis as this waste stream is not currently sent for recycling.

2.3.1 Capture rates

Capture rates is defined as how much targeted recyclable material is found in the recycling as opposed to the residual (%). For example, if we measured 10kg of newspaper in the residual waste and 90kg in the recycling, this would result in a 90% capture rate.

2.3.2 Extended Producer Responsibility and Deposit Return Scheme

Future legislation such as Extended Producer Responsibility (EPR) and Deposit Return Scheme (DRS) is currently under consultation and is likely to come into play in the next few years, with potentially significant impact for local authority services.

There are currently two options being considered for the implementation of DRS: 'All In' – included items such as glass, plastic and metal beverage containers of all sizes

'On the Go' which only includes single (<750ml) size plastic, metal and glass beverage containers.

There are immediate and future plans for EPR schemes. The imminent proposal includes packaging waste. The future scheme could cover items such as textiles and building waste.

The material analysed was classified in a way which allowed an estimation of the potential impact of these schemes to be calculated. Full details of materials included in these schemes can be found in Appendix 2.

Please note that figures are accurate to one decimal point and where the table or chart sums do not add to 100% this is due to rounding in MS Excel.

3.0 Kerbside waste results

In total 5,574 kilograms of waste was collected from 210 kerbside households over 10 days, including 2,316 kg residual waste (of which 42kg was separately collected nappy and hygiene waste) 2,138 kg mixed dry recycling and 1,120 kg food waste.

3.1 Sample achieved

All collections were undertaken as planned, including waste from 210 households in the desired proportions.

3.2 Set out rates

The set out for week one and week two for each waste stream included in the analysis is shown in Table 3 below.

Table 3: Set out rates

Set out rate	Residual waste	Recycling	Food waste
Week 1	100.0%	94.8%	72.9%
Week 2	N/A	86.5%	71.9%

As shown in the table above there is variation in usage of both recycling service and food waste service between the first and second week of the collection cycle. Although the participation remained high, the recycling and food waste service was slightly less well used in the second week of the collection cycle.

3.3 Composition and arisings of kerbside collected residual waste

The average kerbside household residual waste arising was 5.51 kg/household/week.

Full detailed findings at demographic group and sub-category level are shown in the accompanying MS Excel files.

The composition and arisings from the analysis are shown in Table 4 and Figure 3.

Table 4: Residual waste composition by percentage weight and arisings in kg/hh/wk

Material category	Composition (%)	Arisings (Kg/HH/wk)
Number of households in sample	210	
1. Paper and Card	9.6%	0.53
2. Plastic Film	6.9%	0.38
3. Dense Plastic	4.7%	0.26
4. Textiles	6.6%	0.36
5. Other Combustible	17.6%	0.97
6. Other Non-Combustible	4.8%	0.27
7. Glass	3.1%	0.17
8. Putrescibles	39.4%	2.17
9. Ferrous Metal	1.7%	0.09
10. Non-Ferrous Metal	1.0%	0.06
11. WEEE	2.0%	0.11
12. Potentially Hazardous	0.9%	0.05
13. Fines	1.6%	0.09
14. Council Issued Sacks	0.1%	0.00
Total	100.0%	5.51

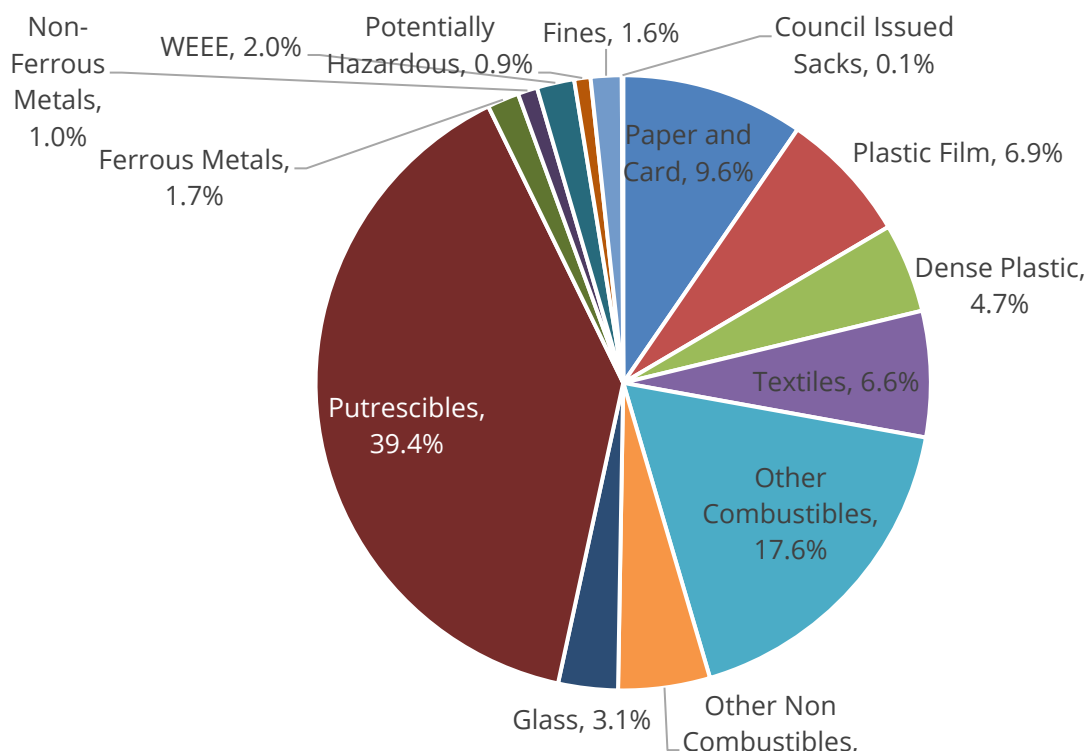


Figure 1: Residual waste composition in Cardiff kerbside properties (%)

Putrescible waste made up the largest proportion of the residual waste by weight, 39.4% of residual waste analysed or 2.17 kg/hh/wk. The majority of this material was food waste

(23.6%, 1.30 kg/hh/wk), of which 16.1% was classified as edible, 1.8% as potentially edible and 5.6% as inedible. Cooking fats and liquids found within food and drink containers accounted for 1% of residual waste and other organic material (mainly pet excrement) accounted for 4.6% of residual waste. Garden waste and soil accounted for 3.8% and 6.4% respectively.

Other combustible materials accounted for 17.6% and included items such as nappies (5.4%), other absorbent hygiene products (2.4%) as well as wood and cork (3.6%).

Paper and card accounted for 9.6% (0.53 kg/hh/wk) of residual waste analysed. While the majority of the material was tissues, paper towels and kitchen roll (4.6%), 3.7% could have been recycled at the kerbside had it been placed in the correct container by residents.

The total proportion of material by percentage weight which could have been recycled using the existing kerbside services (mixed dry recycling, food waste and garden waste collections) was 42.5%. The average weekly household arisings of kerbside recyclable material in the residual stream was 2.34 kg/hh/wk.

The overall proportion and arising of kerbside recyclable materials found within the kerbside residual waste stream are shown in Table 5 and Figure 4.

Table 5: Arising of material targeted by existing recycling service within residual waste

Composition of residual waste	Composition (%)	Arisings (Kg/HH/wk)
Dry Recycling	8.7%	0.48
Food Waste	23.6%	1.30
Garden Waste	10.2%	0.56
Non-recyclable at the kerbside	57.5%	3.17
Total	100.0%	5.51

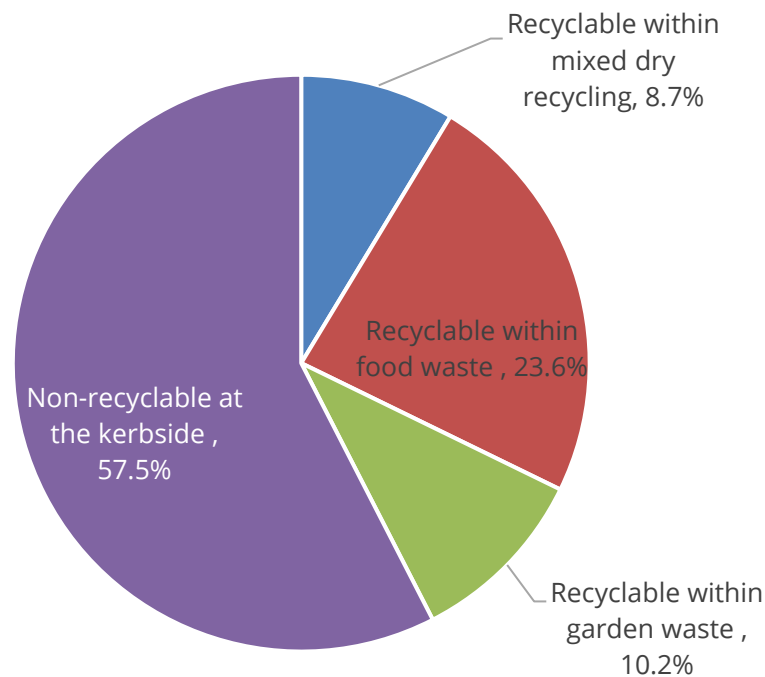


Figure 2: Recyclable material within residual waste

3.3.1 Absorbent Hygiene Product Waste

Cardiff Council offers residents a kerbside collection for absorbent hygiene products (AHP) waste on the second week of the collection cycle to allow residents to dispose of these materials weekly. The material was separately collected and analysed on the second week of the analysis to quantify its arising. As the AHP waste is not currently sent for recycling, it has been included within the residual figures in Table 4 above.

The arising of separately collection AHP waste in the Cardiff Council area was 0.20kg/hh/wk, of which the majority was nappies, 0.16 kg/hh/wk. It should be noted that this service was only used by residents in OAC 6, 7 and 8.

3.3.2 Other potentially recyclable material

A number of materials with recycling potential but not currently recyclable within the kerbside recycling service were also found within the residual waste. Overall, 7.3% of residual waste analysed (including textiles and WEEE) was recyclable through other routes.

Recyclable textiles, which include clothing, shoes, bags and household linens made up 5.3 % or 0.29 kg/hh/wk. This material could have been recycled either at the HWRC or through other textile recycling or reuse options such as textile banks, charity shops and door to door charity collections.

WEEE across all categories account for 2.0% of residual waste or 0.11 kg/hh/wk, should not be disposed of within the residual waste stream and could have been recycled at the HWRCs.

3.3.3 Estimated impact of future legislation

Future legislation such as Extended Producer Responsibility (EPR) and Deposit Return Scheme (DRS) is currently under consultation and is likely to come into play in the next few years, with potentially significant impact for local authority services.

There are currently two options being considered for the implementation of DRS:

- 'All In' – included items such as glass, plastic and metal beverage containers of all sizes
- 'On the Go' which only includes single (<750ml) size plastic, metal and glass beverage containers.

There are immediate and future plans for EPR schemes. The imminent proposal includes packaging waste. The future scheme could cover items such as textiles and building waste.

Table 6 below summarises the potential impact of these schemes.

Table 6: Summary of potential impact of EPR and DRS schemes on residual waste

Composition of residual waste	Composition (%)	Arisings (Kg/HH/wk)
Materials potentially impacted by EPR (packaging)	14.2%	0.78
Materials potentially impacted by EPR long term (Textiles & building materials)	11.7%	0.64
Materials potentially impacted by 'All in' DRS scheme	1.3%	0.07
Materials potentially impacted by 'On-the-go' DRS scheme	0.8%	0.04

The table above shows that up to 1.3% of residual waste could fall within the proposed DRS scheme – 1.3% for the 'All in' scheme or 0.8% for the 'on the go' scheme.

The table above shows that 14.2% of the residual waste is packaging and could be impacted by the packaging EPR scheme. The future, broader scheme could potentially apply to a further 11.7% of the residual stream.

3.4 Composition and arisings of kerbside collected recycling

The composition findings and arising calculations from the analysis are shown in Table 7 and Figure 5

Table 7: Recycling waste composition by percentage weight and arisings in kg/hh/wk

Material category	Composition (%)	Arisings (Kg/HH/wk)
Number of households in sample	210	
1. Paper and Card	37.2%	1.90
2. Plastic Film	3.5%	0.18
3. Dense Plastic	13.7%	0.70
4. Textiles	0.8%	0.04
5. Other Combustible	3.3%	0.17
6. Other Non-Combustible	0.5%	0.03
7. Glass	27.6%	1.41
8. Putrescibles	5.0%	0.26
9. Ferrous Metal	3.3%	0.17
10. Non-Ferrous Metal	3.2%	0.16
11. WEEE	0.2%	0.01
12. Potentially Hazardous	0.3%	0.02
13. Fines	0.4%	0.02
14. Council Issued Sacks	1.1%	0.05
Total	100.0%	5.11

Paper and card accounted for the highest proportion of the mixed dry recycling analysed, 37.2%, of which 31.6% was recyclable paper and card. Of the remaining 5.6% which was not targeted for recycling, 2.5% was tissues and kitchen roll.

Glass accounted for 27.6% of the mixed dry recycling analysed, of which all but 0.5% was recyclable glass bottles and jars. On average, 21.8% of the recycling analysed was glass beverage containers.

Dense plastic accounted for 13.7% of the mixed dry recycling analysed this included 6.9% plastic bottles, 4.6% plastic pots, tubs and trays (PTTs) and 2.3% other dense plastic items not targeted by the recycling scheme. A further 3.5% of plastic film was also found within the mixed dry recycling.

The overall contamination level of the recycling analysed was significant - 23.7% or 1.21 kg/hh/wk of the material analysed was not targeted by the scheme. As well as the non-recyclable items mentioned above, the contamination included 4.0% solid food waste and 4.9% liquid food and drink waste.

Full detailed findings at demographic group and sub-category level are shown in the accompanying MS Excel files.

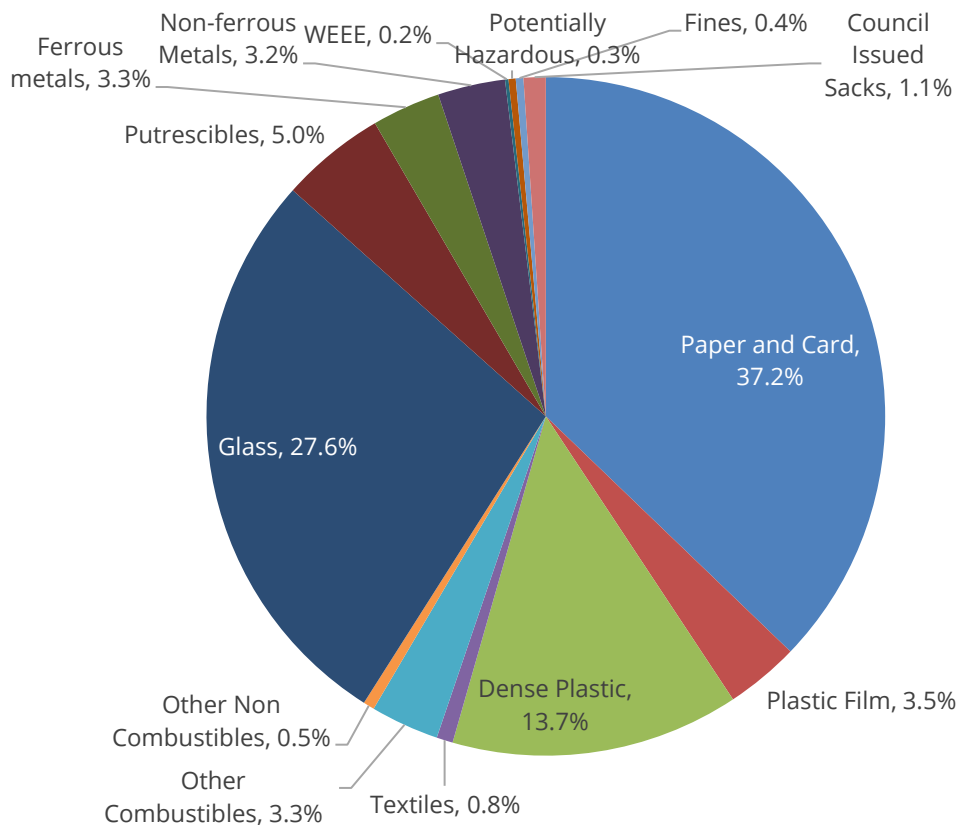


Figure 3: Recycling composition by percentage weight

3.4.1 Estimated impact of future legislation

As mentioned in Section 3.3.3 above, the impact of upcoming EPR and DRS legislation on local authority collected waste has been estimated and is shown in Table 8 below.

Table 8: Summary of potential impact of EPR and DRS schemes on mixed dry recycling

Composition of residual waste	Composition (%)	Arisings (Kg/HH/wk)
Materials potentially impacted by EPR (packaging)	71.6%	3.66
Materials potentially impacted by EPR long term (Textiles & building materials)	1.5%	0.08
Materials potentially impacted by 'All in' DRS scheme	27.1%	1.38
Materials potentially impacted by 'On-the-go' DRS scheme	16.2%	0.83

The table above shows that up to 27.1% of mixed dry recycling could fall within the proposed DRS scheme – 27.1% for the 'All in' scheme or 16.2% for the 'on the go' scheme.

The table above shows that 71.6% of the mixed dry recycling analysed was classified as packaging and could be impacted by the packaging EPR scheme. The future, broader scheme could potentially apply to a further 1.5% of mixed dry recycling.

3.5 Composition and arisings of kerbside collected food waste

The composition and arisings of kerbside collected food waste in Cardiff are shown in Table 9 below.

Table 9: Food waste composition by percentage weight and arisings in kg/hh/wk

Material category	Composition (%)	Arisings (Kg/HH/wk)
Number of households in sample	210	
Inedible food waste	43.0%	1.15
Potentially edible food waste	12.3%	0.33
Edible food waste	37.8%	1.01
Cooking fat	0.0%	0.00
Liquids	0.0%	0.00
Other organic	3.0%	0.08
Other putrescibles	0.3%	0.01
Other waste	0.9%	0.02
Fines	2.7%	0.07
Total	100.0%	2.67
Contamination	7%	0.19

On average 93.0% of the food waste analysed was categorised as food waste– inedible food waste accounted for 43.0%, edible food waste accounted for 37.8% and potentially edible food waste accounted for 12.3% of material analysed.

A further 7.0% of the material analysed was not food waste. Other organic matter (mostly pet excrement) was also found within the food waste, as well as a small amount of garden waste (0.3%).

Other materials were found which were probably used to contain the food waste such as kitchen roll and tissues (0.6%), paper and card-based food packaging (0.1%) or carrier bags (0.1%). On average 2.7% of food waste was smaller than 10mm and classified as fines.

3.6 Capture rates

The capture rate (see 2.3.1 for description) for materials targeted by the food waste and mixed dry recycling services are shown in Table 10 and Figure 6.

Materials targeted by the dry recycling service were well captured overall, with 89% of items targeted by the service being found within the mixed dry recycling.

Glass was captured in 94% of cases – this included beverage containers, with 97% of recyclable material ending up in the mixed dry recycling and non-beverage glass bottles and jars which were slightly less well captured, 87%.

The overall capture rate for paper and card categories was 89% - corrugated card and food and drink cartons were best captured (94% and 90% respectively), while thin card (for example cereal boxes) was least well captured (84%).

The overall capture rate for metals was 66%. Non-ferrous drink cans were the best captured material (90%), while aluminium foil (which also included foil trays) was poorly captured at just 32%.

Overall, 62% of food waste was captured by the food waste service. Inedible food waste, and potentially edible food waste were all well captured, edible food waste had the lowest capture rate.

Table 10: Capture rates by target material (%)

Category	Subcategory	Capture Rate
Paper and Card	Recyclable paper packaging	85%
	Recyclable paper non-packaging	89%
	Thin card packaging	84%
	Thin card non-packaging	83%
	Corrugated card packaging	94%
	Food and drink cartons	90%
Dense Plastic	Plastic bottles	90%
	Plastic pots, tubs and trays	77%
Glass	Glass beverage containers	97%
	Glass non-beverage bottles and jars	87%
Food Waste	Inedible food waste	78%
	Potentially edible food waste	75%
	Edible food waste	49%
Metals	Ferrous tins	87%
	Ferrous aerosols	66%
	Non-ferrous drinking cans	90%
	Non-Ferrous aerosols	73%
	Aluminium foil	32%
	Mixed dry recycling capture rate	89%
	Food waste capture rate	62%

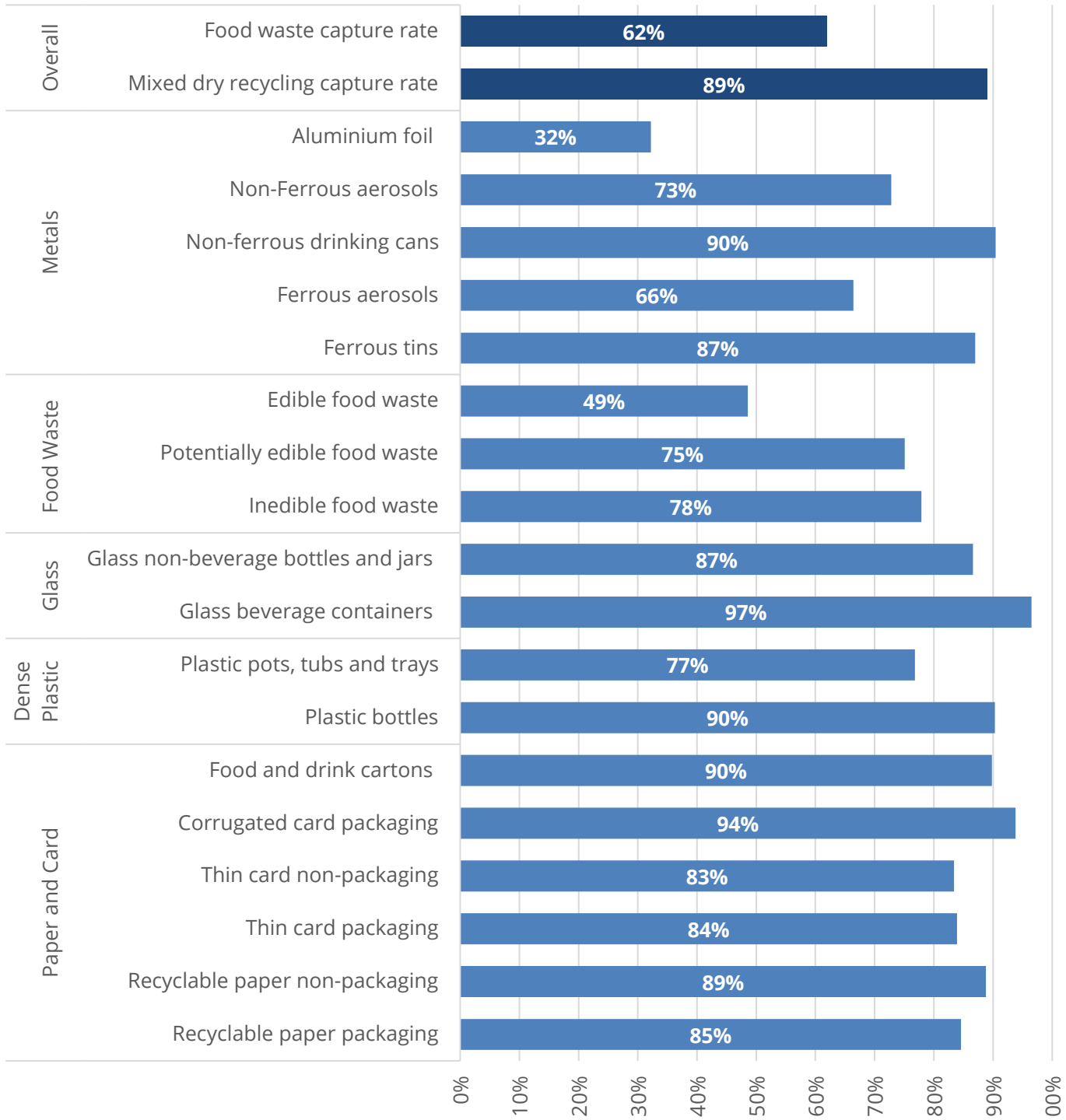


Figure 4: Capture rates of recyclable material (%)

4.0 Communal waste results

In total 4,229 kilograms of was collected from 209 communal properties over 10 days, including 2,436kg residual waste, 1,630kg recycling and 163 kg food.

4.1 Sample achieved

During collections, the Resource Futures collections supervisor identified that some of the blocks selected for inclusion in the analysis shared their waste containers with other neighbouring properties. Where this was identified, all waste containers were collected, and the number of properties adjusted to ensure that the collected waste came from a known number of households and enable accurate arising calculation.

The above led to some variation in the sample achieved compared to the planned sample, as shown in Table 11 below. As waste from each demographic group was sampled and analysed separately, the results were weighted to ensure they were representative of Cardiff's overall flats population.

Table 11: Sample achieved

OAC Super group	OAC Supergroup title	Target household numbers	Achieved household numbers
1	Rural Residents	0	0
2	Cosmopolitans	48	48
3	Ethnicity central	24	27
4	Multicultural metropolitans	25	42
5	Urbanites	39	39
6	Suburbanites	0	0
7	Constrained City Dwellers	64	53
8	Hard pressed living	0	0
	Total	200	209

4.2 Composition and arisings of communal properties residual waste

The composition and arisings of communal properties residual waste in Cardiff are shown in Table 12 and Figure 7 below.

Table 12: Residual waste composition by percentage weight and arisings in kg/hh/wk

Material category	Composition (%)	Arising (kg/hh/wk)
Number of households in sample	209	
1. Paper and Card	13.1%	0.82
2. Plastic Film	4.5%	0.28
3. Dense Plastic	7.1%	0.44
4. Textiles	4.1%	0.26
5. Other Combustible	17.2%	1.08
6. Other Non-Combustible	3.6%	0.22
7. Glass	7.2%	0.45
8. Putrescibles	35.0%	2.19
9. Ferrous Metal	3.1%	0.19
10. Non-Ferrous Metal	1.8%	0.11
11. WEEE	0.6%	0.04
12. Potentially Hazardous	0.6%	0.04
13. Fines	2.0%	0.12
14. Council Issued Sacks	0.2%	0.01
Total	100.0%	6.26

The average communal waste household's residual waste arising was 6.26 kg/household/week.

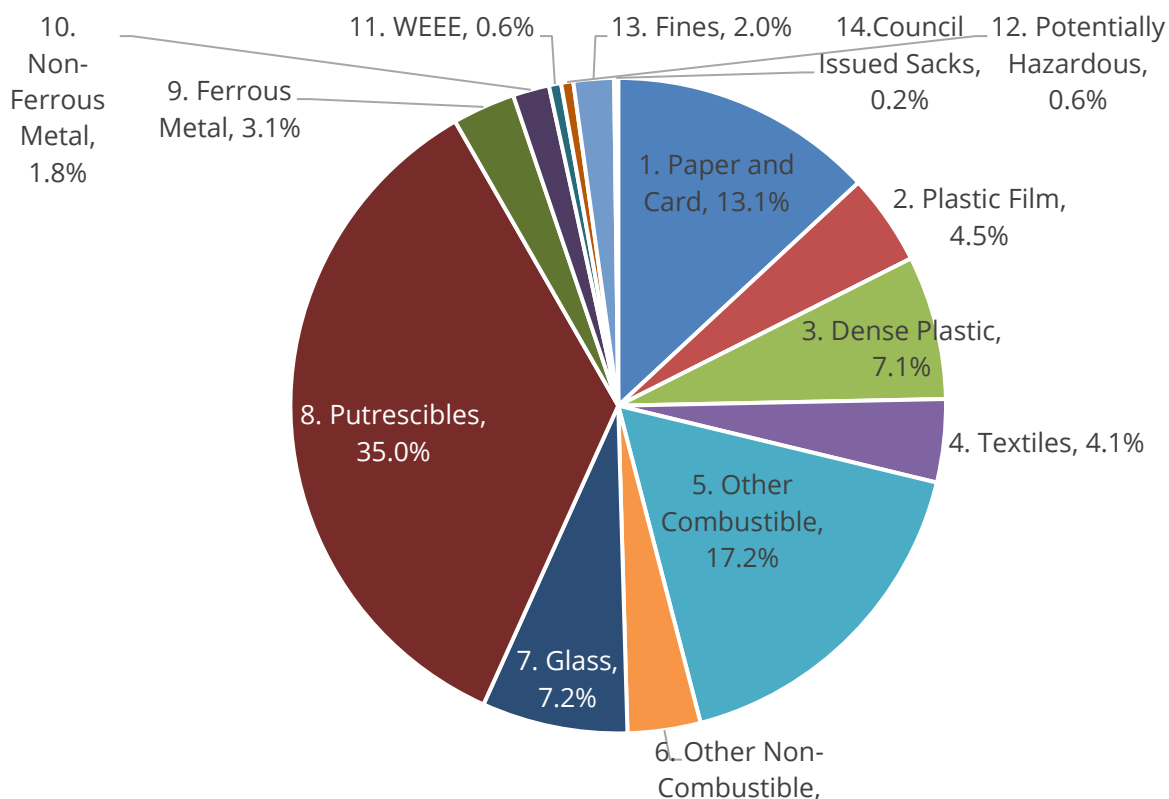


Figure 5: Residual waste composition in Cardiff communal properties (%)

Putrescible waste made up the largest proportion of the residual waste by weight, 35.0% of residual waste analysed or 2.19 kg/hh/wk. The majority of this material was food waste (27.4%, 1.72 kg/hh/wk), of which 18.9% was classified as edible, 1.6% as potentially edible and 7.0% as inedible. Liquids found within food and drink containers accounted for 1.9% of residual waste and other organic material (mainly pet excrement) accounted for 2.4% of residual waste. Garden waste and soil accounted for 1.6% and 1.7% respectively.

Other combustible materials accounted for 17.2% and was mainly composed of carpet and underlay (6.7%). The vast majority of this carpet was found in a single bin store where it weighed over 100kg. Though this is not typical behaviour and maybe skewing results, it is not uncommon to see bulky items disposed of with communal bins. Other combustible materials also included items such as nappies (1.7%), other absorbent hygiene products (1.1%) as well as wood and cork (1.7%) and furniture (1.0%).

Paper and card accounted for 13.1% (0.82 kg/hh/wk) of residual waste analysed. While the majority of the material could have been recycled using the existing recycling facilities (7.4%), the category also includes non-recyclable elements such as 3.7% of non-recyclable paper towels and kitchen roll.

The total proportion of material by percentage weight which could have been recycled using the existing kerbside services (communal mixed dry recycling, communal food waste and communal garden waste collections) was 51.9%. The average weekly household arisings of kerbside recyclable material in the residual stream was 3.25 kg/hh/wk.

The overall proportion and arising of communal properties collected recyclable materials within the residual waste stream are shown in Table 13 and Figure 8 below.

Table 13: Arising of material targeted by existing recycling service within residual waste

Composition of residual waste	Composition (%)	Arisings (Kg/HH/wk)
Dry Recycling	21.2%	1.33
Food Waste	27.4%	1.72
Garden Waste	3.3%	0.21
Non-recyclable at the kerbside	48.1%	3.01
Total	100.0%	6.26

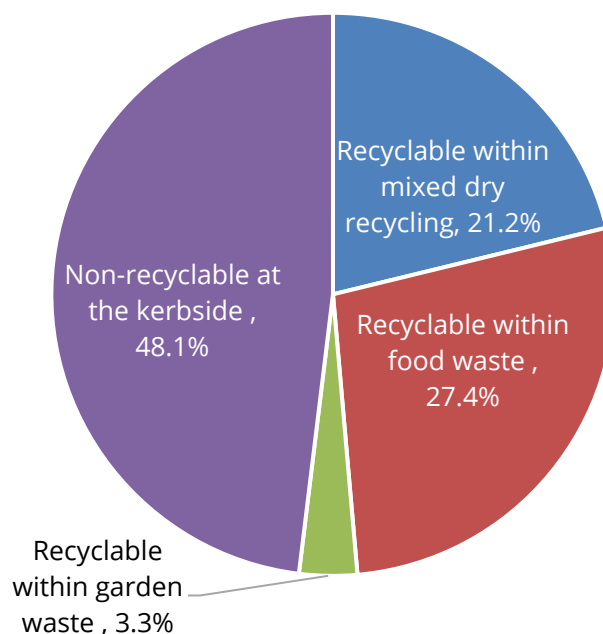


Figure 6: Recyclable material within communal properties residual waste

4.2.1 Other potentially recyclable material

A number of materials with recycling potential but not currently recyclable within the kerbside recycling service were also found within the residual waste. Overall, 2.6% of residual waste analysed (including textiles and WEEE) was recyclable through other routes.

Recyclable textiles, which include clothing, shoes, bags and household linens made up 2.0% or 0.13 kg/hh/wk. This material could have been recycled either at the HWRC or through other textile recycling or reuse options such as textile banks, charity shops and door to door charity collections.

WEEE across all categories accounted for 0.6% of residual waste or 0.03 kg/hh/wk, should not be disposed of within the residual waste stream and could have been recycled at HWRC.

Full detailed findings at demographic group and sub-category level are shown in the accompanying MS Excel files.

4.2.2 Estimated impact of future legislation

Future legislation such as Extended Producer Responsibility (EPR) and Deposit Return Scheme (DRS) is currently under consultation and is likely to come into play in the next few years, with potentially significant impact for local authority services.

There are currently two options being considered for the implementation of DRS:

- 'All In' – included items such as glass, plastic and metal beverage containers of all sizes
- 'On the Go' which only includes single (<750ml) size plastic, metal and glass beverage containers.

There are immediate and future plans for EPR schemes. The imminent proposal includes packaging waste. The future scheme could cover items such as textiles and building waste.

Table 14 below summarises the potential impact of these schemes.

Table 14: Summary of potential impact of EPR and DRS schemes on residual waste

Composition of residual waste	Composition (%)	Arisings (Kg/HH/wk)
Materials potentially impacted by EPR (packaging)	25.2%	1.58
Materials potentially impacted by EPR long term (Textiles & building materials)	13.6%	0.85
Materials potentially impacted by 'All in' DRS scheme	6.8%	0.42
Materials potentially impacted by 'On-the-go' DRS scheme	1.6%	0.10

The table above shows that up to 6.8% of residual waste could fall within the proposed DRS scheme – 6.8% for the 'All in' scheme or 1.6% for the 'on the go' scheme.

The table above shows that 25.2% of the residual waste is packaging and could be impacted by the packaging EPR scheme. The future, broader scheme could potentially apply to a further 13.6% of the residual stream.

4.3 Composition and arisings of communal properties recycling

The composition findings and arising calculations from the analysis are shown in Table 15 and Figure 9.

Table 15: Recycling waste composition by percentage weight and arisings in kg/hh/wk

Material category	Percentage composition	Arising kg/hh/wk
Number of households in sample	209	
1. Paper and Card	28.0%	1.15
2. Plastic Film	3.1%	0.13
3. Dense Plastic	11.0%	0.45
4. Textiles	7.1%	0.29
5. Other Combustible	6.0%	0.25
6. Other Non-Combustible	0.9%	0.04
7. Glass	21.4%	0.88
8. Putrescibles	13.4%	0.55
9. Ferrous Metal	3.0%	0.12
10. Non-Ferrous Metal	2.5%	0.10
11. WEEE	1.2%	0.05
12. Potentially Hazardous	0.4%	0.01
13. Fines	1.0%	0.04
14. Council Issued Sacks	1.1%	0.05
Total	100.0%	4.10

The overall contamination level of the recycling analysed was very significant – 41.4% or 1.69 kg/hh/wk of the material analysed was not targeted by the scheme. One of the samples analysed contained 64.8% non-target material, including nearly 25kg of furniture and 48kg of clothing. Though this is not typical behaviour and maybe skewing results, it is not uncommon to see bulky items disposed of with communal bins.

Paper and card accounted for the highest proportion of the mixed dry recycling analysed, 28.0%, of which 24.4% was recyclable paper and card. The remaining 3.6% was not targeted for recycling.

Glass accounted for 21.4% of the mixed dry recycling analysed, of which all but 1.2% was recyclable glass bottles and jars. On average, 15.9% of the recycling analysed was glass beverage containers.

Putrescible waste was a major contaminant of the mixed dry recycling – 13.4%. The contamination included 11.4% solid food waste and 1.0% liquid food and drink waste.

Dense plastic accounted for 11.0% of the mixed dry recycling analysed this included 5.8% plastic bottles, 3.2% plastic pots, tubs and trays (PTTs) and 1.9% other dense plastic items not targeted by the recycling scheme. A further 3.1% of plastic film was also found within the mixed dry recycling.

Full detailed findings at demographic group and sub-category level are shown in the accompanying MS Excel files.

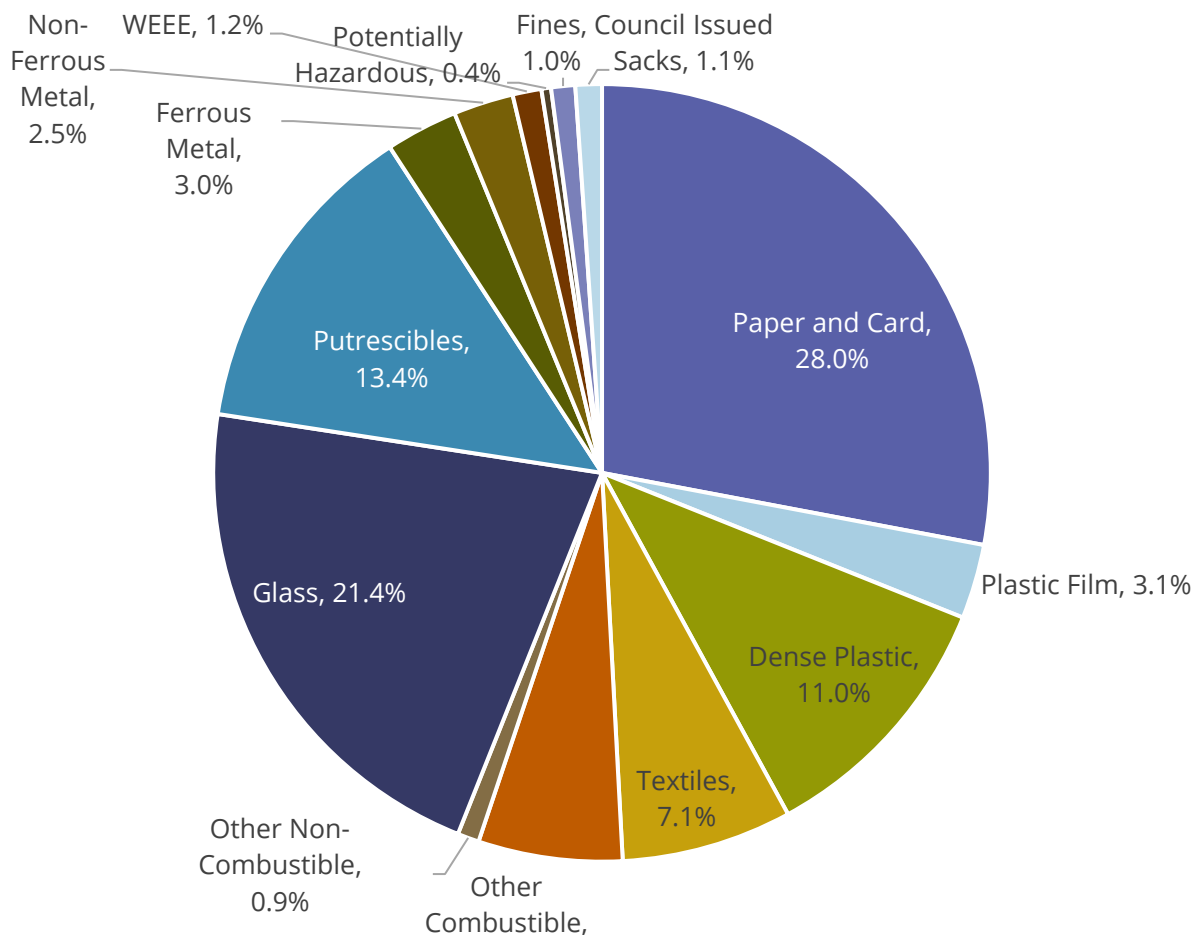


Figure 7: Recycling composition by percentage weight

4.3.1 Estimated impact of future legislation

As mentioned in section 4.2.2 above, the impact of upcoming EPR and DRS legislation on local authority collected waste has been estimated and is shown in Table 16 below.

Table 16: Summary of potential impact of EPR and DRS schemes on mixed dry recycling

Composition of residual waste	Composition (%)	Arisings (Kg/HH/wk)
Materials potentially impacted by EPR (packaging)	56.7%	2.32
Materials potentially impacted by EPR long term (Textiles & building materials)	9.4%	0.39
Materials potentially impacted by 'All in' DRS scheme	20.5%	0.84
Materials potentially impacted by 'On-the-go' DRS scheme	4.3%	0.18

The table above shows that up to 20.5% of mixed dry recycling could fall within the proposed DRS scheme – 20.5% for the 'All in' scheme or 4.3% for the 'on the go' scheme.

The table above shows that 56.7% of the mixed dry recycling analysed was classified as packaging and could be impacted by the packaging EPR scheme. The future, broader scheme could potentially apply to a further 9.4% of mixed dry recycling.

4.4 Composition and arisings of communal properties food waste

The composition findings and arisings calculations from the analysis are shown in Table 17 below.

Table 17: Food waste composition by percentage weight and arisings in kg/hh/wk

Material category	Percentage composition	Arising kg/hh/wk
Number of households in sample	209	
Inedible food waste	43.7%	0.24
Potentially edible food waste	10.7%	0.06
Edible food waste	35.6%	0.20
Cooking fat	0.0%	0.00
Liquids	0.7%	0.00
Other organic	2.6%	0.01
Other putrescibles	0.4%	0.00
Other waste	6.3%	0.04
Fines	0.0%	0.00
Total	100.0%	0.55

On average 90.0% of the food waste analysed was categorised as food waste – inedible food waste accounted for 43.7%, edible food waste accounted for 35.6% and potentially edible food waste accounted for 10.7% of material analysed.

A further 10.0% of the material analysed was not food waste. Other organic matter (mostly pet excrement, 2.6%) was also found within the food waste, as well as a small amount of garden waste (0.4%).

Other materials were found which were probably used to contain the food waste such as kitchen roll and tissues (0.9%), paper and card-based food packaging (0.5%) or carrier bags (0.6%).

4.5 Capture rates

The capture rate (see 2.3.1 for description) for materials targeted by the food waste and mixed dry recycling services are shown in Table 18 and Figure 10.

Materials targeted by the dry recycling service were fairly well captured overall, with 64% of items targeted by the service being found within the mixed dry recycling.

Glass was captured in 67% of cases – this included beverage containers, with 69% of recyclable material ending up in the mixed dry recycling and non-beverage glass bottles and jars which were slightly less well captured, 60%.

The overall capture rate for paper and card categories was 68% - corrugated card and non-packaging thin card were best captured (80% and 78% respectively), while recyclable paper packaging was least well captured (38%).

The overall capture rate for metals was 40%. Non-ferrous drink cans and ferrous tins were the best captured metals (58% and 59% respectively), while aluminium foil (which also included foil trays) was poorly captured at just 19%.

Overall, only 19% of food waste was captured by the food waste service. Inedible food waste was best captured (29%), while edible food waste had the lowest capture rate (12%).

Overall, 18.5% of food waste was captured by the food waste service.

Table 18: Capture rates by target material (%)

Category	Subcategory	Capture Rate
Paper and Card	Recyclable paper packaging	38%
	Recyclable paper non-packaging	70%
	Thin card packaging	59%
	Thin card non-packaging	78%
	Corrugated card packaging	80%
	Food and drink cartons	65%
Dense Plastic	Plastic bottles	63%
	Plastic pots, tubs and trays	50%
Glass	Glass beverage containers	68%
	Glass non-beverage bottles and jars	60%
Food Waste	Inedible food waste	29%
	Potentially edible food waste	31%
	Edible food waste	12%
Metals	Ferrous tins	59%
	Ferrous aerosols	52%
	Non-ferrous drinking cans	58%
	Non-Ferrous aerosols	55%
	Aluminium foil	19%
Overall	Mixed dry recycling capture rate	64%
	Food waste capture rate	19%

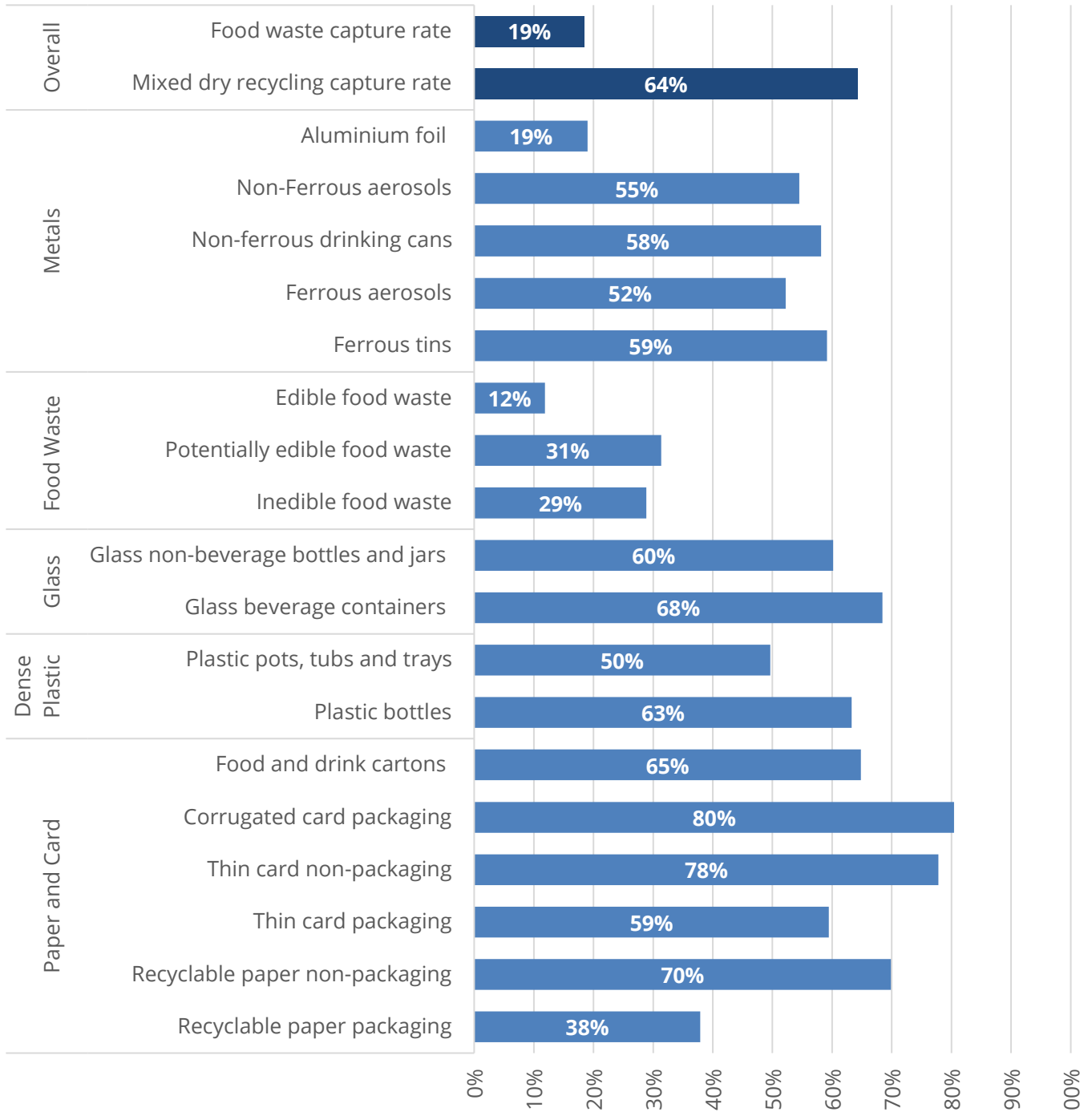


Figure 8: Capture rates by target material (%)

6.0 Conclusion

The overall arising of waste from the average household receiving a communal waste service was lower than the average property receiving a kerbside waste service – 10.91 kg/hh/week and 13.32 kg/hh/week respectively. However, there were clear differences in waste and recycling performance between the properties receiving a kerbside collection service and those receiving a communal collection service.

A higher amount of residual waste was produced by communal properties (6.26 kg/hh/wk) than properties receiving a kerbside service (5.51 kg/hh/wk). Communal properties residual waste contained a higher proportion of material targeted by the mixed dry recycling, food waste and garden waste collections (51.9% or 3.26 kg/hh/wk) than residual waste collected from the kerbside (42.5% or 2.34 kg/hh/wk). Encouraging residents to take full use of the services provided may improve recycling and food waste performance.

Despite the provision of food waste and garden waste services to all households included in the study, the proportion of putrescible waste within all samples analysed remained high for both services. Putrescible waste made up the largest proportion of the residual waste by weight – 39.4% or 2.17 kg/hh/wk at the kerbside and 35.0% or 2.19 kg/hh/wk for properties receiving a communal service. In both cases the most common kerbside recyclable material found was food waste. The arising of food waste present within the residual waste indicates was 1.30 kg/hh/wk at the kerbside and 1.72 kg/hh/wk for communal properties. The proportion of residual waste which could have been recycled by the garden waste service provided was 3.3% or 0.21 kg/hh/wk for communal properties and 10.2% or 0.56 kg/hh/wk at the kerbside.

Overall, 21.2%, or 1.33 kg/hh/wk of the material within the communal residual was targeted by the mixed dry recycling collection. At the kerbside, a lower 8.7% of residual waste analysed, or 0.48 kg/hh/wk, was targeted by the mixed dry recycling collection and could have been recycled. Within the kerbside residual waste, the main recyclable materials were thin card (1.5%), recyclable paper (also 1.5%), plastic pots tubs and trays (1.3%), glass jars (0.8%) and aluminium foil (0.7%). Recyclable paper and card categories accounted for 7.4% of communal residual waste and could have been recycled had it been placed in the correct container. Plastic bottles accounted for 2.2% and plastic pots tubs and trays for 2.1%, while glass beverage containers accounted for 4.8% and glass jars for 1.8%. Metal tins, cans, aerosols and foil accounted for 2.8% of communal residual waste composition.

Materials which were potentially recyclable through other routes, such as textiles or WEEE were also found within the residual waste analysed. They accounted for 0.40 kg/hh/wk within kerbside residual waste and for 0.16 kg/hh/wk within the communal residual waste.

Communal properties produced a lower arising of dry recycling (4.1kg/hh/wk) compared to kerbside properties (5.11kg/hh/wk). Materials targeted by the mixed dry recycling service were very well captured overall at the kerbside (89%), but less so when collected communally (64%). Higher contamination was found within the dry recycling stream for communal properties (41.4%, 1.69 kg/hh/wk), compared to 23.7% (1.21 kg/hh/wk) for kerbside properties.

In communal bins, putrescible waste was a major contaminant of the mixed dry recycling – 13.4%. The contamination included 11.4% solid food waste and 1.0% liquid food and drink waste. Anecdotal evidence from the fieldwork team also suggested that there may be some confusion among residents in flats about the correct procedure for recycling food. There

were several occasions where compostable bags full of separate food waste and whole packaged food items were found within the communal mixed dry recycling bins. A further 7.1% was textiles (including 4.6% clothing), and 6.7% other combustible material, which included bulky items such as rolls of carpets and furniture which do not tend to be found within kerbside residual waste, mainly because they do not easily fit in an individual wheeled bin. The dry recycling contamination of communal bins also included 3.6% non-recyclable paper and card, 3.1% plastic film (excluding council issues recycling sacks) and 1.9% other plastic items not targeted for recycling.

Within kerbside dry recycling, 4.0% of the contamination was food waste which could have been recycled at the kerbside had it been placed in the correct container. The dry recycling contamination of kerbside bins also included 5.6% non-recyclable paper and card, 3.5% plastic film (excluding council issued recycling sacks) and 2.3% other plastic items not targeted for recycling.

Looking across all waste streams, kerbside properties produced more food waste than those receiving a communal service – 4.2 kg/hh/wk and 2.74 kg/hh/wk respectively. Communal properties had a much lower capture rate for food waste - 19% compared to 62% for kerbside properties. Inedible food waste was best captured but edible food waste was most poorly captured. This suggests that residents who do not participate in food waste recycling are more likely to manage their food poorly and dispose of packaged food. Most of the waste found in the food waste stream at both kerbside and communal properties was target material, 93% and 90% respectively

At the kerbside the arising of separately collected food waste was 2.67 kg/hh/wk. Separately collected food waste arisings were significantly lower for communal properties, just 0.55 kg/hh/wk. Food waste was also found as a contaminant within the mixed dry recycling, where it accounted for 0.20 kg/hh/wk at the kerbside and 0.47 kg/hh/wk for properties receiving a communal service.

The overall picture shows that communal properties are performing to a much lower recycling standard than kerbside properties. This suggests that the anonymity of communal waste services, as well as the difficulties with moving waste from properties to bin storage, and understanding the different bin uses all significantly impact performance in communal properties. Improving the supervision, signage and labelling of the bins in communal bin stores, as well as ensuring all residents are regularly provided with service information could help improve performance going forward. Further information on improving recycling performance in urban areas and making recycling work for people in flats is available from [WRAP](#) and [ReLondon](#) (formerly LWARB).

Appendix 1 Cardiff kerbside and communal properties recycling service

Table 19: Kerbside and Communal properties recycling service

Main Categories	Sub-categories	Communal	Kerbside
		Recyclable in communal service?	Recyclable at Kerbside?
1. Paper and Card	Recyclable paper packaging	Yes (Dry Recycling)	Yes (Dry Recycling)
	Recyclable paper non-packaging	Yes (Dry Recycling)	Yes (Dry Recycling)
	Thin card packaging	Yes (Dry Recycling)	Yes (Dry Recycling)
	Thin card non-packaging	Yes (Dry Recycling)	Yes (Dry Recycling)
	Corrugated card packaging	Yes (Dry Recycling)	Yes (Dry Recycling)
	Corrugated card non-packaging	Yes (Dry Recycling)	Yes (Dry Recycling)
	Drink cartons (Tetra Pak)	Yes (Dry Recycling)	Yes (Dry Recycling)
	Kitchen roll and tissues	No	No
	Food contaminated P&C	No	No
	Other non-recyclable paper and card packaging	No	No
	Other non-recyclable paper and card non-packaging	No	No
2. Plastic Film	Carrier bags	No	No
	Black bin bags	No	No
	Plastic film packaging	No	No
	Plastic film non-packaging	No	No
3. Dense Plastic	Plastic bottles-plain milk or not beverage	Yes (Dry Recycling)	Yes (Dry Recycling)
	Drink bottles > 750ml - single format	Yes (Dry Recycling)	Yes (Dry Recycling)
	Drink bottles > 750ml - multipack	Yes (Dry Recycling)	Yes (Dry Recycling)
	Drink bottles < 750ml - single format	Yes (Dry Recycling)	Yes (Dry Recycling)
	Drink bottles < 750ml - multipack	Yes (Dry Recycling)	Yes (Dry Recycling)
	PTTs	Yes (Dry Recycling)	Yes (Dry Recycling)
	Other dense plastic packaging	No	No
	Other dense plastic non-packaging	No	No
4. Textiles	Clothing	No	No

Main Categories	Sub-categories	Communal Recyclable in communal service?	Kerbside
		Recyclable at Kerbside?	
	Shoes, bags, belts	No	No
	Non clothing textiles	No	No
	Not recyclable or reusable textiles	No	No
5. Other Combustible	Carpet and underlay	No	No
	Furniture	No	No
	Mattresses	No	No
	Nappies	No	No
	Other Absorbent hygiene products (AHPs)	No	No
	Wood and cork	No	No
	Other combustible	No	No
6. Other Non-Combustible	Stones and rubble	No	No
	Plasterboard	No	No
	Other non-combustible	No	No
7. Glass	Glass beverage containers > 750ml - single format	Yes (Dry Recycling)	Yes (Dry Recycling)
	Glass beverage containers > 750ml - multipack	Yes (Dry Recycling)	Yes (Dry Recycling)
	Glass beverage containers < 750ml - single format	Yes (Dry Recycling)	Yes (Dry Recycling)
	Glass beverage containers < 750ml - multipack	Yes (Dry Recycling)	Yes (Dry Recycling)
	Glass bottles and jars -not beverage	Yes (Dry Recycling)	Yes (Dry Recycling)
	Glass non-packaging	No	No
8. Putrescibles	Garden waste	Yes (Garden waste)	Yes (Garden waste)
	Soil	Yes (Garden waste)	Yes (Garden waste)
	Inedible food waste	Yes (Food waste)	Yes (Food waste)
	Potentially edible food waste	Yes (Food waste)	Yes (Food waste)
	Edible food waste	Yes (Food waste)	Yes (Food waste)
	Cooking fat	No	No
	Liquids	No	No
	Other organic	No	No
9. Ferrous Metal	Ferrous drinking cans-single	Yes (Dry Recycling)	Yes (Dry Recycling)
	Ferrous drinking cans-multipack	Yes (Dry Recycling)	Yes (Dry Recycling)
	Ferrous tins	Yes (Dry Recycling)	Yes (Dry Recycling)

Main Categories	Sub-categories	Communal Recyclable in communal service?	Kerbside
		Recyclable at Kerbside?	
	Ferrous aerosols	Yes (Dry Recycling)	Yes (Dry Recycling)
	Other ferrous items	No	No
10. Non-Ferrous Metal	Non-ferrous drinking cans-single	Yes (Dry Recycling)	Yes (Dry Recycling)
	Non-ferrous drinking cans-multipack	Yes (Dry Recycling)	Yes (Dry Recycling)
	Non-ferrous tins	Yes (Dry Recycling)	Yes (Dry Recycling)
	Non-Ferrous aerosols	Yes (Dry Recycling)	Yes (Dry Recycling)
	Alu foil	Yes (Dry Recycling)	Yes (Dry Recycling)
	Other non-ferrous	No	No
11. Waste Electrical and Electronic Equipment	White goods	No	No
	Other electrical items	No	No
	Computers and televisions	No	No
	Other electronic items	No	No
	Mobile phones	No	No
	Other small electronic items	No	No
12. Potentially Household Hazardous Waste Items	Water based paint cans	No	No
	Other paint cans	No	No
	Batteries	No	No
	Other Hazardous Waste	No	No
13. Fine Material	<10 mm Fines	No	No
14. Recycling sacks	Recycling sacks	No	No

Appendix 2 Potential impact of EPR and DRS schemes

Table 20: EPR and DRS Impact

Main Categories	Sub-categories	Potentially included in DRS?	Potentially included in EPR?
1. Paper and Card	Recyclable paper packaging	No	Yes Packaging
	Recyclable paper non-packaging	No	No
	Thin card packaging	No	Yes Packaging
	Thin card non-packaging	No	No
	Corrugated card packaging	No	Yes Packaging
	Corrugated card non-packaging	No	No
	Drink cartons (Tetra Pak)	No	Yes Packaging
	Kitchen roll and tissues	No	No
	Food contaminated P&C	No	Yes Packaging
	Other non-recyclable paper and card packaging	No	Yes Packaging
	Other non-recyclable paper and card non-packaging	No	No
2. Plastic Film	Carrier bags	No	Yes Packaging
	Black bin bags	No	No
	Plastic film packaging	No	Yes Packaging
	Plastic film non-packaging	No	No
3. Dense Plastic	Plastic bottles-plain milk or not beverage	No	Yes Packaging
	Drink bottles < 750ml - single format	Yes (All in only)	Yes Packaging
	Drink bottles < 750ml - multipack	Yes (All in only)	Yes Packaging
	Drink bottles > 750ml - single format	Yes (Both options)	Yes Packaging
	Drink bottles > 750ml - multipack	No	Yes Packaging
	PTTs	No	Yes Packaging
	Other dense plastic packaging	No	Yes Packaging
Other dense plastic non-packaging	No	No	
4. Textiles	Clothing	No	Potential future scheme
	Shoes, bags, belts	No	Potential future scheme
	Non clothing textiles	No	Potential future scheme
	Not recyclable or reusable textiles	No	Potential future scheme
5. Other Combustible	Carpet and underlay	No	Potential future scheme

Main Categories	Sub-categories	Potentially included in DRS?	Potentially included in EPR?
	Furniture	No	Potential future scheme
	Mattresses	No	Potential future scheme
	Nappies	No	No
	Other Absorbent hygiene products (AHPs)	No	No
	Wood and cork	No	Potential future scheme
	Other combustible	No	No
6. Other Non-Combustible	Stones and rubble	No	Potential future scheme
	Plasterboard	No	Potential future scheme
	Other non-combustible	No	No
7. Glass	Glass beverage containers < 750ml - single format	Yes (All in only)	Yes Packaging
	Glass beverage containers < 750ml - multipack	Yes (All in only)	Yes Packaging
	Glass beverage containers > 750ml - single format	Yes (Both options)	Yes Packaging
	Glass beverage containers > 750ml - multipack	No	Yes Packaging
	Glass bottles and jars -not beverage	No	Yes Packaging
	Glass non-packaging	No	No
8. Putrescibles	Garden waste	No	No
	Soil	No	No
	Inedible food waste	No	No
	Potentially edible food waste	No	No
	Edible food waste	No	No
	Cooking fat	No	No
	Liquids	No	No
Other organic	No	No	
9. Ferrous Metal	Ferrous drinking cans-single	Yes (Both options)	Yes Packaging
	Ferrous drinking cans-multipack	Yes (All in only)	Yes Packaging
	Ferrous tins	No	Yes Packaging
	Ferrous aerosols	No	Yes Packaging
	Other ferrous items	No	No
10. Non-Ferrous Metal	Non-ferrous drinking cans-single	Yes (Both options)	Yes Packaging
	Non-ferrous drinking cans-multipack	Yes (All in only)	Yes Packaging
	Non-ferrous tins	No	Yes Packaging
	Non-Ferrous aerosols	No	Yes Packaging

Main Categories	Sub-categories	Potentially included in DRS?	Potentially included in EPR?
	Alu foil	No	Yes Packaging
	Other non-ferrous	No	No
11. Waste Electrical and Electronic Equipment	White goods	No	No
	Other electrical items	No	No
	Computers and televisions	No	No
	Other electronic items	No	No
	Mobile phones	No	No
	Other small electronic items	No	No
12. Potentially Household Hazardous Waste Items	Water based paint cans	No	No
	Other paint cans	No	No
	Batteries	No	No
	Other Hazardous Waste	No	No
13. Fine Material	<10 mm Fines	No	No
14. Recycling sacks	Recycling sacks	No	No

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CARDIFF'S DRAFT RECYCLING AND WASTE STRATEGY 2021-25

Consultation

Reaching
64% and
Beyond



CARDIFF'S DRAFT RECYCLING AND WASTE STRATEGY 2021-25





Cllr Michael foreword

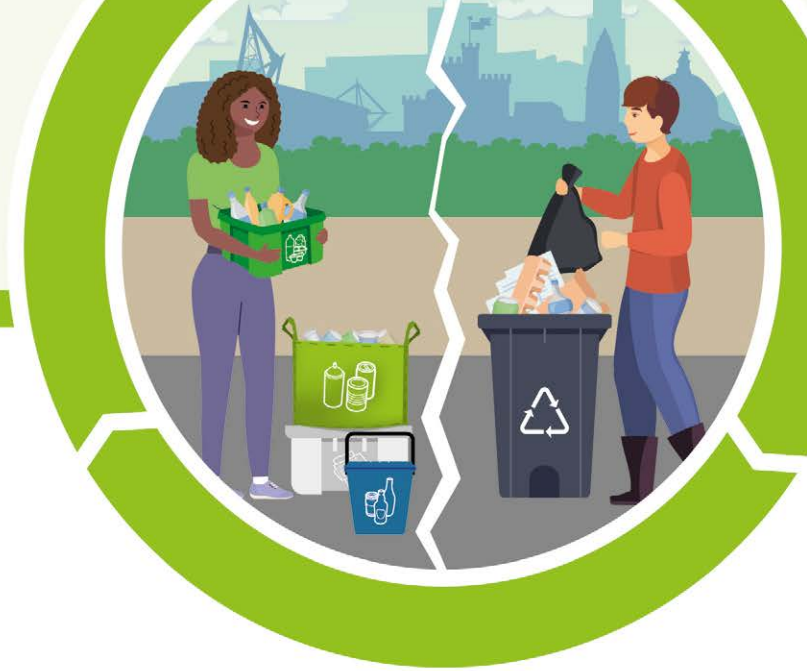
Our draft recycling and waste strategy has been split into 7 key headline aims. These aims represent the range of actions that we need to take over the next 4-5 years, to achieve our statutory recycling targets and maintain Cardiff as a leading recycling City.

You may wish to provide your views within each section, or there may be certain aims that you're more interested in providing a comment on. You can choose which sections, and questions you'd like to answer.

These aims are:

- 1. Improve material quality** - we aim to improve the quality of the recyclable material collected, to provide high quality material to local re-processors. This could be achieved through an expanded recycling collection from kerbside properties, alongside increased support and education for residents.
- 2. Increase recycling participation and capture of priority materials** - we need to make sure that we're doing all we can to encourage recycling as a priority, through all services provided. We will also consider whether a further restriction on general waste collections will encourage increased use of food waste, recycling and hygiene collections.
- 3. Increase opportunities for communities and residents to recycle** - we will work to increase the range of materials we can recycle in Cardiff. Alongside this, we will look to provide convenient community locations to recycle smaller items.
- 4. Make use of all available data, to develop targeted actions** - Cardiff's vision is to be a smart, data led city. We will make seek ways to modernise the service, and ensure our data is available and accessible for all to view.
- 5. Reduce single use plastics** - in line with our vision to be a One Planet Cardiff, we will look to reduce single use plastics through our buildings, and through the collection services we provide.
- 6. Encourage and support the prevention, reuse and repair of materials** - this strategy will aim to provide an increased focus on the waste hierarchy, through partnership working with community groups and organisations, alongside the opening of a re-use shop.
- 7. Contribute towards developing a circular economy within Wales** - everything that we do aims to contribute towards the national objective of One Planet, Zero Waste by 2050. We are already doing some great work here, with the one of the first electric refuse collection vehicles within Wales and we want to expand on this work throughout the cycle of the recycling and waste strategy

| Contents



Section 1- Improve material quality

A recent analysis of the material collected from green bags within the City identified that:

- 23.7% of items placed into green bags, collected from the kerbside were incorrect
- 41.4% of items placed into green bags, collected from blocks of flats were incorrect

Whilst our process is able to segregate small items of contamination, for example the incorrect plastic type, the range of 'dirty' material being included in a real issue. For example, food waste, nappies and even medical waste.

For this reason, we lose 30% of the material we collect for recycling, and it is used as fuel to create energy rather than used as a resource and made into new products. To put scale to the issue, that's over 10,000t of material lost in 2019/20. That's the weight of 10,000 giraffes!

While educating residents and enforcing correct use by issuing £100 Fixed Penalty Notices can play a part in changing behaviour, we know that an overhaul and expanded recycling service is required. Staying as we are is not an option.

Further separating materials will improve the quality of items collected. Choosing a container that is not single use, and needs to be returned to a property, will encourage residents to use them correctly. It's also a more sustainable option.

Where collection crews leave recycling containing incorrect items currently, bags are often left on the pavement and attacked by pests. This leads to litter over the floor.

The container type chosen will assist our collection crews in being able to far easier identify if incorrect items have been included, whilst being more resistant

to attacks from pests.

We have considered 2 expanded recycling collection options that are available to us, which are briefly summarised as:

- Full kerbside sort- this option requires the full separation of all recyclable materials, with 4 separate containers provided for glass, paper, cardboard and tins/cans/plastic bottles, tubs and trays. All recyclable materials, including food, are collected on a single collection vehicle and sorted into their own individual compartments on the collection vehicle
- 'Three stream' collection- this option still requires the separation of material, but paper and cardboard is mixed together. Residents will have 3 separate containers for glass, paper/cardboard and tins/cans/plastic bottles, tubs and trays. Recycling is collected on one vehicle, and food waste is collected by a separate vehicle.

These options are explored in more detail on page xxxx of the recycling and waste strategy.

After considering these options, and on balance with the challenges faced within an urban City (more of these challenges can be found on page xxxx), we will be trialling a new collection and improved collection method across 4,000 properties across the City. This collection will involve 3 containers being provided, which is the 'three stream' collection option:

- A red re-useable sack for paper and cardboard
- A blue re-useable sack for tins/cans and plastic bottles, tubs and trays
- A glass caddy for glass bottles and jars

These will all be collected weekly.



Do you agree that this is the most suitable option for Cardiff?

- Yes
- No- a full kerbside sort collection should be considered
- No- there should be different options for different areas of the City
If no, please explain your reasons why



Do you agree that any proposed changes should be implemented on a trial basis?

- Yes
- No

If no, please explain your reasons why



Do you agree that Cardiff needs to improve the quality of material collected?

- Yes
- No

If no, please explain your reasons why



If we were to provide alternative containers for your recycling across the City, which would you prefer:

- Re-useable hessian sacks
- Recycling boxes
- Recycling caddies
- A mixture of all
- Don't know
- Other



How do you currently store your recycling before collection?

- Keep full bags inside until collection day
- Line a bin with a bag, and keep it in a bin until collection day
- Put items straight into green bags outside
- Store bags outside once they're full
- Other



Do you recycle every week?

- Yes
- No

If yes, rank the below, in order of your priority motivations to recycle

- It's more practical, with recycling collected every week
- I'm told I have to
- It's 'the norm'
- Materials should be used again
- Recycling saves energy
- Recycling brings in income to local authorities
- Recycling increases job opportunities
- To contribute towards reducing the impact of climate change



7

Thinking about the materials you recycle in your green bags, and how much you produce, how often do you think you would need a collection?

Material	Weekly	Once a fortnight	Monthly	Don't know
Paper				
Cardboard				
Tins, cans and aerosols				
Plastic bottles, tubs and trays				
Glass bottles and jars				

8

Where do you go to access information about the correct materials to put into recycling bags?

- Cardiff Gov app
- Cardiff Council website
- Look on the green recycling bags
- Contact Cardiff Council digitally
- Contact Cardiff Council over the phone
- Request advice from local community
- Don't know where to look for information

9

If you don't know whether an item can be recycled in your green bags, what do you do with it?

- Put it in the green bag anyway
- Put it in my black bin/red striped bag
- Make every effort to find out how to recycle it
- Take it to a Household Recycling Centre
- I don't know



10

Do you think the Council does enough to inform residents about how and what to recycle?

Yes No

If no, or if you have any comments, how could we improve this?
You can tick more than one answer

- Increased outreach sessions in community locations
- Work with communities and volunteers to help deliver messages
- Make better use of social media, and other digital platforms
- Improve the range of languages that information is available in
- Deliver more leaflets/letters to households
- Work with children, including schools and youth clubs
- More face to face door knocking
- Issue £100 Fixed Penalty Notices for repeated incorrect use, to act as a deterrent
- Other

11

Are you aware of what happens to your recycling and waste once it's collected?

Yes No

12

If no, would you like more information about this?

Yes No



Garden waste collections

Garden waste collections are not a statutory duty for local councils to provide free of charge. The pressures of COVID 19, and current availability of HGV drivers nationally, has meant a number of delays to collections over the past 18 months. We thank you for your continued patience.

In 2019/20, it cost £95,000 to process incorrect material from within our garden waste collections. We provide a garden waste collection for grass cuttings, non-invasive weeds, trimmings and foliage. However, we regularly find items such as general waste, green recycling bags, garden furniture and nappies when the garden waste load is being processed.

This means the load needs to be sorted, which costs us both financially and environmentally if we lose this material to the energy recovery facility.

From analysis, we know that on the whole, incorrect material is coming from areas that use green wheeled bins. Incorrect material is being 'hidden' at the bottom of the bins, so our collection crews are unable to reject the bin for collection.

We need to consider all options to improve this situation, and we would like to understand your views.



Do you use your garden waste collection?

- Yes No



Which of these do you use for your garden waste collections?

- Green wheeled bin I don't use a garden waste container
 White re-useable sacks



If you use your garden waste collection, how often do you put your garden waste out for collection?

Summer

- Every fortnight Once every couple of months
 Once a month I don't use garden waste collections

Winter

- Each monthly collection
 Just in October/November as the garden dies back
 Once every couple of months



Before the challenges of the past 18 months, we would move to a monthly collection in October. We recognise from feedback that this is often too early to accommodate leaf fall, and the end of the gardening season. **If we were to provide fortnightly garden waste collections up until the end of November, do you agree that you could cope without a collection in December, January or February? We would provide additional services to collect Christmas trees**

- Yes No I don't use garden waste collections

11 Councils in Wales currently charge for the collection of garden waste. By charging for the collection of garden waste, on a subscription basis, Councils are able to ensure they are only visiting the properties that need a collection. This makes collections more efficient, and provides a better service for residents with a reduction in potential delays to the service. In Cardiff, we visit 135,000 households over a fortnight, but we know that on average across the City, only 12% of properties put out their bin every collection. This reduces to 2% over the winter months.



Do you think we should introduce an annual charge of £35 for fortnightly garden waste collections, between March-November? This would be approximately £1.80 per collection. Residents would need to sign up and pay each year.

- Yes No

If you have said yes, why?

- I would rather pay for a kerbside collection than have to take my garden waste elsewhere
- Not everyone has garden waste at their properties, so those who do should pay for a collection
- It would make collections more efficient
- It's not a statutory service, so I'd like to see money invested in other services rather than garden waste collections

If you have said no, why?

- I don't have enough garden waste to pay for collections
- I would just use my black bin/red striped bags
- I would rather take my garden waste to a Household Recycling Centre for free
- The material should be collected for free, as it contributes towards recycling rates
- I could not afford this fee

18

Would you sign up for an annual subscription for garden waste collections, if they were provided free of charge? If you did not sign up, you would not receive a garden waste collection at the kerbside

- Yes No

19

Do you bring any garden waste to a Household Recycling Centre?

- Yes No

If no, why?

- I can't access a Household Recycling Centre, as I don't have a car
 I don't have any extra garden waste
 I feel it should be collected from the kerbside
 I can't take it in my wheeled bin, and don't have a different container to transport it
 I don't want to take the material in the car, as it can make the car dirty

20

If you weren't sure whether an item should be included in your garden waste collections, what would you do with it?

- Hide it in the green bin/white re-useable sack Take it to a Household Recycling Centre
 Put it in my black bin/red striped bag I don't know
 Make every effort to find out how to recycle it

21

Do you agree that the collection of garden waste should be temporarily removed from a property, if they are misusing the service? Education and advice would be provided first

- Yes No Don't know



Section 2 - Increase Recycling Participation and capture of priority materials

In Cardiff, we are currently recycling 58% of our material. This falls short of our statutory target of 64% and we are not seeing the year on year increases required to meet 70% recycling by 2025.

We know there is more we can do, improving recycling rates not just from households, but also looking at other operations. For example, our trade waste collections, household recycling centres and street cleansing.

We also need to look at food waste. Food waste is a key contributor towards climate change. 30% of the food we produce is wasted. If, as a planet we stopped wasting food, we'd eliminate 8% of our total emissions.

Yes, despite offering weekly collections of food waste, we know that almost 40% of the waste within black bins/

red striped bag is still made up of both avoidable, and unavoidable, food waste.

If your food waste is avoidable, we'd like to work with you to help you understand how to stop wasting food, working with partners like WRAP Cymru and their Love food Hate Waste Campaign.

But, where food waste is unavoidable, we need you to recycle it. Food waste is a resource, and when processed is used to create energy to power Cardiff homes!

If we could divert all food waste from our black bins/red striped bags into the weekly food collection, we could see a performance increase of around 2%!



FOOD WASTE COLLECTIONS



Do you participate in food waste collections?

- Yes No

If not, why not?

- Don't have the equipment I need
- I live in a flat, and there is no food waste collection
- I don't waste any food, and home compost
- I can put it into my black bin outside, where it won't smell
- It's dirty/unhygienic
- I wasn't aware there was a food waste collection
- Other



If you do participate in food waste collections, how often do you put your kerbside caddy out for collection?

- Every week Every fortnight
- I don't take part in food waste collections



If you recycle food waste, what motivates you to do this? Rank the below, in order of your priority motivations to recycle

- It's more practical, with food waste collected every week
- I wouldn't have space in my black bin/red striped bags if I didn't
- I'm told I have to
- To contribute towards reducing the impact of climate change
- It's 'the norm'
- Recycling food creates energy



What would encourage you to participate, or participate more regularly in food waste collections? (you can choose more than one answer)

- Nothing- I already take part weekly, and could do no more
- More information and education provided about how to take part in the service
- Risk of receiving a £100 Fixed Penalty Notice if I don't take part
- Reduced black bin/red striped bag collections e.g. moving to a 3 weekly collection/ reducing bin size/limiting to 2 red striped bags per collection
- Understanding the benefits of participating, for example the carbon impacts

IMPROVING RECYCLING PARTICIPATION IN BUSINESSES

Cardiff Council's trade team collects recycling and waste from over 3000 businesses in the City. The team offers collections of all recyclable materials, including food waste, paper, glass and cardboard. Despite this, recycling performance is at 40%.



Do you agree that the recycling performance of our trade waste collections needs to increase?

- Yes
- No



Do you believe businesses have a responsibility to ensure they are segregating material for recycling, even if it costs them more money?

- Yes
- No



Are you aware that businesses will soon have a legal obligation to separate all recyclable material for collection? (more information can be found at xxxxx)

- Yes
- No



What do you think may be the challenges businesses face, in separating material for recycling? (you can choose more than 1 answer)

- Lack of internal storage for separate bins
- Lack of external storage for separate bins
- High staff turnover, to explain the correct use of bins
- Costs
- I don't know

HOUSEHOLD RECYCLING CENTRES

We are now recycling over 80% of material at our Household Recycling Centres. This improvement is due to the improved controls, including the booking in system which has deterred traders from illegally disposing of material, and the strong no mixed waste policy now being applied to all users. We thank all residents for embracing these controls, and making our Household Recycling Centres one of the best performing within Wales.



Do you use Household Recycling Centres?

- Yes
 - No
- If yes, which centre do you most regularly use?
- Lamby Way
 - Bessemer Close



Households are currently limited to 30 visits per year (on average, 2 visits per month). Is this allowance enough for your needs?

- Yes
- No



Are there any further improvements you would like to see at the Household Recycling Centres?

- Improved customer signage
- Increased interaction with site attendants
- Removal of the pre booking system
- Improved layout
- Increased opportunities to donate items to be re-used



Do you agree the booking system has improved your experience at the Household Recycling Centres?

- Yes No

If yes, what improvements have you seen?

- Reduced traffic and waiting times
- More spaces to park safely
- Better quality of service from recycling attendants
- Other (please specify)

Do you have any further comments in relation to Household Recycling Centres?



Are you aware that we have a re-use shop, The Cabin, based at Lamby Way Recycling Centre?

- Yes

CARDIFF'S DRAFT RECYCLING
AND WASTE STRATEGY 2021-25





Section 3 - Increase opportunities for residents and communities to recycle

In order to increase our recycling performance, we need to make recycling as easy and accessible as possible for our communities. WRAP's National Recycling Tracker survey 2020 identified that 15% of respondents believed that local council's do not collect enough things for recycling.

We'd also like to be able to support the ability to recycle, without the use of a car. We'd like to increase the provision of local recycling outlets, to prevent barriers and support active travel across the City.



Would you like to see additional materials collected from the kerbside for recycling?

- Yes No Don't know

If yes, what collections would you like to see offered? (you can choose more than one)

- Household batteries
- Tetra Pak (cartons)
- Textiles
- Small electrical items
- Coffee pods
- Nappy recycling
- Other (please specify)



Would you like to be able to recycle smaller items, for example small electrical items & household batteries, locally within your community. For example, within local Hubs?

- Yes No Don't know

If yes, which items would you like to be able to recycle?

- | | |
|---|--|
| <input type="radio"/> Household batteries | <input type="radio"/> Small electrical items |
| <input type="radio"/> Tetra Pak (cartons) | <input type="radio"/> Coffee pods |
| <input type="radio"/> Textiles | <input type="radio"/> Other (please specify) |



Are you aware of Terracycle initiatives, to recycle 'hard to recycle' items such as crisp packets, cleaning products, food pouches (link to Terracycle website)

- Yes No



Local external recycling banks, for items such as glass bottles and paper have been removed in recent years, due to incorrect usage and fly-tipping. When these recycling facilities were available, did you use them?

- Yes No



5

Would you like to see the re-introduction of local external recycling banks, within your community?

Yes

No

Don't know



6

When you no longer have a use for a large household item, for example a dining table/sofa, how do you remove it from your house?

Book a Council bulky waste collection

Take it to a Household Recycling Centre

Try to donate it to a charity

Advertise for free on social media platforms

Attempt to sell online, and on social media platforms

Arrange a collection from the company I'm buying a new item from



7

If the Council could offer a re-use collection for large household items, is this something you would be interested in using?

Yes

No

Don't know

CARDIFF'S DRAFT RECYCLING
AND WASTE STRATEGY 2021-25





Section 4 - Make use of all available data, to develop targeted actions

Through our Capital Ambition, Cardiff has identified its vision to be a Smart City. One of our missions is to be a 'data-driven city' using data to improve decision making, provide better services and promote innovation in the City. We will also work to identify sources of data, within the recycling services operation, that we can further publish in line with the open data strategy. This includes

areas such as education and enforcement action statistics, as well as promoting the open data available in relation to recycling and material destinations including stats wales and information published from waste data flow at www.myrecyclingwales.org.uk



Do you think it's important to more openly share data about recycling and waste services?

- Yes No Don't know

If yes, what sort of information would you like to see in the public domain?

- Recycling performance
- Where recycling materials are sent to be processed, and their end destination
- The breakdown of material collected e.g. what material is within green recycling bags, black bins etc
- Contamination levels
- Education and enforcement activities
- Street cleansing statistics
- Number of household collections provided
- Other



2

Do you agree that there should be regular on street analysis, to determine which households are taking part in recycling services? This would help target residents who may require additional education

Yes

No

Don't know

3

Where it is identified a household is not taking part in a recycling collection service, do you agree that education and support should be provided to find out why?

Yes

No

4

Where education and support has been provided, and a property continues to not participate, do you agree that formal enforcement notices should be issued requiring the household to take part?

Yes

No

Don't know

5

Do you agree that the Council should embrace new technologies, to improve our services. This could include technologies such as litter bin sensors, mobile working devices, on vehicle bin weighing equipment etc

Yes

No

Don't know



Section 5 - Reduce Single Use Plastics

Cardiff's One Planet Strategy proposes a wide range of ambitious actions that will begin to form the basis of a delivery plan to achieve Carbon Neutrality. Within this, there is a commitment to reduce the Council's use of Single Use Plastics, and the recycling and waste service is integral in developing and implementing an action plan for Single Use Plastics.

We currently issue 24 million single use green recycling bags across the City, for the kerbside collection of dry recyclables. As mentioned within Section 1, we recognise the recycling collection service needs to be reviewed not only to improve material quality and increase recycling rates, but to also significantly reduce our carbon impact in terms of single use plastics.



Do you agree that the Council should not be reducing its single use plastic impact, by moving to re-useable recycling containers?

- Yes No Don't know



Do you feel suitably informed about how to recycle different types of plastic?

- Yes No Don't know



The Council has responded in favour in the consultation, to provide deposit return schemes for single use items (you can find out more about this xxx). Would you return your items if a deposit return scheme is introduced within Cardiff?

- Yes No Don't know

If no, what would you do with your items?

- Continue to use kerbside recycling schemes
 Move towards re-useable containers, to avoid increased fee on purchases
 Continue to use litter bins for 'on the go' items
 I don't know



Are you aware of Re-fill Cymru, and its app/website identifying locations that provide re-fill across the City? (link to website)

- Yes No I am now



Would you like to see increased re-fill zones throughout Cardiff, for example water stations in key public locations

- Yes No Don't know



Has the covid-19 pandemic made you more reluctant to re-fill, with a preference to move towards single use, disposable items?

- Yes No Don't know



How do you think the Council could reduce, or support initiatives that reduce single use plastic across the City?



Section 6 - Encourage and support the prevention, reuse and repair of materials

Welsh Government's Beyond Recycling strategy states 'In order to move to a circular, low carbon economy we will need to reduce the amount of waste produced by households, businesses and the public sector so that unnecessary waste is prevented, products are re-used and repair and remanufacturing are a core part of our society'

Our vision is that the actions from Cardiff waste strategy will not just be about achieving statutory recycling targets. Whilst this is a clear priority for Cardiff, we do not want to lose focus of the fact that this performance needs to be generated in a sustainable way. This will be achieved through aims and objectives that not only generate recycling performance, but also those that support waste prevention, reuse and a circular economy.



Do you take participate in any of the following, which aim to prevent waste? You can choose more than one answer

- Use real nappies
- Love food, hate waste initiatives such as only buying what you need, finding a use for left overs, storing food correctly to enhance lifespan
- Home compost
- Shop in zero waste stores
- Take re-useable shopping bags, and refuse single use bags
- Choose 'pre loved' for items such as clothes, furniture
- Take re-fill containers, for drinks, food supplies etc
- Borrow rather than buy
- Other (please specify)



Would you like to see the Council doing more to promote waste minimisation initiatives?

- Yes No Don't know

If yes, what options do you think we should explore?

- Offering incentives to encourage use of real nappies
- Offering incentives to encourage home composting
- Increased promotion of waste minimisation initiatives
- Consider re-usable recycling containers, rather than single use plastics
- Work with partners, to increase the number of re-fill locations in Cardiff
- Other (please specify)



Were you previously aware of the repair options available within Cardiff? Repair Cafes will soon be restarted across the City, and there is a repair directory available at www.repairefficiencywales.co.uk

- Yes No



The Council is currently working with Repair Café Wales, and Benthg Cymru to increase mobile repair/borrowing events across the City. Is this something you would be interested in attending?

- Yes No Don't know



Do you think the Council should develop a Zero waste map, identifying recycling/re-fill locations across the City?

- Yes No Don't know



In partnership with Wastesavers, the Council has launched a re-use shop 'The Cabin' at our Lamby Way Recycling Centre. You will be able to donate items that are too good to waste, which will be sold back to communities at a small cost. As well as creating 30 jobs within the South East Wales region, the operation is also supported by 100 volunteers. Will you donate items, and/or shop at The Cabin?

- Yes - I'll do both
 Yes - I will shop there
 Yes - I will donate there
 No
 Don't know



CARDIFF'S DRAFT RECYCLING AND WASTE STRATEGY 2021-25



Section 7 - Contribute towards a circular economy within Wales

As stated in Beyond Recycling 'The Government cannot bring about the transition to a circular economy alone.' We recognise the individual actions play a big part in this transition, and will work with our residents and other stakeholders to recognise their contribution.

As a Council, we also have a clear responsibility to work towards this goal, with much of our corporate

vision outlined within our One Planet Cardiff strategy. One of the areas we are working on is reducing carbon emissions, by considering the use of electric vehicles within our vast collections and cleansing fleet. We currently have 17 electric vehicles across the service, and are one of the first Welsh local authorities to have an electric Refuse Collection Vehicle (RCV).



Do you agree that the Council should look to move the electrical vehicles, where the relevant infrastructure is available?

Yes

No

Don't know

Cardiff is committed to being a child friendly city, and we are already working with our child friendly city teams, in making young person's ideas a reality. We are doing this by expanding Terracycle points throughout the City and painting a community mural at the Recycling Centre designed by children.



Do you agree that it's important to tap into the enthusiasm of young people, to make long term changes? For example, through offering recycling and waste minimisation talks to schools

Yes

No

Don't know



Cardiff Council is a partner of Caru Cymru, a Keep Wales Tidy initiative which aims to inspire everyone to take action and take care of the Environment. The vision is for Caru Cymru to be interwoven into life in Wales, so it becomes second nature to 'do the right thing'. This could mean taking litter home, recycling 'on the go', cleaning up after your dog.

We are so lucky in Cardiff to have a comprehensive network of passionate volunteers through the Love where you Live campaign.



Have you volunteered to improve the local environmental quality of your area in the past?

- Yes No Don't know

If yes, how did you take part in the volunteering?

- I'm a Love where you live Litter champion
 I'm a Keep Cardiff Tidy Litter champion
 I'm part of a community group e.g. Keep Grangetown Tidy
 I just saw the opportunity and got involved



Would you like to learn more about volunteering in Cardiff?

- Yes No Don't know



Do you agree that a deposit return scheme should be launched in Wales, to reduce the impact of litter on the Local Environment. As part of this scheme, you would receive money back if disposable bottles were returned to a deposit return point. Please remember, this is a scheme that would need to be introduced by the Government in Westminster, and not Cardiff Council

- Yes No Don't know

Environmental Scrutiny Committee Response to Chair's Letter July 2021

Members request a breakdown of the routes used by those reporting missed collections since the new 4-day collection system was introduced i.e. how many reports were made via the App and how many via C2C and/ or other routes? For comparison, please provide the same information for a similar period in 2019.

Response:

- Since the service went live (March '21) there have been **104,911** Interactions across all channels.
- These are broken down by channel
 - 24,218 C2C (23%)
 - 25,020 APP (24%)
 - 55,673 WEB (53%)
- The **104,911** interactions relate to **29,068** individual properties which has generated **15,142 missed collections**. 77% of all interactions with the Council regarding waste issues is via the digital channels. Since the digital service was introduced we've seen a duplication of the lookups across channels as customers have tried different channels (most likely to get a different answer – e.g I check the web, am unable to report and call C2C etc).

C2C (2019/20 full year) – **22,285** Interactions related to **13,976** reported missed collections.

In summary, introducing the digital platforms for residents to report missed collections has seen a significant increase in public interaction with the service. In 2021 we rolled out the biggest service change since 2015 and whilst the new rounds were being imbedded we did see a rise in the number of missed collection reports but can now evidence a downward trend in the number of missed collections being reported.

Members recommend that a letter be sent to each affected household and to the relevant ward councillors, as soon as possible, to inform them of the change in collection service. This will keep them up-to-date with service provision and prevent any concerns these residents may have when they see other waste collection occurring in their area and their bins not being emptied at the same time

Response:

A letter was sent to every household as requested (Letter Final Communal day change August 2021) attached. A briefing with the ward councillors was held on 30/7/2021.

Members request a full update with information provided, in time to go out with our committee papers, on the following: - Missed collections overall - Hygiene waste collections - Assisted Lifts - Improvement actions taken and proposed to address issues with waste collections.

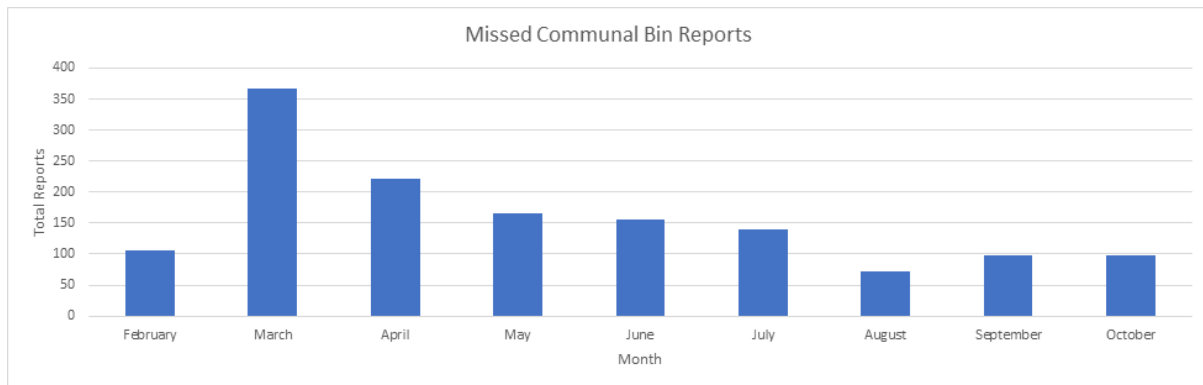
Response:

A monthly breakdown of all missed collections by ward is attached (Missed collections reports by Ward by Month), this includes details on missed assisted collections and missed hygiene waste collections. Improvements actions that have taken place since the meeting held in July include – new OM2 Collections and Disposal appointed to ensure enhanced management of the service. In-cab technology fitted to the majority of the vehicles:

July: 59 vehicles – 36 fitted with in-cab technology, 23 without in-cab technology.

November: 59 vehicles – 57 fitted with in-cab technology, 2 without in-cab technology.

We have moved communal bin round collections from a Friday to a Thursday to ensure there is a more balanced week. This has reduced the amount of missed collections that we receive relating to flats / HMO's:



There has been issues with the consistency of garden waste collections and this has resulted in working over a number of weekends and bank holidays. Despite this our overtime is significantly less than it was in 2019 on the old 2 shift system (Overtime Comparisons Scrutiny 2021 attached). We will be remodelling the garden waste rounds prior to the recommencement of the service in March to ensure rounds can be achieved on the scheduled day throughout 2022.

A breakdown of the routes used to report missed collections, in 2019 and since the new 4-day collection system was introduced i.e. how many reports were made via the App and how many via C2C and/ or other routes.

Response:

Information provided above.

An answer on how long it will be before the App allows residents to track waste collection vehicles 'live'

Response:

This is a significant project and we are still exploring the feasibility of offering such a system. Discussions have taken place with the Digital Development Team to discuss how improvements could take place and this may not directly relate to the tracking of the vehicle but providing access to the information already held within BarTec on collections e.g. confirming if a vehicle has collected from their street prior to reporting a missed collection.

The proposed improvement actions to be taken re Assisted Lifts and the timescales for these actions to be implemented.

Response:

Improvements in consistency of collections from properties registered to the assisted lift scheme has improved with the increased usage of in-cab technology. A restructure of the back office and front line supervision will ensure crew monitoring is enhanced to deliver an improved service. We continue to work with Bartec to develop technology further e.g. an alert sent to the control room where crews close a property/street without GPS tracking confirming they have attended the location.

Further information on the rationale for the proposed change to a 2-shift system for cleansing teams and how long it is anticipated this will be needed.

Response:

Cleansing support on domestic collections was a temporary arrangement to assist whilst the new 4 day working bedded in. The purpose of moving to a single shift was to ensure waste was cleared by 15:45. Rounds have now matured and are completing to schedule. We will be looking to create a round specifically for contingency which will clear missed collections and mop up any incomplete work following issues such as vehicle breakdowns but this will be resourced from the collections department and not through cleansing.

That officers keep in touch with Scrutiny Services to advise re timing and availability of the following items for scrutiny: garden waste collection changes; restructure of cleansing, education and enforcement teams; and the proposed recycling model.

Response:

Garden waste rounds will be remodelled prior to recommencement of the service in March. Cleansing and enforcement is currently in the process of being briefed to the Unions before workforce consultation and implementation. Recycling strategy has been produced in draft format awaiting cabinet approval.

That a full update is provided in time to go out with committee papers for the meeting in Autumn, to include information on: missed collections overall; hygiene waste collections; assisted lifts; improvement actions taken and proposed to address issues with waste collections.

Response:

Info provided above.

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Cyf: Newidiadau i ddiwrnodau casglu
Dyddiad: Awst 2021

Enw
Address Line 1
Address Line 2
Address Line 3
Cod post

Annwyl Gwsmer

Mae casgliadau ailgylchu a gwastraff yn newid

O'r wythnos yn dechrau 09/08/2021, eich diwrnod casglu ailgylchu a gwastraff cyffredinol fydd:

DYDD IAU

Bydd yr holl wastraff arall yn parhau i gael ei gasglu ar ddyddiau Gwener

Parhewch i ddefnyddio eich biniau ailgylchu, gwastraff cyffredinol a gwastraff bwyd fel arfer. Byddw'n criwiau'n casglu eich biniau o'r ardal gymunedol y cytunwyd arni ar eich diwrnodau casglu newydd.

Gwario'ch dyddiadau casglu

- Ewch i www.caerdydd.gov.uk/casgliadau
- Lawrlwythwch app Cardiff Gov www.caerdydd.gov.uk/app
Chwiliwch am 'Cardiff Gov' ar Google Play neu App Store.
- Siaradwch â'n sgysrbot BOBi www.caerdydd.gov.uk/sgysrbot

Yn gywir

Gwasanaethau Cymdogaeth - Ailgylchu Cyngor Caerdydd

Caiiff eich gwybodaeth ei phrosesu o dan Ddeddf Diogelu Data 2018 er mwyn bodloni tasgau cyfreithiol a rheoliadol Cyngor Caerdydd fel awurdod lleol. Am ragor o wybodaeth ar y data personol sydd gennym ac am ba hyd y byddwn yn ei gadw, gweler ein Polisi Preifatrwydd; www.caerdydd.gov.uk/hysbysiadpreifatrwydd Os oes pryderon qennych am y modd y cafodd eich data ei drin, cysylltwch â Swyddog Diogelu Data'r Cyngor ar diogeludata@caerdydd.gov.uk. Mae eich gwybodaeth wedi ei rhannu a Xerox er mwyn cysylltu â chi heddiw. Am ragor o wybodaeth ynghylch y modd y Mae Xerox yn rheoli data personol, gweler y Polisi Preifatrwydd; www.xerox.co.uk/en-gb/about/privacy-policy

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GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Nii fydd gohebu yn Gymraeg yn arwain at oedi.

WORKING FOR CARDIFF, WORKING FOR YOU

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.



Ref: Collection day changes
Date: August 2021

Dear Customer

Your recycling and waste collections are changing

From week beginning 09/08/2021, your recycling and general waste collection day will be:

THURSDAY

All other waste will continue to be collected on a Friday.

Continue to use your recycling, general waste and food waste bins as normal. Our crews will collect your bins from the agreed communal area on your new collection days.

Check your collection dates

- Visit www.cardiff.gov.uk/collections
- Download the Cardiff Gov app www.cardiff.gov.uk/app
Search 'Cardiff Gov' on Google play, or the App store.
- Speak to our chatbot BOBi www.cardiff.gov.uk/askbobi

Yours sincerely

**Recycling Neighbourhood Services
Cardiff Council**

Missed Collection Reports by Month & Ward (Between 23.02.21 & 31.10.21)

Total Properties	A/L's @ 19.11.21	Ward	FEBRUARY				MARCH			
			Reports	Total Collns	A/L	% reported Missed	Reports	Total Collns	A/L	% reported Missed
3,918	18	Adamsdown	37	11,754	2	0.31	56	39,180	0	0.14
2,013	19	Butetown	19	6,039	2	0.31	25	20,130	4	0.12
4,382	194	Caerau	24	13,146	7	0.18	96	43,820	26	0.22
6,800	104	Canton	28	20,400	1	0.14	128	68,000	15	0.19
5,968	46	Cathays	64	11,936	2	0.54	86	77,584	7	0.11
2,473	25	Creigiau / St Fagans	70	7,419	0	0.94	72	32,149	4	0.22
4,179	140	Cyncoed	9	8,358	0	0.11	109	41,790	25	0.26
5,931	255	Ely	84	17,793	16	0.47	91	59,310	35	0.15
5,485	226	Fariwater	55	16,455	15	0.33	172	54,850	38	0.31
2,445	43	Gabalfa	20	4,890	4	0.41	79	31,785	8	0.25
6,783	72	Grangetown	29	20,349	3	0.14	97	67,830	16	0.14
5,106	120	Heath	28	10,212	1	0.27	191	66,378	8	0.29
1,499	24	Lisvane	7	2,998	3	0.23	38	14,990	4	0.25
3,775	72	Llandaff	19	7,550	4	0.25	188	49,075	8	0.38
3,234	114	Llandaff North	46	6,468	5	0.71	135	42,042	23	0.32
7,043	185	Llansihen	20	14,086	0	0.14	141	70,430	15	0.20
7,623	332	Llanrumney	18	9,246	1	0.19	90	46,230	37	0.19
3,478	96	Pentwyn	64	16,434	3	0.39	168	54,780	24	0.31
1,520	27	Pentyrch	4	3,040	0	0.13	63	19,760	0	0.32
5,228	117	Penylan	38	15,684	0	0.24	172	52,280	13	0.33
7,951	58	Plasnewydd	9	23,853	0	0.04	55	79,510	2	0.07
4,781	62	Pontprennau / Old St Mellons	69	14,343	0	0.48	232	47,810	18	0.49
2,789	40	Radyr	18	5,578	0	0.32	108	36,257	7	0.30
5,128	169	Rhiwbina	6	10,256	2	0.06	68	51,280	13	0.13
6,178	56	Riverside	21	18,534	2	0.11	100	61,780	5	0.16
3,609	176	Rumney	113	7,218	5	1.57	133	36,090	16	0.37
5,775	96	Splott	47	17,325	0	0.27	55	57,750	11	0.10
6,500	237	Trowbridge	32	13,000	5	0.25	145	65,000	24	0.22
6,770	171	Whitchurh & Tongwynlais	13	13,540	3	0.10	367	88,010	29	0.42
137,364	3,294	Total by Month	1011	347,904	86	0.29	3460	1,475,880	435	0.23

	WKA
	WKB

Missed Collection Reports by Month & Ward (Between 23.02.21 & 31.10.21)

Total Properties	A/L's @ 19.11.21	Ward	APRIL				MAY			
			Reports	Total Collns	A/L	% reported Missed	Reports	Total Collns	A/L	% reported Missed
3,918	18	Adamsdown	26	39,180	3	0.07	31	39,180	2	0.08
2,013	19	Butetown	29	20,130	0	0.14	18	20,130	2	0.09
4,382	194	Caerau	61	43,820	18	0.14	54	43,820	12	0.12
6,800	104	Canton	133	68,000	4	0.20	60	68,000	3	0.09
5,968	46	Cathays	58	59,680	5	0.10	65	59,680	3	0.11
2,473	25	Creigiau / St Fagans	93	24,730	3	0.38	73	24,730	5	0.30
4,179	140	Cyncoed	86	54,327	15	0.16	41	41,790	10	0.10
5,931	255	Ely	130	59,310	23	0.22	62	59,310	15	0.10
5,485	226	Fariwater	116	54,850	24	0.21	82	54,850	15	0.15
2,445	43	Gabalfa	19	24,450	2	0.08	26	24,450	5	0.11
6,783	72	Grangetown	81	67,830	11	0.12	51	67,830	8	0.08
5,106	120	Heath	51	51,060	4	0.10	28	51,060	4	0.05
1,499	24	Lisvane	45	19,487	2	0.23	22	14,990	1	0.15
3,775	72	Llandaff	48	37,750	6	0.13	48	37,750	6	0.13
3,234	114	Llandaff North	41	32,340	5	0.13	45	32,340	15	0.14
7,043	185	Llansihen	103	91,559	23	0.11	85	70,430	18	0.12
4,623	332	Llanrumney	76	60,099	27	0.13	54	46,230	25	0.12
5,478	96	Pentwyn	82	54,780	14	0.15	74	54,780	11	0.14
1,520	27	Pentyrch	62	15,200	1	0.41	48	15,200	4	0.32
5,228	117	Penylan	48	52,280	11	0.09	63	52,280	14	0.12
7,951	58	Plasnewydd	68	79,510	2	0.09	59	79,510	2	0.07
4,781	62	Pontprennau / Old St Mellons	153	47,810	6	0.32	113	47,810	3	0.24
2,789	40	Radyr	40	27,890	9	0.14	21	27,890	1	0.08
5,128	169	Rhiwbina	66	66,664	7	0.10	31	51,280	10	0.06
6,178	56	Riverside	76	61,780	9	0.12	41	61,780	0	0.07
3,609	176	Rumney	67	46,917	15	0.14	31	36,090	9	0.09
5,775	96	Splott	62	57,750	8	0.11	45	57,750	6	0.08
6,500	237	Trowbridge	103	84,500	26	0.12	94	65,000	21	0.14
6,770	171	Whitchurch & Tongwynlais	96	67,700	11	0.14	84	67,700	15	0.12
137,364	3,294	Total by Month	2119	1,471,383	294	0.14	1549	1,373,640	245	0.11

Missed Collection Reports by Month & Ward (Between 23.02.21 & 31.10.21)

Total Properties	A/L's @ 19.11.21	Ward	JUNE				JULY			
			Reports	Total Collns	A/L	% reported Missed	Reports	Total Collns	A/L	% reported Missed
3,918	18	Adamsdown	45	47,016	3	0.10	53	58,770	2	0.09
2,013	19	Butetown	13	24,156	2	0.05	20	30,195	0	0.07
4,382	194	Caerau	72	65,730	19	0.11	50	52,584	10	0.10
6,800	104	Canton	63	102,000	3	0.06	81	81,600	4	0.10
5,968	46	Cathays	62	89,520	4	0.07	63	71,616	3	0.09
2,473	25	Creigiau / St Fagans	43	37,095	4	0.12	101	29,676	5	0.34
4,179	140	Cyncoed	67	50,148	16	0.13	40	62,685	12	0.06
5,931	255	Ely	102	88,965	28	0.11	92	71,172	27	0.13
5,485	226	Fariwater	164	82,275	43	0.20	87	65,820	33	0.13
2,445	43	Gabalfa	26	36,675	1	0.07	33	29,340	1	0.11
6,783	72	Grangetown	38	101,745	4	0.04	68	81,396	8	0.08
5,106	120	Heath	31	76,590	5	0.04	34	76,590	14	0.04
1,499	24	Lisvane	48	17,988	5	0.27	34	22,485	2	0.15
9,775	72	Llandaff	27	56,625	2	0.05	46	45,300	10	0.10
3,234	114	Llandaff North	50	48,510	15	0.10	79	38,808	19	0.20
7,043	185	Llansihen	100	84,516	16	0.12	89	105,645	21	0.08
4,623	332	Llanrumney	63	55,476	23	0.11	60	69,345	16	0.09
5,478	96	Pentwyn	76	65,736	11	0.12	73	82,170	7	0.09
1,520	27	Pentyrch	28	22,800	4	0.12	28	18,240	2	0.15
5,228	117	Penylan	45	62,736	11	0.07	44	78,420	10	0.06
7,951	58	Plasnewydd	65	95,412	0	0.07	84	119,265	5	0.07
4,781	62	Pontprennau / Old St Mellons	87	57,372	8	0.15	131	71,715	10	0.18
2,789	40	Radyr	26	41,835	2	0.06	17	33,468	3	0.05
5,128	169	Rhiwbina	41	61,536	8	0.07	25	76,920	6	0.03
6,178	56	Riverside	43	92,670	4	0.05	81	74,136	5	0.11
3,609	176	Rumney	48	43,308	12	0.11	60	54,135	8	0.11
5,775	96	Splott	50	69,300	4	0.07	55	86,625	5	0.06
6,500	237	Trowbridge	75	78,000	14	0.10	147	97,500	31	0.15
6,770	171	Whitchurch & Tongwynlais	80	101,550	12	0.08	88	81,240	14	0.11
137,364	3,294	Total by Month	1678	1,857,285	283	0.11	1863	1,866,861	293	0.10

Missed Collection Reports by Month & Ward (Between 23.02.21 & 31.10.21)

Total Properties	A/L's @ 19.11.21	Ward	AUGUST				SEPTEMBER			
			Reports	Total Collns	A/L	% reported Missed	Reports	Total Collns	A/L	% reported Missed
3,918	18	Adamsdown	22	43,098	2	0.05	27	50,934	0	0.05
2,013	19	Butetown	9	22,143	1	0.04	13	26,169	0	0.05
4,382	194	Caerau	39	56,966	7	0.07	39	48,202	10	0.08
6,800	104	Canton	34	74,800	4	0.05	44	88,400	1	0.05
5,968	46	Cathays	64	65,648	2	0.10	94	83,552	0	0.11
2,473	25	Creigiau / St Fagans	20	34,622	2	0.06	21	27,203	3	0.08
4,179	140	Cyncoed	31	45,969	14	0.07	36	45,969	17	0.08
5,931	255	Ely	64	77,103	12	0.08	58	65,241	15	0.09
5,485	226	Fariwater	77	71,305	4	0.11	57	60,335	18	0.09
2,445	43	Gabalfa	20	26,895	1	0.07	20	31,785	1	0.06
6,783	72	Grangetown	28	74,613	1	0.04	36	88,179	2	0.04
6,106	120	Heath	27	56,166	3	0.05	36	66,378	3	0.05
5,499	24	Lisvane	10	16,489	0	0.06	16	16,489	1	0.10
6,775	72	Llandaff	18	41,525	3	0.04	28	49,075	5	0.06
4,234	114	Llandaff North	38	35,574	10	0.11	33	42,042	7	0.08
6,043	185	Llansihen	58	77,473	6	0.07	63	77,473	6	0.08
4,623	332	Llanrumney	47	50,853	18	0.09	42	64,722	11	0.06
5,478	96	Pentwyn	59	60,258	10	0.10	83	54,780	9	0.15
1,520	27	Pentyrch	13	21,280	0	0.06	12	16,720	1	0.07
5,228	117	Penylan	36	57,508	7	0.06	43	57,508	5	0.07
7,951	58	Plasnewydd	30	87,461	2	0.03	68	103,363	1	0.07
4,781	62	Pontprennau / Old St Mellons	33	52,591	2	0.06	54	47,810	1	0.11
2,789	40	Radyr	15	39,046	0	0.04	26	30,679	1	0.08
5,128	169	Rhiwbina	23	56,408	7	0.04	22	56,408	10	0.04
6,178	56	Riverside	47	67,958	3	0.07	34	80,314	0	0.04
3,609	176	Rumney	16	39,699	4	0.04	23	50,526	3	0.05
5,775	96	Splott	20	63,525	3	0.03	21	75,075	2	0.03
6,500	237	Trowbridge	66	71,500	15	0.09	61	91,000	10	0.07
6,770	171	Whitchurch & Tongwynlais	54	94,780	3	0.06	88	74,470	19	0.12
137,364	3,294	Total by Month	1018	1,583,256	146	0.06	1198	1,670,801	162	0.07

Missed Collection Reports by Month & Ward (Between 23.02.21 & 31.10.21)

Total Properties	A/L's @ 19.11.21	Ward	OCTOBER			
			Reports	Total Collns	A/L	% reported Missed
3,918	18	Adamsdown	37	43,098	0	0.09
2,013	19	Butetown	13	22,143	0	0.06
4,382	194	Caerau	47	48,202	16	0.10
6,800	104	Canton	43	74,800	4	0.06
5,968	46	Cathays	75	65,648	3	0.11
2,473	25	Creigiau / St Fagans	30	27,203	5	0.11
4,179	140	Cyncoed	37	58,506	10	0.06
5,931	255	Ely	50	65,241	23	0.08
5,485	226	Fariwater	64	60,335	25	0.11
2,445	43	Gabalfa	24	26,895	2	0.09
6,783	72	Grangetown	37	74,613	2	0.05
5,106	120	Heath	20	56,166	8	0.04
1,499	24	Lisvane	31	20,986	5	0.15
3,775	72	Llandaff	34	41,525	6	0.08
3,234	114	Llandaff North	20	35,574	5	0.06
7,043	185	Llansihen	87	98,602	7	0.09
4,623	332	Llanrumney	56	50,853	22	0.11
5,478	96	Pentwyn	70	76,692	21	0.09
1,520	27	Pentyrch	27	16,720	4	0.16
5,228	117	Penylan	42	67,964	10	0.06
7,951	58	Plasnewydd	60	87,461	5	0.07
4,781	62	Pontprennau / Old St Mellons	63	52,591	2	0.12
2,789	40	Radyr	16	30,679	10	0.05
5,128	169	Rhiwbina	31	71,792	1	0.04
6,178	56	Riverside	48	67,958	5	0.07
3,609	176	Rumney	24	39,699	5	0.06
5,775	96	Splott	46	63,525	4	0.07
6,500	237	Trowbridge	60	71,500	11	0.08
6,770	171	Whitchurh & Tongwynlais	54	74,470	14	0.07
137,364	3,294	Total by Month	1246	1,591,441	235	0.08

Missed Collection Reports by Month & Ward (Between 23.02.21 & 31.10.21)

Total Properties	A/L's @ 19.11.21	Ward	TOTAL				
			Total Collections	Total Reports by Ward	Total A/L Repotrs by Ward	Total % Reported Missed	Total % A/L Reported Missed
3,918	18	Adamsdown	372,210	334	14	0.09	0.004
2,013	19	Butetown	191,235	159	11	0.08	0.006
4,382	194	Caerau	416,290	482	125	0.12	0.030
6,800	104	Canton	646,000	614	39	0.10	0.006
5,968	46	Cathays	584,864	631	29	0.11	0.005
2,473	25	Creigiau / St Fagans	244,827	523	31	0.21	0.013
4,179	140	Cyncoed	409,542	456	119	0.11	0.029
5,931	255	Ely	563,445	733	194	0.13	0.034
5,485	226	Fariwater	521,075	874	215	0.17	0.041
2,445	43	Gabalfa	237,165	267	25	0.11	0.011
6,783	72	Grangetown	644,385	465	55	0.07	0.009
5,106	120	Heath	510,600	446	50	0.09	0.010
1,499	24	Lisvane	146,902	251	23	0.17	0.016
3,775	72	Llandaff	366,175	456	50	0.12	0.014
3,234	114	Llandaff North	313,698	487	104	0.16	0.033
2,043	185	Llansihen	690,214	746	112	0.11	0.016
4,623	332	Llanrumney	453,054	506	180	0.11	0.040
5,478	96	Pentwyn	520,410	749	110	0.14	0.021
1,520	27	Pentyrch	148,960	285	16	0.19	0.011
5,228	117	Penylan	496,660	531	81	0.11	0.016
7,951	58	Plasnewydd	755,345	498	19	0.07	0.003
4,781	62	Pontprennau / Old St Mellons	439,852	935	50	0.21	0.011
2,789	40	Radyr	273,322	287	33	0.11	0.012
5,128	169	Rhiwbina	502,544	313	64	0.06	0.013
6,178	56	Riverside	586,910	491	33	0.08	0.006
3,609	176	Rumney	353,682	515	77	0.15	0.022
5,775	96	Splott	548,625	401	43	0.07	0.008
6,500	237	Trowbridge	637,000	783	157	0.12	0.025
6,770	171	Whitchurh & Tongwynlais	663,460	924	120	0.14	0.018
137,364	3,294	Total by Month	13,238,451	15142	2179	0.11	0.016

Missed Hygiene Collections

Total Properties	Ward	FEBRUARY			MARCH		
		Reports	Total Collns	% reported Missed	Reports	Total Collns	% reported Missed
153	Adamsdown				2	306	0.65
29	Butetown				0	58	0.00
216	Caerau				2	432	0.46
337	Canton				32	674	4.75
79	Cathays				1	237	0.42
169	Creigiau / St Fagans				2	507	0.39
200	Cyncoed				2	400	0.50
392	Ely				5	784	0.64
282	Fariwater				5	564	0.89
120	Gabalfa				0	360	0.00
307	Grangetown				14	614	2.28
349	Heath				2	698	0.29
59	Lisvane				1	118	0.85
161	Llandaff				2	483	0.41
195	Llandaff North				0	585	0.00
350	Llansihen	6			6	700	0.86
270	Llanrumney	2			7	540	1.30
294	Pentwyn				22	588	3.74
62	Pentyrch				4	186	2.15
236	Penylan				20	472	4.24
170	Plasnewydd				1	340	0.29
363	Pontprennau / Old St Mellons				17	726	2.34
176	Radyr				4	528	0.76
292	Rhiwbina				1	584	0.17
161	Riverside				19	322	5.90
154	Rumney				0	308	0.00
282	Splott				1	564	0.18
396	Trowbridge	1			4	792	0.51
346	Whitchurh & Tongwynlais				6	1,038	0.58
6,600	Total by Month	9	0	0.29	182	14,508	1.25

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Missed Hygiene Collections

Total Properties	Ward	APRIL			MAY		
		Reports	Total Collns	% reported Missed	Reports	Total Collns	% reported Missed
153	Adamsdown	0	306	0.00	0	306	0.00
29	Butetown	0	58	0.00	0	58	0.00
216	Caerau	0	432	0.00	2	432	0.46
337	Canton	10	674	1.48	4	674	0.59
79	Cathays	0	158	0.00	0	158	0.00
169	Creigiau / St Fagans	0	338	0.00	2	338	0.59
200	Cyncoed	2	600	0.33	0	400	0.00
392	Ely	1	784	0.13	0	784	0.00
282	Fariwater	7	564	1.24	10	564	1.77
120	Gabalfa	2	240	0.83	0	240	0.00
307	Grangetown	1	614	0.16	1	614	0.16
349	Heath	2	698	0.29	1	698	0.14
59	Lisvane	0	177	0.00	1	118	0.85
161	Llandaff	1	322	0.31	2	322	0.62
195	Llandaff North	0	390	0.00	0	390	0.00
350	Llansihen	6	1,050	0.57	6	700	0.86
270	Llanrumney	0	810	0.00	1	540	0.19
294	Pentwyn	0	588	0.00	3	588	0.51
62	Pentyrch	0	124	0.00	1	124	0.81
236	Penylan	0	472	0.00	0	472	0.00
170	Plasnewydd	0	340	0.00	2	340	0.59
363	Pontprenau / Old St Mellons	3	726	0.41	0	726	0.00
176	Radyr	0	352	0.00	3	352	0.85
292	Rhiwbina	2	876	0.23	0	584	0.00
161	Riverside	1	322	0.31	2	322	0.62
154	Rumney	1	462	0.22	0	308	0.00
282	Splott	1	564	0.18	1	564	0.18
396	Trowbridge	2	1,188	0.17	1	792	0.13
346	Whitchurh & Tongwynlais	1	692	0.14	0	692	0.00
6,600	Total by Month	43	14,921	0.29	43	13,200	0.33

Missed Hygiene Collections

Total Properties	Ward	JUNE			JULY		
		Reports	Total Collns	% reported Missed	Reports	Total Collns	% reported Missed
153	Adamsdown	0	306	0.00	0	459	0.00
29	Butetown	1	58	1.72	0	87	0.00
216	Caerau	7	648	1.08	1	432	0.23
337	Canton	1	1,011	0.10	14	674	2.08
79	Cathays	2	158	1.27	0	158	0.00
169	Creigiau / St Fagans	7	338	2.07	1	338	0.30
200	Cyncoed	8	400	2.00	1	400	0.25
392	Ely	3	1,176	0.26	2	784	0.26
282	Fariwater	40	846	4.73	5	564	0.89
120	Gabalfa	0	240	0.00	1	240	0.42
307	Grangetown	3	921	0.33	15	614	2.44
349	Heath	3	698	0.43	3	698	0.43
59	Lisvane	6	118	5.08	0	118	0.00
161	Llandaff	1	322	0.31	2	322	0.62
195	Llandaff North	0	390	0.00	3	390	0.77
350	Llansihen	21	700	3.00	8	700	1.14
270	Llanrumney	16	540	2.96	1	540	0.19
294	Pentwyn	3	588	0.51	2	882	0.23
62	Pentyrch	0	124	0.00	0	124	0.00
236	Penylan	6	472	1.27	1	708	0.14
170	Plasnewydd	3	340	0.88	1	510	0.20
363	Pontprenau / Old St Mellons	3	726	0.41	0	1,089	0.00
176	Radyr	0	352	0.00	0	352	0.00
292	Rhiwbina	0	584	0.00	0	584	0.00
161	Riverside	4	483	0.83	21	322	6.52
154	Rumney	0	308	0.00	0	308	0.00
282	Splott	3	564	0.53	1	846	0.12
396	Trowbridge	1	792	0.13	0	792	0.00
346	Whitchurh & Tongwynlais	6	692	0.87	2	692	0.29
6,600	Total by Month	148	14,895	0.99	85	14,727	0.58

Missed Hygiene Collections

Total Properties	Ward	AUGUST			SEPTEMBER		
		Reports	Total Collns	% reported Missed	Reports	Total Collns	% reported Missed
153	Adamsdown	1	306	0.33	0	306	0.00
29	Butetown	0	58	0.00	0	58	0.00
216	Caerau	3	432	0.69	1	432	0.23
337	Canton	3	674	0.45	5	674	0.74
79	Cathays	5	158	3.16	0	237	0.00
169	Creigiau / St Fagans	0	507	0.00	1	338	0.30
200	Cyncoed	2	400	0.50	1	400	0.25
392	Ely	0	784	0.00	2	784	0.26
282	Fariwater	4	564	0.71	4	564	0.71
120	Gabalfa	2	240	0.83	2	360	0.56
307	Grangetown	6	614	0.98	3	614	0.49
349	Heath	4	698	0.57	5	1,047	0.48
59	Lisvane	0	118	0.00	0	118	0.00
161	Llandaff	1	322	0.31	0	483	0.00
195	Llandaff North	1	390	0.26	3	585	0.51
350	Llansihen	4	700	0.57	1	700	0.14
270	Llanrumney	3	540	0.56	4	810	0.49
294	Pentwyn	3	588	0.51	5	588	0.85
62	Pentyrch	0	186	0.00	0	124	0.00
236	Penylan	1	472	0.21	0	472	0.00
170	Plasnewydd	0	340	0.00	0	340	0.00
363	Pontprenau / Old St Mellons	0	726	0.00	0	726	0.00
176	Radyr	4	528	0.76	1	352	0.28
292	Rhiwbina	0	584	0.00	0	584	0.00
161	Riverside	5	322	1.55	1	322	0.31
154	Rumney	0	308	0.00	1	462	0.22
282	Splott	2	564	0.35	2	564	0.35
396	Trowbridge	6	792	0.76	0	1,188	0.00
346	Whitchurh & Tongwynlais	1	1,038	0.10	4	692	0.58
6,600	Total by Month	61	13,953	0.44	46	14,924	0.31



Missed Hygiene Collections

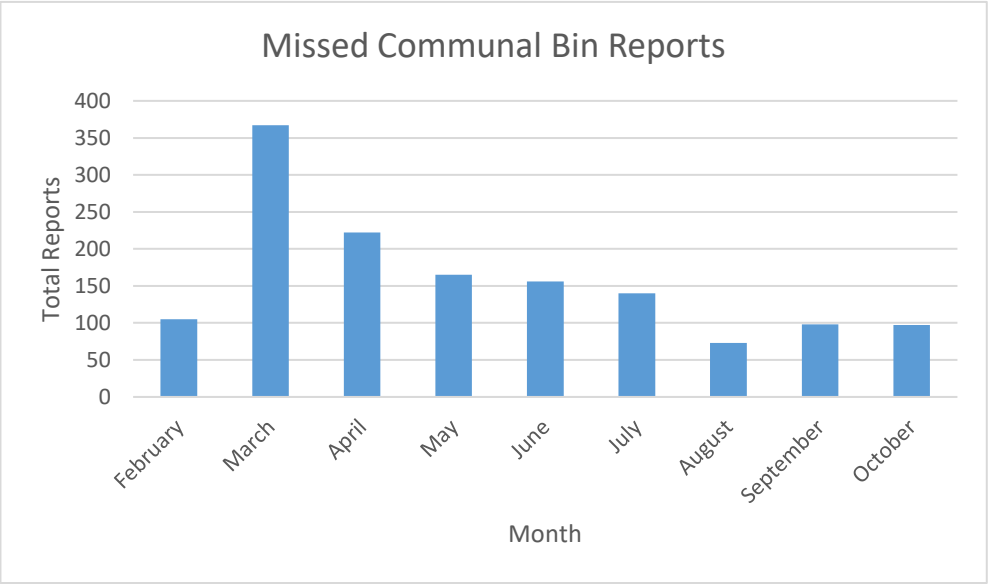
Total Properties	Ward	OCTOBER			TOTAL		
		Reports	Total Collns	% reported Missed	Total Collections	Total Reports by Ward	Total % Reported Missed
153	Adamsdown	1	306	0.33	2,601	4	0.15
29	Butetown	0	58	0.00	493	1	0.20
216	Caerau	1	432	0.23	3,672	17	0.46
337	Canton	0	674	0.00	5,729	69	1.20
79	Cathays	0	158	0.00	1,422	8	0.56
169	Creigiau / St Fagans	0	338	0.00	3,042	13	0.43
200	Cyncoed	1	600	0.17	3,600	17	0.47
392	Ely	1	784	0.13	6,664	14	0.21
282	Fariwater	1	564	0.18	4,794	76	1.59
120	Gabalfa	1	240	0.42	2,160	8	0.37
307	Grangetown	0	614	0.00	5,219	43	0.82
349	Heath	0	698	0.00	5,933	20	0.34
59	Lisvane	1	177	0.56	1,062	9	0.85
161	Llandaff	0	322	0.00	2,898	9	0.31
195	Llandaff North	2	390	0.51	3,510	9	0.26
350	Llansihen	3	1,050	0.29	6,300	61	0.97
270	Llanrumney	5	540	0.93	4,860	39	0.80
294	Pentwyn	1	588	0.17	4,998	39	0.78
62	Pentyrch	0	124	0.00	1,116	5	0.45
236	Penylan	0	472	0.00	4,012	28	0.70
170	Plasnewydd	2	340	0.59	2,890	9	0.31
363	Pontprennau / Old St Mellons	3	726	0.41	6,171	26	0.42
176	Radyr	0	352	0.00	3,168	12	0.38
292	Rhiwbina	0	876	0.00	5,256	3	0.06
161	Riverside	3	322	0.93	2,737	56	2.05
154	Rumney	0	308	0.00	2,772	2	0.07
282	Splott	1	564	0.18	4,794	12	0.25
396	Trowbridge	0	792	0.00	7,128	15	0.21
346	Whitchurh & Tongwynlais	3	692	0.43	6,228	23	0.37
6,600	Total by Month	30	14,101	0.21	115,229	647	0.56



Missed Communal Bins Reports

Month
Total Reports

February	March	April	May	June	July	August	September	October
105	367	222	165	156	140	73	98	97



Type	OT
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Sum of Amount	Column Labels			
Row Labels	2019	2020	2021	Grand Total
10 - Jan	919	14,542	21,628	37,089
11 - Feb	700	8,552	10,798	20,050
12 - Mar	14,594	10,521	12,471	37,587
1 - Apr	28,975	706	14,746	44,427
2 - May	30,522	19,633	10,126	60,281
3 - Jun	24,127	18,379	12,906	55,412
4 - Jul	21,623	12,486	10,224	44,332
5 - Aug	26,899	18,372	16,797	62,067
6 - Sep	18,592	11,156	6,685	36,433
7 - Oct	17,408	8,410	4,504	30,322
8 - Nov	11,690	2,387		14,077
9 - Dec	22,100	10,934		33,034
Grand Total	218,148	136,079	120,885	475,112

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

7 DECEMBER 2021

ENVIRONMENTAL SCRUTINY COMMITTEE - COMMITTEE BUSINESS

Purpose of Report

1. This report sets out a summary of the Committee's business including the following:
 - The Committee's Work Programme update for 2021-22, specifically relating to items for January to March 2022.
 - Proposed recommendations from the Replacement Local Development Plan (RLDP) Joint Scrutiny Task and Finish Group.

Environment Scrutiny Committee Work Programme 2021/22

2. The Council's Constitution states that each Scrutiny Committee will set their own work programme. This is traditionally undertaken at the beginning of a municipal year and updated as the work progresses. As with other years, the work programme needs to be carefully constructed so that the time available to the Committee is used most effectively in order to maximise the impact of Scrutiny.
3. The Environmental Scrutiny Committee's Terms of Reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas. A copy of the terms of reference has been attached to this document as **Appendix A**.
4. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision-making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:
 - i. Holding to account the Cabinet and officers, as decision-makers.

- ii. Being a '*critical friend*', questioning how decisions have been made, providing a '*check and balance*' to decision makers and undertaking reviews of services and policy.
 - iii. Providing a voice for citizens.
5. The construction of a work programme involves obtaining information from a range of sources, these may include:
 - Information from the relevant Directorates;
 - Relevant extracts from relevant corporate documents - including Cabinet Forward Plan, Capital Ambition, Corporate Plan, Recovery & Renewal Plans, Directorate Delivery Plans, budgetary information, performance information, risk register and audit reports.
 - Forthcoming UK and Welsh Government legislation and policy changes
 - Suggestions and ideas put forward by the Environmental Scrutiny Committee;
 - Member suggestions and observations;
 - Citizen and third party comments and observations;
 - Performance information.

Identification of Potential Items

5. At the September 2021 Committee meeting, Members agreed the initial Environmental Scrutiny Committee Forward Work Programme 2021/22 and set out the items for scrutiny for the period September to December 2021. This followed the Committee's consideration and discussion at their July meeting where they received a list of potential topics that were identified during the 2021/22 work programming process. These were recorded in a document titled 'Environmental Scrutiny Committee – Potential Work Programme Items 2021/22 (attached to this report as **Appendix B**).
6. The period of the initial 'Environmental Scrutiny Committee – Forward Work Programme' has ended. This means that the Committee now has to revisit the work programme and agree a new Work Programme for the period January 2022 to March 2022.

7. Since the September meeting members of the Environmental Scrutiny Committee have been asked to make suggestions for their Forward Work Programme. There has also been some slippage of items. Based on this information a Draft Forward Work Programme 2021/22 for this Committee, covering the period January to March 2022, has been created and is attached to this report as **Appendix C**.
8. Each item proposed for scrutiny in **Appendix C** is supported by a suggested date; a title and description of the report; a list of invitees and consultees and reference to the format and type of scrutiny to be undertaken. An explanation of the various forms of scrutiny that can be carried delivered are set out below:
- **Policy Development & Review** – Where the Committee contributes to the Council's policy development processes by considering draft policy documents or existing policies.
 - **Inquiries** – Where the Committee undertakes an examination of a topic over a period of time, via a task & finish group, resulting in a formal report to the Cabinet. These can be short inquiries, such as deep dives, or longer inquiries, as required.
 - **Short Scrutiny Studies** – Where the Committee examines a particular service or issue over one or two committee meetings. Frequently such scrutiny activity results in a letter being sent to the relevant Cabinet Member with recommendations or comments.
 - **Pre Decision** – Where the Committee evaluates and comments on proposals before they go to the Cabinet, giving the Cabinet the opportunity to reflect upon Scrutiny views prior to making their decision.
 - **Monitoring Performance & Progress** – Where the Committee undertakes monitoring of the Council's performance and progress in implementing actions previously agreed.
9. When developing a scrutiny work programme it is important prioritise where work resources are allocated. This means that items should be prioritised to ensure

quality over quantity, achievability, deliverability and impact. In following this approach items should:

- **Focus** – Be based on issues that impact on Cardiff citizens.
- **Add Value** – Where possible enhance the work of the Council in delivering services to our citizens.
- **Involve** - Involve partners, stakeholders and the public in scrutiny process.
- **Demonstrate Flexibility** – The work programme should be reviewed regularly to reflect changing priorities.
- **Agreed by Committee** – Work programme items should be agreed by the whole Committee working as a team.
- **Thematic** – The Committee should consider wider issues rather than only focusing on Council services.
- **Balance** – The work programme should be balanced and include items from across the terms of reference.
- **Team work** – In delivering the work programme councillors should leave party politics at the door, work as a team and focus on wider issues that impact on all Cardiff citizens.

10. In setting their work programme, Members have been mindful of Audit Wales advice for scrutiny committees to aim to achieve committee meetings within reasonable timeframes, whilst maintaining robust and appropriate levels of scrutiny across the terms of reference. Key to this is ensuring agendas are of a manageable size, work occurs outside of committee meetings and Members are provided the option to adjourn a committee meeting if more time is required than originally anticipated.

11. This timeframe takes on added significance with meetings held remotely, given advice to keep remote meetings as short as possible. Scrutiny Chairs have discussed the length of meetings and decided to aim to keep meetings to 2.5 hours, where possible.

Forward Work Plan January to March 2022

12. As part of the Council's response to the Wales Audit Office report '*Overview and Scrutiny - Fit for the Future?*' (July 2018), the Head of Democratic Services has

introduced publication of the Committee's "Forward Work Programme" (FWP) on the Council's internet site.¹

13. The next published FWP will cover the period January to March 2022. At this meeting, Members are also asked to consider the information set out in **Appendix D** and agree for this to be published, subject to any amendments agreed at this meeting.

Replacement Local Development Plan Joint Scrutiny Task and Finish Group

14. At its first meeting held on 22nd November 2021, the Joint Task and Finish Group received a presentation from Senior Officers on the Strategic Options and consultation process surrounding the RLDP Strategic Options. The Group examined the consultation processes planned for engagement with a particular focus on the approaches for involving hard to reach and under-represented groups.
15. As the Chair's letter states at **Appendix E**, given that the consultation went live on the 30th November, Members requested that it would be more beneficial that their observations and recommendations on the consultation process be provided immediately, rather than waiting until the end of the Task and Finish Group's inquiry. This way, Members concluded, their comments and recommendations could hopefully inform the current consultation and be incorporated into it.
16. The attached Chair's letter, therefore, provides a summary of the comments, observations and recommendations made by the Task and Finish Group at this meeting that they wish to send to the Cabinet Member for Strategic Planning and Transport.

Way Forward

17. Members are invited to consider and discuss the draft work programme attached at **Appendix C** and subsequently agree the Environmental Scrutiny Committee Work Programme for the remainder of 2021-22. Members are reminded of the

¹ Available at: [Scrutiny Forward Work Programmes \(cardiff.gov.uk\)](https://cardiff.gov.uk/scrutiny-forward-work-programmes)

need to retain some flexibility in the work programme to enable new items to be added during the year as necessary. Furthermore, Members are asked to consider the draft letter of the Joint Scrutiny Task and Finish Group containing a series of recommendations on the RLDP Strategic Options consultation process.

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. Consider the contents of this report and its Appendices;
- ii. Consider and agree any amendments to the draft work programme attached at **Appendix C**;
- iii. Approve a final work programme for the remainder of 2021-22;
- iv. Consider and agree the Committee Forward Work Plan attached at **Appendix D**, for publication on the Council's internet.
- v. Consider and agree the recommendations of the RLDP Joint Scrutiny Task and Finish Group that are contained within the draft Chair's letter attached at **Appendix E** for submission to the Cabinet Member, Strategic Planning and Transport.

DAVINA FIORE

Director of Governance & Legal Services

1st December 2021

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Environmental Scrutiny Committee Terms of Ref

The role of this Committee is to scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability including:

Strategic Planning Policy
Sustainability Policy
Environmental Health Policy
Public Protection Policy
Licensing Policy
Waste Management
Strategic Waste Projects
Street Cleansing
Cycling and Walking
Streetscape
Strategic Transportation Partnership
South East Wales Transport Alliance
Transport Policy and Development
Intelligent Transport Solutions
Public Transport
Parking Management

To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.

To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.

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Environmental Scrutiny Committee Work Programming 2021-22

1.1 Pre- Decision Scrutiny

Cabinet Report	Indicative Scheduling
Recycling Strategy for Cardiff: 64% and Beyond	September
Public Space Protection Orders and Community Protection Notices Policy	September
One Planet – Full Report	September
Electric Vehicle Strategy	September
Intelligent Transport System – Next Steps	September
SuDS / SAB Adoption	September
Fleet Strategy	September
Cardiff Replacement Local Development Plan To review replacement LDP and its content in line with Committee's terms of ref. ¹	September
Final Recycling Strategy	October / November
Coastal Protection Programme – Full business case and tender response	November
Corporate Plan	February
Budgetary Proposals	February
Adoption & Future Maintenance of Sustainable Drainage (SUDS) Features	Schedule TBC

¹ To note, during Committee's March 2021 meeting a suggestion was made by Cllr Wong to conduct an inquiry looking at best practice for formulating an LDP – this suggestion is also included in table 1.3, Member suggestions.

1.2 Policy Review - Service Areas Upcoming Work

Transport	Type of Scrutiny	Potential Invitees
Cardiff's Bus Routes & Services – Update		
Development of Cardiff's Transport Interchanges – Update		
Cardiff Safe Cycling Network Review – Participation & Infrastructure		
Future of Castle Street		
Ultra Low Emission Taxis – Review		
<p>Cardiff's Transport White Paper: Transport Vision to 2030 – To include an update on the work in partnership with Welsh Government and Transport for Wales to design and deliver a programme of strategic transport projects, including the Metro, public transport and network improvements by 2024. It will include key stages of:</p> <ul style="list-style-type: none"> • North West Corridor; • Phase 1 City Centre to Cardiff Bay Metro; • Crossrail; • New stations; • Strategic Park and Ride; • Eastern Corridor Study; and • A Bus Strategy 		
Cardiff Schools Active Travel Plans Update		

APPENDIX 2

Implementation of Clean Air Plan		
Energy Sustainability	Type of Scrutiny	Potential Invitees
One Planet Cardiff Monitoring		
Cardiff Heat Network – Member Update		
Housing Energy Efficiency Retrofit Programme		
Highways (including Parking Management)	Type of Scrutiny	Potential Invitees
Highways Resurfacing Programme		
Canal Quarter Scheme – Update		
Planning	Type of Scrutiny	Potential Invitees
Cardiff Replacement Local Development Plan – Full Review		
Shared Regulatory Service	Type of Scrutiny	Potential Invitees
Shared Regulatory Service Annual Report 2020/21 & Business Plan 2021/22		
Air Quality Improvements – Implementation & Monitoring		
Local Air Quality Management - Annual Air Quality Progress Report		
Introduction of a national standard for taxis & review of taxi enforcement activities.		

APPENDIX 2

Cleansing & Waste Management	Type of Scrutiny	Potential Invitees
Changes to Waste Management – Review & Update		
City Wide Separate Glass Recycling - Update		
Household Waste Recycling Centre – North Cardiff		
Assessment of Recycling Performance		
Delivery of Residential LED Street Lighting – Update & Review		
Bereavement & Registration Services	Type of Scrutiny	Potential Invitees
Thornhill Cemetery Development – Modernisation of Services & Progress Update		

1.3 Other Potential Committee Items – those suggested by Committee Members

Potential Areas of Work Requested by Committee Members Previously	Type of Scrutiny	Potential Invitees

<p>Review of Waste Collection Changes / Waste Management²</p> <p>a meeting to be held solely dedicated to scrutinising the changes to the four day week for waste collection and glass recycling – Committee to be provided with documents detailing any problems experienced since the implementation of the new schemes, costs entailed and how the council intends to rectify issues.</p>		
<p>Replacement recycling centre in North Cardiff³</p> <p>Update on progression of site including location development, financial viability, considered transport routes.</p>		
<p>LDP – Best practice⁴</p> <p>Short Scrutiny on how councillors contribute to LDP – consider LDP best practice from other cities. Service area have advised a Strategic Development Plan will be developed – subject to WG guidance. To also include Future Generations</p>		

² The request to review changes to waste management services / bin collection was put forward to the PSO by 2 Committee Members.

³ Members are to note, along with being put forward by a Committee Member, the Chair of PRAP has also voiced his support toward Committee undertaking this work as the delay in progress has been referenced in PRAP– Chair of PRAP suggested the Committee undertake research into possible sites available for its location

⁴ Members are to note the scrutiny of the LDP will be coming to the Committee as a pre-decision item which this suggestion can be incorporated into.

APPENDIX 2

<p>Planning Policy Wales 11 Update – To examine the departmental response including insight into its impact and implications on LDP.</p>		
<p>Shared Regulatory Services – Impact on its role in combatting Covid-19. To include insight into how they dealt with Covid, clarity on how its role changed and if this change has impacted future plans</p>		
<p>Short Term Plans to tackle air pollution and congestion in Cardiff. https://www.bbc.co.uk/news/uk-wales-56283514 Information on how the service area is addressing air pollution and congestion in the short term.</p>		
<p>Provision and quality of disabled parking in Cardiff Potential audit of the bays available across the city – e.g. quality, accessibility, location.</p>		Disability charities.
<p>Resurfacing To explore if there are new technologies which can cut the cost/time and enhance quality of resurfacing.</p>		
<p>Metro / Travel Corridors Update</p>		
<p>Update on Tree Planting Proposals</p>		

1.4 Updates outside Committee

APPENDIX 2

<p>Monthly Budget Monitoring Report – Months 4, 6 & 9 budget monitoring reports to be circulated to Committee Members highlighting the key points relevant to Committee. Purpose – to identify at an early stage pressures, over/under spends, monitor particular areas of interest for the Committee.</p>	<p>July, September & December</p>
<p>Castle Street Modelling Update Requested following Committee’s June 2021 meeting – Committee to receive a progress report detailing how the actual activity on Castle Street since its re-opening has compared to the modelling included in the June 2021 Cabinet Report.</p>	<p>March 2022</p>

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ENVIRONMENTAL SCRUTINY COMMITTEE WORK PROGRAMME 2021-22

Meeting Dates	Type of Scrutiny	Title and Description of Report	Invitees & Consultees
13 January 2022 (Cabinet Date - 20 January)	Pre-Decision	Vehicle Transition Strategy - Delivering A Emission Fleet For Cardiff Council - 1) Approve the new Corporate Policy for vehicles in stage 1 and 2 2) Approve the phased replacement strategy as set out in the report. 3) Approve the undertaking of a detailed assessment to develop a robust and fully costed roadmap for the Council's ULEV Transition to 2030, to be brought back to Cabinet for formal approval	Cllr Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment Representatives from the Economic Development Directorate
13 January 2022	Policy Development	Managing Biodiversity and Natural Environment in Cardiff- Response to Scrutiny Recommendations Reposnse to the recommendations of the Scrutiny inquiry into Biodiversity - to include update on Weed Control Trial	Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment Councillor Caro Wild, Cabinet Member for Strategic Planning & Transport Representatives from the Planning, Transport & Environment Directorate Representatives from the Economic Development Directorate
13 January 2022	Information Report (TBC)	Environmental Enforcement Policy - Public Space Protection Orders and Community Protection Notices Policy To review the proposed changes to the Environment Enforcement Policy prior to it being submitted to Cabinet. The Enforcement Policy needs to support an expansion of current powers and allow delegation to Officers in other Service Areas, such as Housing and Parks in order to tackle the issues such as litter, graffiti, fly posting, dog fouling and fly tipping and improve local environmental quality.	Cllr Michael Michael, Cabinet Member for Clean Streets, Recycling and Environment Representatives from the Planning, Transport & Environment Directorate
22 February 2022 (Cabinet Date - 24 February)		Draft Corporate Plan 2022 to 2025 & 2022/23 Draft Cabinet Budget Proposals To provide Members with the context for the scrutiny of those sections of the Council's Draft Corporate Plan 2021 to 2024, and Draft Cabinet 2021/22 budget consultation proposals as they relate to the Directorates which fall under the remit of this Committee	Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment Councillor Caro Wild, Cabinet Member for Strategic Planning & Transport Representatives from the Planning, Transport & Environment Directorate
22-Feb-22		Coastal Risk Management Programme Full Business Case and award of the construction contract	Cllr Michael Michael, Cabinet Member for Clean Streets, Recycling and Environment Representatives from the Planning, Transport & Environment Directorate
07 March 2021 (Cabinet Date - 10 March)		RLDP Joint Task and Finish Group Report Presentation of the findings and recomendations from the Joint Task and Finish Group Inquiry.	None

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Briefings/Reports/ Updates outside of Committee

Date		Title and Description	Contact Officer
Dec-21	Briefing Report	Month 6 - Budget Monitoring Report. Capturing areas relevant to this Committee.	
Mar-22	Briefing Report	Month 9 - Budget Monitoring Report. Capturing areas relevant to this Committee.	
TBC	Briefing Report	Castle Street Modelling Update since reopening Committee to receive a progress report detailing how the	Andrew Gregory
TBC	Briefing Report	Planning - At Committee in September the Committee touched upon the difference between Community Infrastructure Levies and Section 106 agreements to which Officers clarified that the former was a fixed landcharge. Members welcomed the offer to explore this in further detail at a future Scrutiny Committee.	Andrew Gregory

Further Items for Scheduling

Potential Date	Type of Scrutiny	Title and Description of Report	Invitees & Consultees
TBC	Pre-Decision	Cardiff Intelligent Transport Systems (ITS) Strategy - The Strategy will promote better journey options directly to journey makers to increase active travel and public transport use.	Cllr Caro Wild, Cabinet Member for Strategic Planning and Transport. Representatives from the Planning, Transport & Environment Directorate
TBC	Pre-Decision	Cycle Strategy - Next 5 Years This paper seeks to chart a course for the next Council administration by highlighting the actions needed to build on the achievements of the last 5 years and maintain the momentum towards making Cardiff the UK's leading cycling city.	Cllr Caro Wild, Cabinet Member for Strategic Planning and Transport. Representatives from the Planning, Transport & Environment Directorate
TBC	Pre-Decision	Cardiff's Smart City Roadmap To obtain Cabinet authority for Cardiff's Final Smart City Roadmap to be approved. Cardiff Council's draft Smart City Roadmap was published in December 2019 and the consultation period ended in March 2020, which coincided with the COVID-19 public health measures. The Roadmap has been re-written to take into account the feedback from the consultation and the effects of the pandemic.	Representatives from the Resources Directorate
TBC	Policy Development and Review	Cardiff Car Club Scheme - Follow up from October 2021 meeting Receive update at appropriate time to consider: - The expected outcomes for the scheme - Spend and how the service intends to measure success - The associated Business plan - Detail of what type of cars are incorporated into teh scheme - EV/hybrid etc - Evaluation of the enterprise scheme - Evidence of demand for such as scheme - is it simply being used by those who don't have cars therefore used for single occupancy still and doesn't necessarily reduce the amount of cars on the road - Does it incorporate or encourage car pooling	Cllr Caro Wild, Cabinet Member for Strategic Planning and Transport. Cllr Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment Representatives from the Planning, Transport & Environment Directorate

TBC	Pre-Decision	Electrical Vehicle Strategy	Cabinet Member, Strategic Planning & Transport Representatives from the Planning, Transport and Environment Directorate
TBC	Information Report	North Cardiff Household Waste Recycling Centre and the Replacement Recycling Centre - Comprehensive update including confidential information - in order to determine if it requires further scrutiny	None
TBC	Policy Development & Review/Pre-Decision	Cardiff Bus Strategy - Results of Consultation Process and Proposed Final Strategy including information requested previously	Cabinet Member, Strategic Planning & Transport Representatives from the Planning, Transport and Environment Directorate
TBC	Information Report	Coastal Protection Programme- Detail on the plan in place if costs were to increase as well as automatically updated on the following: <ul style="list-style-type: none"> •Cost increase by £500,000 or more •Any changes to the traveller site to that detailed at Committee (regarding the erection of a fence). •An update when a storage location for the rocks is found 	Cllr Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment Representatives from the Planning, Transport and Environment Directorate
TBC	Pre-Decision	Draft Recycling Strategy for Cardiff: 64% and Beyond - Cardiff's recycling performance. To receive the outcome of consultation prior to it being presented to Cabinet for Final Approval	Cllr Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment Representatives from the Economic Development Directorate
TBC	Information Report	Coal Tips in Cardiff	Cllr Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment Representatives from the Economic Development Directorate

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Environmental Scrutiny Committee – Forward Work Programme January – March 2022

Subject to review due to the ongoing Coronavirus pandemic.

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

13 January 2022

[Vehicle Transition Strategy - Delivering A Emission Fleet For Cardiff Council](#)

To review the new Corporate Policy for vehicles in stage 1 and 2 and the phased replacement strategy prior to it being submitted to Cabinet for approval.

Invitees

Cabinet Member, Clean Streets, Recycling & Environment
Representatives from the Economic Development Directorate

[Managing Biodiversity and Natural Environment in Cardiff- Response to Scrutiny Recommendations](#)

To review the content of the fifth Cardiff Local Development Plan Annual Monitoring Report prior to it being received by Cabinet and submitted to Welsh Government.

Invitees

Cabinet Member, Strategic Planning & Transport
Cabinet Member, Clean Streets, Recycling & Environment
Representatives from the Planning, Transport & Environment Directorate
Representatives from the Economic Development Directorate

[Environmental Enforcement Policy - Public Space Protection Orders and Community Protection Notices Policy](#)

Information Report for noting.

Invitees:

None

22 February 2022

[Draft Corporate Plan 2022 to 2025 & 2022/23 Draft Cabinet Budget Proposals](#)

To provide Members with the context for the scrutiny of those sections of the Council's Draft Corporate Plan and draft Budget Consultation Proposals as they relate to the portfolios and service areas that fall under the remit of this Committee.

Invitees

Cabinet Member, Clean Streets, Recycling & Environment
Cabinet Member, Strategic Planning & Transport
Representatives from the Planning, Transport & Environment Directorate
Representatives from the Economic Development Directorate

Coastal Risk Management Programme

To receive the full business case and tender response prior to them being submitted to Cabinet

Invitees

Cabinet Member, Clean Streets, Recycling and Environment

Representatives from the Planning, Transport and Environment Directorate

7 March 2022

Replacement Local Development Plan Joint Task and Finish Group Report

To receive the draft report of the Joint Task and Finish Group Inquiry containing its findings and recommendations for approval.

Invitees

None

Ref: RK/RP/CW/22.11.2021

Date 2021

Councillor Caro Wild,
County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.



Dear Cllr Wild,

Scrutiny Joint Task and Finish Group - Replacement Local Development Plan – 22 November 2021 – Strategic Options Consultation Process

On behalf of the Environmental Scrutiny Committee, I would like to thank the Head of Planning and the Group Leader, (Policy) Planning, Transport and Environment for their attendance at the Scrutiny Joint Task and Finish Group on Monday 22nd November and for facilitating the Group's consideration of the next stage in the development of the Replacement Local Development Plan (RLDP). We were very sorry that you were unable to attend the meeting and very much missed your input into this issue. Members were disappointed that the Director, Planning Transport and Environment was also unable to attend and request that for future meetings, the Director should be in attendance, particularly if you as Cabinet Member are unable to attend.

As part of their deliberations, the Group examined the planned consultation process surrounding the RLDP Strategic Options. Given that the consultation went live on the 30th November, Members requested that it would be more beneficial that their observations and recommendations relating to it be provided immediately, rather than waiting until the end of the Task and Finish Group's inquiry. This way, Members concluded, their comments and recommendations could hopefully inform the current consultation process and be incorporated into it.

This letter, therefore, provides a summary of the comments, observations and recommendations made by the Task and Finish Group at this meeting that they have asked me to feedback to you.

Whilst understanding that the overall focus of the Strategic Options for Cardiff is on housing and job growth, there was an overall concern from the Group regarding the limited information provided in the consultation document. It was the view of the Group that in order to assist the public in understanding the various options presented and to be able to provide views on their preferred option, further background information as to the rationale behind them as well as their implications, such as that related to transport, infrastructure and climate change.

During discussions over the Growth Options, the Group queried why there was no detail as to the types of houses required under each option and likewise the types of jobs; whether there were particular sectors that the Authority envisioned these jobs in. Whilst appreciating the Officers' explanation that the aim is not to lead with any assumptions up front, without any basis for explanation for the options being presented, respondents will simply be comparing numbers with no comprehension of what difference each one will mean and what impact it will have on them or the community.

Further to this the Group expressed concern over the accessibility of the document in that the language was too technical and needed to be made simpler to allow for respondents to fully understand the RLDP process as well as the options, and thus enabling them to fully engage. It was highlighted that as it stands, only those directly engaged with the LDP, such as developers, would fully comprehend the consultation paper and what is being asked of them. Furthermore, Members referred back to the comments made at the September Scrutiny Committees over the consultation that was undertaken on the RLDP Vision and Objectives. The Group reiterated the views that it was vital that the Plan facilitate the opportunity to engage with Cardiff residents, particularly those hardest to reach. The consultation paper, in its current format and language would make it even harder for those from hard-to-reach groups such as the homeless, traveller communities, refugees, asylum seekers, BAME groups etc to participate in the process.

Members appreciate that the current consultation document cannot be amended as it has already been agreed for publication. Nevertheless, and subsequent to the Group's discussions with Officers at the meeting over their concerns highlighted above, Members wish to **recommend** the following:

- That a 'user friendly' summary be developed in addition to the consultation document, providing more explanation on what the consultation is about, a clear rationale behind the various options being presented and what the various options represent, in order that they can be compared appropriately;
- That this summary also provide clear guidance to respondents on why their views are being sought, what exactly they are being asked to provide as a response, how they can respond appropriately and how their views will be used to inform the development of the Preferred Strategy. It is suggested that the latter will also require further explanation;
- That consideration be given to presenting a visual representation of the options, in their widest sense, appreciating that exact sites have not yet been determined. Officers agreed that whilst a map of sites would not be possible at this stage, spatial infographics could be provided;
- That further details be incorporated into the summary paper of what types of houses might be included in the options presented, such as affordable or social housing, housing for older people etc. Likewise, broad details be included of what types of jobs might be considered and how they meet the assessed needs of Cardiff and its residents. This information will assist the public to understand the implications of the options presented and help provide practical comparators for respondents.
- That a glossary of terms be provided alongside the consultation paper.

In addition to the above, on the subject of hard-to-reach or under-represented groups, specifically those from a BAME background or those with disabilities, Members again referred back to some of the comments provided at the September Scrutiny Committees. One of the recommendations from these

meetings was that future consultation look to engage with Council Members who are from these backgrounds and utilise their knowledge of these communities to assist with identifying representatives and groups to engage with. So far, the Group commented that they had not seen any evidence of this and therefore **reiterated this recommendation**.

Recommendations to be monitored following this scrutiny

To summarise, the Task and Finish Group made six formal recommendations which are set out below. As part of the response to this letter we would be grateful if you could, for each recommendation, state whether the recommendation is accepted, partially accepted or not accepted and summarise the Cabinet’s response. If the recommendation is accepted or partially accepted, I would also be grateful if you could identify the responsible officer and provide an action date. This will ensure that progress can be monitored as part of the approach agreed by Cabinet in December 2020.

Recommendation	Accepted, Partially Accepted or Not Accepted	Cabinet Response	Responsible Officer	Implementation Date
1. That a ‘user friendly’ summary be developed in addition to the consultation document, providing more explanation on what the consultation is about, a clear rationale behind the various options being presented and what the various options represent, in order that they can be compared appropriately;				
2. That this summary also provide clear guidance to respondents on why their views are being sought, what exactly they are being asked to provide as a response, how they can respond appropriately and how their views will be used to inform the development of the Preferred Strategy. It is suggested that the latter will also require further explanation;				

<p>3. That consideration be given to presenting a visual representation of the options, in their widest sense, appreciating that exact sites have not yet been determined. Officers agreed that whilst a map of sites would not be possible at this stage, spatial infographics could be provided;</p>				
<p>4. That further details be incorporated into the summary paper of what types of houses might be included in the options presented, such as affordable or social housing, housing for older people etc. Likewise, broad details be included of what types of jobs might be considered and how they meet the assessed needs of Cardiff and its residents. This information will assist the public to understand the implications of the options presented and help provide practical comparators for respondents.</p>				
<p>5. That a glossary of terms be provided alongside the consultation paper.</p>				
<p>6. Future consultation look to engage with Council Members who are from these backgrounds and utilise their knowledge of these communities to assist with identifying representatives and groups to engage with.</p>				

Regards,



Councillor Ramesh Patel

Chairperson Environmental Scrutiny Committee

Cc:

- Andrew Gregory – Director for Planning, Transport & Environment
- Simon Gilbert – Head of Planning
- Stuart Williams - Group Leader (Strategic Policy), Planning

- Imelda Seymour – Personal Assistant, Director PTE
- Heather Warren, Cabinet Support Office
- Leaders of the Opposition
- Tim Gordon - Head of Communications & External Relations
- Members of Cardiff's Environmental Scrutiny Committee
- Members of Joint Task & Finish Group