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17 February 2015

To: Councillor Mick Martin, Portfolio Holder

David Bard  
Anna Bradnam  
Janet Lockwood

Scrutiny and Overview Committee  
Opposition Spokesman  
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **ENVIRONMENTAL SERVICES PORTFOLIO HOLDER'S MEETING**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 25 FEBRUARY 2015 at 2.00 p.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1. Declarations of Interest</b>		
<b>2. Minutes of Previous Meeting</b>	The Portfolio Holder is asked to sign the minutes of the meeting held on 12 December 2014 as a correct record.	<b>1 - 4</b>
<b>3. Waste and Recycling TEEP Assessment</b>		<b>5 - 20</b>
<b>4. Waste &amp; Recycling Service Changes - Interim Update</b>		<b>21 - 24</b>
<b>5. Review of the Elite Athletes Awards Scheme</b>		<b>25 - 28</b>
<b>STANDING ITEMS</b>		
<b>6. Forward Plan</b>	The Portfolio Holder will be invited to agree a Forward Plan identifying all matters relevant to be considered by the Portfolio Holder at a future meeting.	
<b>7. Date of Next Meeting</b>	No future meetings are currently scheduled. Members are asked to bring their diaries.	

## **OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

## **OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Environmental Services Portfolio Holder's Meeting held on  
Friday, 12 December 2014 at 10.00 a.m.

Portfolio Holder: Mick Martin

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: David Bard

Opposition spokesmen: Anna Bradnam and Janet Lockwood

### **Officers:**

Patrick Adams	Senior Democratic Services Officer
Myles Bebbington	Head of Service - Environmental Services & Licensing
Iain Green	Environmental Health Officer (Public Health Specialist)
Mike Hill	Health and Environmental Services Director

### **1. DECLARATIONS OF INTEREST**

None.

### **2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 14 October 2014 were agreed as a correct record.

### **3. ACTIVE AND HEALTHY FOR LIFE GP REFERRAL SCHEME**

The Director of Health and Environmental Services presented this item which reviewed the South Cambridgeshire Active and Healthy for Life scheme and sought the Portfolio Holder's views on future developments.

The Environmental Services Portfolio Holder asked that he be kept informed of the number of clients on the scheme as there was a cost of £12 per assessment and the budget of £10,100 could cover 300 assessments. It was noted that funding from Public Health had been declined on the grounds of cost as it was dependent on the scheme being free to clients at the point of delivery.

The Environmental Health Officer – Public Health Specialist reported that evidence showed that this referral scheme had a positive effect on the health of participants, with a lowering of cholesterol especially those aged over 50.

The Environmental Services Portfolio Holder

### **AGREED**

- A)** To continue the scheme at all centres for a further three-years at the reduced cost, providing the coordination within existing resources at the Council.
- B)** To review the scheme every 6-month and make recommendations to the Portfolio Holder.
- C)** To further promote the scheme with GPs to increase take-up and targeting of the

right people.

#### **4. PROPOSED FEES AND CHARGES FOR HEALTH & ENVIRONMENTAL SERVICES 2015/16**

The Director of Health and Environmental Services introduced this item which proposed fees and charges for the 2015/16 financial year.

##### **Minor amendments**

On page 17 of the agenda the final bullet point under the heading "Annual Subsistence Charge" was amended to read "... i.e. Mineral drying". On page 20 of the agenda the charge for a licence for a house in multiple occupancy for 2015/16 was amended to £630.

##### **Trade waste**

It was noted that the charge for 2014/15 for collecting a 240 litre container of trade waste was to be increased to £6 to ensure that the service did not run at a loss.

##### **Caravan site**

With regard to the change of fees for Caravan sites the Head of Service, Environmental Health and Licensing explained that those affected by the new charge scheme, which would be introduced in April 2015, had been informed. He agreed to provide formal guidance to councillors regarding these charges.

The Environmental Services Portfolio Holder

**AGREED** the proposed fees and charges set out in Appendix 1 of the report, with the correction for the charge for a licence for a house in multiple occupancy for 2015/16 to £630 per 5 year period.

#### **5. AUDIT OF FOOD STANDARDS AGENCY OF FOOD LAW SERVICE 1-3 JULY 2014**

The Director of Health and Environmental Services introduced this item, which informed the Portfolio Holder of the outcome of the Food Standards Agency audit and the measures proposed to address the issues raised. He explained that the team had been reorganised to ensure that the Council could minimise the number of visits it undertook by ensuring that Environmental Health Officers were multi-skilled and were able to carry out a number of different tasks in a single visit.

The Council were receiving assistance from qualified food safety officers from Huntingdonshire District Council prior to the authority recruiting its own lead food safety officer.

The Director of Health and Environmental Services reported that the Council needed to ensure that its resources were being directed at premises where visits were required and this could result in well-run premises receiving less visits than the minimum number recommended by the Food Standards Agency.

The Environmental Services Portfolio Holder

**AGREED** the action plan at Appendix 1 to address the Food Standards Agency priorities.

**6. PROPOSED CHARGING POLICY FOR CARAVAN SITE LICENSING MOBILE HOMES ACT 2013**

The Head of Service, Environmental Health and Licensing introduced this report which proposed a charging policy in respect of caravan site licence fees as required by the Mobile Homes Act 2013. He explained that reviewing the policy for fee calculation every two years worked well for taxi licensing.

It was noted that a partial Equality Impact Assessment had been completed and whilst implementing the Caravan Site Licensing Mobile Homes Act 2013 had equality implications, this decision regarding how to set the fees did not.

The Environmental Services Portfolio Holder

**AGREED** the proposed policy attached as Appendix 1.

**7. FORWARD PLAN**

It was noted that the following items would be discussed at February's meeting:

- Department Service Plan 2015-20
- Waste Collection Shared Service with the City Council

**8. DATE OF NEXT MEETING**

Wednesday 25 February 2014 at 2pm.

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**The Meeting ended at 11.15 a.m.**

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# Agenda Item 3



South  
Cambridgeshire  
District Council

**Report To:** Environmental Services Portfolio Holder 25 February 2015  
**Lead Officer:** Mike Hills – Director of Health and Environmental Services

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## TEEP Assessment

### Purpose

1. To obtain sign-off from the Portfolio Holder of the Councils “TEEP” (Technically, Environmentally and Economically Practicable) Assessment (Appendix 1) to demonstrate compliance with The Waste (England and Wales) (Amended) Regulations 2012 (the Regulations).
2. This is not a key decision but has been brought for decision by the Portfolio Holder as recommended in the “Waste Regulation Route Map” (the Route Map), (WRAP et al 2014)

### Recommendations

3. It is recommended that the Environmental Services Portfolio Holder signs-off South Cambridgeshire District Council’s “TEEP” Assessment.

### Reasons for Recommendations

4. Signing off the council’s “TEEP” Assessment (Appendix 1) will formally record and demonstrate the council’s compliance with The Waste (England and Wales) (Amended) Regulations 2012, namely that South Cambridgeshire’s two-stream co-mingled recycling scheme, collecting glass, metals and plastics co-mingled and paper separate, complies with the Regulations because:
  - (a) It captures high quality and quantity recyclables; and
  - (b) It is not environmentally or economically practicable to provide a separate collection of glass, metals and plastics.

### Background

5. The revised European Waste Framework Directive requires the UK to take measures to promote high quality recycling. These measures are implemented in England by the Waste (England and Wales) Regulations 2011, as amended in 2012. Regulation 13 includes a specific requirement by 1 January 2015, to separately collect paper, glass, plastics and metals where:
  - (a) It is necessary to produce high quality recyclates [the Necessity Test], and
  - (b) It is technically, environmentally and economically practicable (TEEP) [Practicability Test] to do so.
6. As South Cambridgeshire District Council collects glass, plastics and metals co-mingled, an assessment of the Blue Bin collection scheme has been carried out to determine compliance with the Regulation.
7. The ‘Waste Regulation Route Map’ is a decision support tool which provides a clear, step by step process for local authorities to follow to help decide whether

they are compliant with the Necessity and Practicability Tests or need to consider making changes to their service Councils who have concluded it not necessary or not TEEP to operate separate collection arrangements should keep, and be able to provide for an inspection, an audit trail which will help the Environment Agency (EA) to understand the basis of their decision-making. The EA have announced that they will not commence checks until the end of March 2015.

### **Considerations**

8. In order to determine South Cambridgeshire District Council's compliance with the Regulations a "TEEP" Assessment, (Appendix 1) has been completed using the 'Route Map' and evidence has been retained in an electronic 'Evidence Folder'.

### **Necessity Test**

9. The Necessity Test has been completed to assess whether separate collection of glass, metals or plastics is necessary to facilitate or improve recovery.
10. The evidence demonstrates that the current two-stream co-mingled collection scheme:
  - (a) in terms of quality achieves high quality materials which are suitable for closed-loop recycling; and
  - (b) in terms of quantity achieves a greater quantity of recycling than a kerbside-sort scheme.
11. Although the results of the Necessity Test demonstrate that separate collections are not required, for robustness the Practicability Test has been applied to demonstrate clear compliance with the Regulations.

### **Practicability Test**

12. The Practicability Test was carried out to assess whether the separate collection of each material stream is technically, economically or environmentally practicable. Separate collections must meet **all** three elements of the Practicability Test to be required and if it fails any one, co-mingled collection of the material(s) is permissible.
13. The evidence demonstrates that separate collections:
  - (a) Are technically practicable, as previously demonstrated with the separate collection of paper, metal and plastic through the council's pre 2010 green box scheme. They have therefore been technically developed and proven to function in practice.
  - (b) Are not environmentally practicable as they would achieve smaller net environmental benefits when compared with the current two-stream comingled scheme.
  - (c) Are not economically practicable as they would result in excessive cost in comparison with alternative schemes using a degree of co-mingling.
14. Based on the results of the Necessity and Practicability Test the "TEEP" Assessment concludes that South Cambridgeshire District Council's two-stream co-mingled scheme, collecting glass, metals and plastics co-mingled and paper separate, complies with The Waste (England and Wales) (Amended) Regulations 2012 because:
  - It captures high quality and a high quantity of recyclables; and
  - It is not environmentally or economically practicable to provide a separate collection of glass, metals and plastics.

## **Options**

15. The Portfolio Holder has the option of signing-off or not signing-off the TEEP assessment.

## **Implications**

16. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

### ***Financial***

17. No financial implications have been identified arising out of the result of the TEEP Assessment.

### ***Legal***

18. The Legal & Democratic Services Manager has reviewed the TEEP Assessment and signed it off as recommended by the Route Map, being satisfied that it takes full account of the council's obligations under the Regulations.

### ***Staffing***

19. No staffing implications have been identified at this time.

### ***Risk Management***

20. A signed-off TEEP Assessment, carried out in accordance with the Route Map, significantly reduces the risk that the council will be successfully challenged that it's co-mingled recycling service does not comply with the Regulations and should therefore be switched from co-mingled to separate material collections.

### ***Equality and Diversity***

21. No Equality and Diversity implications have been identified at this time.

### ***Climate Change***

22. No Climate Change implications have been identified at this time

## **Consultation responses (including from the Youth Council)**

23. As this a technical assessment process, no consultations, other than those listed in the report, have been carried out.

## **Effect on Strategic Aims**

### **Aim 1 - We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

24. The recommendation will contribute directly to the achievement of the council's strategic aims by offering a practical way forward to address the requirements of the Regulations in the delivery of value for money services.

## **Background Papers**

- Review of kerbside recycling collection schemes in the UK in 2011/12, WYG Group. June 2013 <http://www.wyg.com/uploads/files/pdfs/Kerbside-Recycling-Report-2011-12.pdf>

- Waste Regulations Route Map  
<http://www.wrap.org.uk/sites/files/wrap/Route%20Map%20Revised%20Dec%202014.pdf>
- Blue Bin Recycling Service – Evaluation Report. SCDC June 2011  
<http://scambs.moderngov.co.uk/documents/s54643/Blue%20Bin%20Evaluation.pdf>
- Review of Refuse and Recycling Service Configuration. SCDC September 2009

**Report Author:** Kylie Laws – Waste Recycling and Minimisation Officer  
Telephone: (01954) 713192

## South Cambridgeshire District Council - TEEP Assessment

### Background

The Waste (England and Wales) (Amendment) Regulations 2012 were laid before Parliament and the Welsh Assembly on 19 July 2012 and came into force on 1 October 2012. The amended regulations relate to the separate collection of waste and amended the Waste (England and Wales) Regulations 2011 by replacing Regulation 13.

From 1 January 2015, waste collection authorities must collect waste paper, metal, plastic and glass separately. The Regulations also impose a duty on waste collection authorities, from that date, when making arrangements for the collection of such waste, to ensure that those arrangements are by way of separate collection.

These duties apply where separate collection is necessary to ensure that waste undergoes recovery operations in accordance with the EU Waste Framework Directive of 2008 and to facilitate or improve recovery; and where it is technically, environmentally and economically practicable. The duties apply to waste classified as waste from households and waste that is classified as commercial or industrial waste.

The Waste Regulations Route Map has been developed as a step by step guide for local authorities that collect waste to understand the legal requirements under the new Regulations. It focuses on Regulation 13, which concerns the separate collection of glass, metal, paper and plastic.

In order to determine South Cambridgeshire District Council's compliance with the Regulations the Route Map has been followed and each step completed. The evidence and documentation to support the comingled recycling collection system chosen is contained within this report or has been retained in the electronic 'Evidence Folder'.



## The WRAP Route Map

### Step 1

This step determines what waste is collected and how it is collected as a point of comparison for separate collections.

#### The composition analysis relied upon in your work and how it was derived

M.E.L Research conducted an analysis of kerbside collected residual and recycling waste collected during a two week period in March and September 2013. The combined waste analysis results are shown in in Table 1.

The research showed high capture rates for all targeted materials with around 91% of glass, 87% of plastic bottles, 80% of card, 76% of metals, 54% of plastic containers and 36% of plastic film captured using blue bins.

**Table 1 – summary extract from waste composition carried out in March and September 2013 (combined results).**

%	Black Bin	Blue Bin	Caddy	Green bin
Paper	8.87	10.63	98.42	2.27
Card	2.83	20.87	1.42	0.36
Plastic	11.85	21.26	0.11	0.05
Textiles	5.95	0.20	0.00	0.01
Misc. Combustibles	15.26	1.33	0.05	1.45
Misc. Non-combustibles	5.94	0.07	0.00	0.09
Glass	2.41	34.78	0.00	0.20
Ferrous Metal	1.09	5.49	0.00	0.00
Non-Ferrous Metal	0.84	1.96	0.00	0.01
Garden Waste	2.85	0.02	0.00	74.19
Putrescibles	39.11	2.89	0.00	21.32
Other	3.02	0.50	0.00	0.05
Total	100.00	100.00	100.00	100.00

The following data has been saved in the 'Evidence Folder':

- Analysis of waste collected, and respective tonnages for 2013/14
- An example of periodic dry recycling waste analysis conducted by MRF operator in September 2014 operator.

#### A description of your collection method(s), the costs and income

The waste collections being covered are household waste. The current waste collection system does collect the four materials (glass, metal, paper and plastic) for recycling but only paper is collected as a separate waste stream.

The current methodology for collecting waste at the kerbside is:

- Residual household waste is collected alternate weekly in 240 litre wheeled bins
- Dry recyclables are collected alternate weekly using a two-stream co-mingled scheme

- Co-mingled dry recyclables (including glass, plastics, card, cartons, cans) are collected in 240 litre wheeled bins
- Paper is collected separately in 40 litre inner caddies
- Garden and food waste is collected alternate weekly in 240 litre wheeled bins
- Bulky waste is collected when requested on a chargeable basis
- Clinical waste is collected and disposed of in line with current legislation

Trade waste is also collected by SCDC and recycling services are offered to trade customers. In 2013/14, 509 tonnes (20.44%) of the 2,488 tonnes of trade waste collected were recycled; and this was collected in two ways:

- Co-mingled in a wheeled bin; and
- Paper collected separately in a wheeled bin

Bring sites are used to collect additional materials in the form of textiles, books and Waste Electrical and Electronic Equipment (WEEE) as well as separate paper.

Paper, card, plastics bottles, cartons, cans are collected co-mingled in recycling litter bins.

**Table 2 - Net cost of South Cambridgeshire's household waste and recycling collection services in 2013/14**

Service	Net Cost
Residual, recyclable and compostable waste collections	£3,184,456
Bulky waste collections	£43,335
Street cleansing	£830,548

### **Key Waste Contract Documents / Decisions**

SCDCs contract with AmeyCespa for the bulking, sorting and onward sale of co-mingled recycling will end 9 October 2015. SCDC will enter a contract jointly procured with the RECAP authorities on 10 October 2015.

SCDC is instructed by the WDA as to where food and garden waste is delivered.

In 2009, the Waste and Recycling Task and Finish Group carried out a review in relation to the future configuration of the Council's Integrated Recycling and Refuse Service and recommended an optimum service configuration. This work informed the decision to replace the green box scheme (kerbside sort – paper, glass, cans and plastic bottles) with a two stream co-mingled recycling collection using a 240 litre wheeled bin and 40 litre inner caddy for separately collected paper (blue bin scheme). The options appraisal and costed options along with the meeting minutes, reports and decision are saved in the Evidence Folder.

## Step 2

This step requires the Council to consider how each waste stream is currently managed and what waste is recycled.

**Table 3 – tonnage of material by treatment route (2013/14)**

Waste stream	Treatment route/site	Tonnage 2013/14
Residual waste	AmeyCespa, MBT	21,220
Co-mingled dry recyclables	AmeyCespa, MRF	11,285
Paper	Aylesford Newsprint (reprocessor) via AmeyCespa (bulking)	4,341
Green waste	AmeyCespa, IVC	19,287
Street cleansing	AmeyCespa, MBT	2,951

Residual household waste is processed through AmeyCespa's Mechanical and Biological Treatment (MBT) facility at Waterbeach (Cambridgeshire County Council Waste PFI contract).

Co-mingled dry recyclables are processed through AmeyCespa's Materials Recycling Facility (MRF) at Waterbeach.

The collection of paper as a separate stream optimises the quality of paper being sent for producing newsprint. The paper is tipped and bulked at AmeyCespa in Waterbeach and sent to Aylesford Newsprint in Kent.

Food and garden waste, collected through the green bin scheme, is treated through AmeyCespa's in-vessel composting facility at Waterbeach (Cambridgeshire County Council Waste PFI contract).

Materials from bring sites, which includes textiles/shoes, Waste Electrical and Electronic Equipment and Media (books, CD's and DVD's) are reused or recycled. Contaminants are not recycled or reused.

### **Information about how much recycled material is used for open and closed loop recycling**

AmeyCespa produce high quality goods and the majority of the materials are used for Closed Loop Recycling. Closed Loop Recycling is where the waste material is recycled into new products of similar characteristics with equal or greater value. The following materials from Waterbeach MRF are used for Closed Loop Recycling:

- Glass – Recresco, Ellesmere Port
- News and Pams – Aylesford, Kent
- Steel cans – European Metal Recycling, London
- Aluminium cans and aerosols – Alutrade, Oldbury
- Plastic bottles – Jayplas, Corby
- Scrap Metal
- Tetrapak/UBC – ACE, Stainland, Halifax

Open Loop Recycling is where waste is recycled into something else that makes the materials non-recyclable in future - commonly referred to as down-cycling. Some of the materials produced from the MRF are of a lower quality, e.g. plastic films which due to the consumer use can be contaminated with food; this is not due to the collection method and as such are used for Open Loop Recycling.



## **Key contract documents, records of decisions taken in the course of adopting your current waste recycling, treatment and disposal contracts**

### **MRF Contract documents**

In 2013, AmeyCespa were awarded a five year jointly procured contract to process dry recyclables from households in the Cambridgeshire and Peterborough Waste Partnership (RECAP). Documents related to the MRF contract are saved in the 'Evidence Folder'.

### **Step 3**

This step places an ongoing requirement on the Council to apply the waste hierarchy to the material we collect in accordance with Regulation 12, which came into force in 2011.

### **Applying the Waste Hierarchy**

The waste hierarchy ranks waste management options according to what is best for the environment, it gives priority to preventing waste in the first place, preparing for re-use, and then recycling, then recovery and finally disposal e.g. landfill.

The Waste Hierarchy has been an integral part of the RECP (Recycling in Cambridgeshire and Peterborough) waste management strategy adopted by South Cambridgeshire District Council.

In 2002 the RECAP Joint Municipal Waste Management Strategy (JMWMS) was issued and subsequently was reviewed in 2007/08. The JMWMS sets out how RECAP will develop closer working between authorities and the community sector to collectively tackle the challenges facing waste management over the next 20 years. The aspirational targets set out in the JMWMS are difficult to meet without waste prevention initiatives, continued commitment and investment in services.

A Waste Prevention Strategy supplemented the updated JMWMS and aims to:

- acknowledge the need for waste prevention activities
- investigate the most effective waste prevention activities
- outline the options to be considered by RECAP partners
- set long-term targets for waste prevention

Table 4 outlines how the waste hierarchy is applied to waste collected in South Cambridgeshire.

**Table 4- Application of Waste Hierarchy in South Cambridgeshire**

<b>Waste Type</b>	<b>Hierarchy Level</b>	<b>Treatment method</b>	<b>Prevention methods</b>	<b>Reason not higher up the waste hierarchy</b>
Garden Waste	Prevention and Recycling	Home composting and In-vessel Composting	Reduced rate home composters offered to residents	Limited uptake of home composting
Food Waste	Prevention and Recycling	Home Composting and In-vessel Composting	Smart Shopping advice, Love Food Hate Waste	Not all material can be home composted so requires an element of treatment

			Campaign & Reduced rate home composters offered to residents	
Books and Media	Re-use		-	Prevention beyond the control of LA's.
Fridges	Re-use and Recycling	Recycling		Limited number suitable for re-use due to condition.
Textiles	Re-use and Recycling	Charity Re-use and Recycling for rags	'Wear it, Love it, Share it' campaign	Prevention beyond the control of LA's
Paper	Recycling	Recycling		Limited re-use applications
Card	Recycling	Recycling		Limited re-use applications
Plastic	Recycling	Recycling		Limited re-use applications
Glass	Recycling	Recycling		Limited re-use applications
Metal	Recycling	Recycling		Limited re-use applications
Batteries (household)	Prevention and Recycling	Recycling	Use of rechargeable batteries	Limited prevention influence No re-use methods

Bulky waste is collected and the waste hierarchy is applied where possible, often the items collected are not suitable for reuse due to poor condition. Items are taken to AmeyCespa and items suitable for recycling are extracted, this includes, hard plastics, carpets, mattresses, wood, metal and WEEE. South Cambridgeshire District Council refers residents with re-usable good quality bulky items to charities who collect items in the local area for re-use.

#### Step 4

This step requires the Council to make a decision as to whether separate collection of the four materials (glass, metal, paper and plastic) is required.

The Regulations require local authorities to separately collect at least paper, metal, plastic and glass, unless it is not technically, environmentally practicable (TEEP) for them to do so, or not necessary to allow high quality recycling of the material. Therefore the co-mingling of any four of the materials is acceptable if:

- The quality and quantity of the recyclate produced is similar to that achievable through separate collections; (**Necessity Test**) or
- It's not technically, economically or environmentally practicable to collect it separately (**the practicability or "TEEP" Test**).

Following the Route Map, at this stage a number of questions are asked in relation to the four materials (paper, glass, metals and plastics). The questions are answered below:

- Does South Cambridgeshire District Council collect glass, metal, paper and plastic for recycling? Yes
- Are separate collections in place? Yes for paper (so likely to be compliant). No for other materials (so necessity and practicability questions to be answered)
- Are separate collections necessary to ensure that waste is recycled and to facilitate or improve recovery? No – waste collected for recycling (apart from contaminants etc.) is recycled.

- Is there an approach to separate collection that is technically, environmentally and economically practicable? To be addressed in the following tests.

## The Necessity Test

The Necessity Test (Regulation 13) has been carried out to find out whether separate collection is necessary to ensure that our waste recovery operation is compliant with the legislation and “to facilitate or improve recovery”. If separate collection is necessary to facilitate (make it possible or easier) or improve (achieving better results) recovery, the Necessity test is passed. However, if both of these aims can be achieved just as well with one or more streams of material collected co-mingled, then separate collection is not necessary. Recovery is improved if more waste is recycled and/or more of the recycling is ‘high quality’.

This section will consider the quality and quantity of the glass, metals and plastics materials. As paper is separately collected the Necessity Test will not be applied to this material stream.

## Quality

The evidence to demonstrate how the current two-stream co-mingled collection scheme produces a high quality<sup>1</sup> recycling is outlined below:

- **Contamination** – In 2013/14, input contamination levels were 2.7%, equating to only 305 tonnes of co-mingled recycling collected not being recycled.
- **Closed-loop recycling** – The current quality achieved is good with the majority of materials being collected for closed-loop recycling.
- **New MRF Contract** – The jointly procured RECAP MRF contract with AmeyCespa, which South Cambridgeshire joins in October 2015, is a quality driven contract focussing on quality throughout. It ensures quality is considered at all stages and investment is made from the MRF operator to continually increase quality and maximise price for both parties. Income generated from the sale of recyclables is split 50/50 and therefore is a key financial driver for all to achieve high quality recycling. Method Statement 2, submitted as part of AmeyCespa’s tender, details the approach taken to maximise quality and value of materials (Evidence Folder).
- **Purity of output** - MRF outputs are analysed in line with requirements of the ‘MRF Code of Practice’. Results are then made available to reprocessors as part of the materials sales process. It is also worth noting that reprocessors themselves will further sort individual materials and therefore require that the material is delivered to them within a specification determined by the technology they have in place.
- **MRF Investment** – In Spring 2015 an upgrade of AmeyCespa’s MRF is planned. This upgrade will involve installation of additional Near Infra Red (NIR) detectors which will increase the quality of plastics by providing further separation of polymer types.

It is therefore concluded that in terms of quality the current system, collecting glass, plastic and metals co-mingled, achieves high quality materials which are suitable for closed loop recycling. A separate collection of glass, plastic and metals is not necessary in order to produce high quality material.

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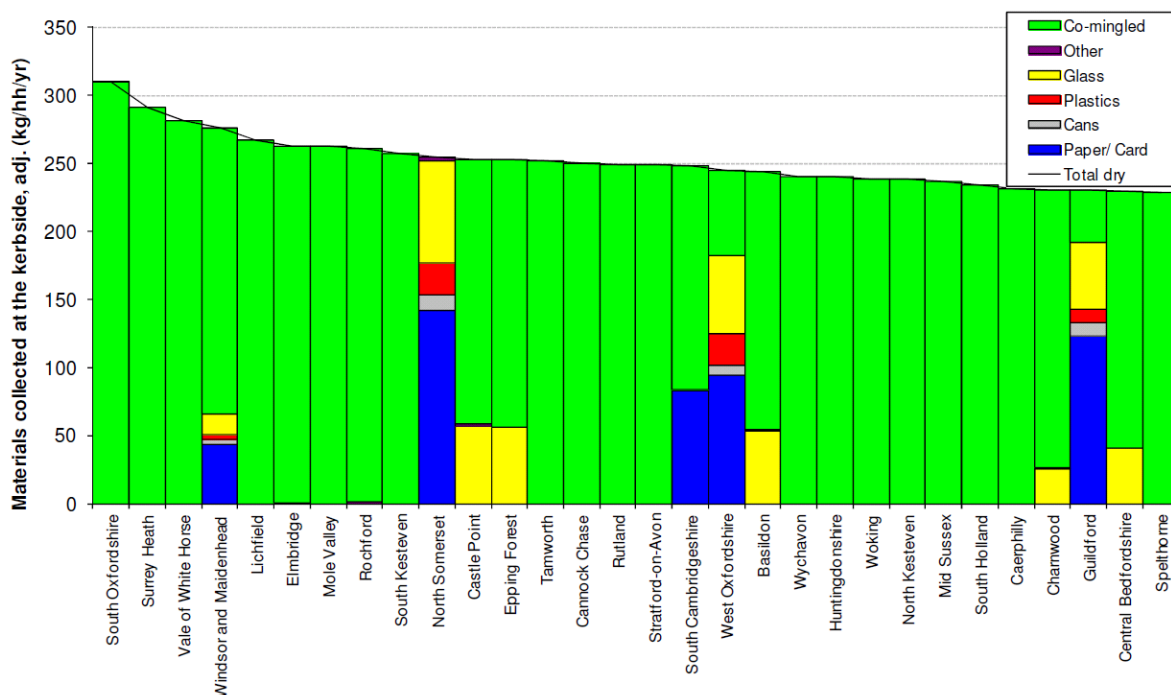
<sup>1</sup> High quality, for this assessment, is deemed that material can be processed back into a product of similar quality to what it was originally – what is known as ‘closed loop’ recycling.

## Quantity

The evidence to demonstrate how the current two-stream co-mingled collection scheme produces a higher quantity of recycling is:

- **Range of materials** – The range of materials accepted for recycling is extensive. It would be difficult to collect such a range without some degree of co-mingling and subsequent treatment through a MRF with advanced sorting processes.
- **Performance nationally** – Research conducted by WYG in June 2013<sup>2</sup> shows that nationally the highest performing authorities operate some form of co-mingled collection. Figure 1 focuses on the top 30 authorities for kerbside recycling performance in 2011/12 of which South Cambridgeshire is 17<sup>th</sup>. Of the 30 top authorities, 20 collected fully co-mingled and six collected two-stream co-mingled with either paper or glass separate. Three authorities used a combination of collection methods and only one collected all materials separately. Conversely, the same study showed that within the 30 bottom performers only five collected materials co-mingled. Therefore suggesting that a co-mingled collection method or two stream co-mingled scheme produced higher yields per household than separate collections.

**Figure 1 – Top performing Kerbside Recycling Authorities in 2011/12**



- **Blue Bin Evaluation** – The findings of the ‘Blue Bin evaluation’ further reinforces that switching from kerbside sort collections in October 2010 to a two-stream co-mingled scheme improved the quantity of materials collected for recycling and has maintained quality. The dry recycling rate increased from an already high 19% dry recycling rate in 2009/10 to 23% in 2010/11 following the introduction of two-stream co-mingled collections (i.e. blue bin and paper caddy scheme). The full evaluation report is saved in ‘Evidence Folder’.

It is therefore concluded that in terms of quantity the current two stream co-mingled system achieves a greater quantity of recycling than a kerbside sort scheme.

<sup>2</sup> Review of kerbside recycling collection schemes in the UK in 2011/12, WYG Group. June 2013

Although, the results of the Necessity test show that separate collections are not required, for robustness the Practicability Test will now be applied to demonstrate clear compliance.

### **Practicability Test (the “TEEP” test)**

This section will address the Regulation 13 Practicability test and consider whether the separate collection of each material stream is technically, economically or environmentally practicable. **Separate collections must meet all three elements of the Practicability Test to be required and if it fails any one, co-mingled collection of the material(s) is permissible.**

#### **Technically Practicable**

Separate collections are technically practicable, as previously demonstrated with the separate collection of paper, metal and plastic through the green box scheme. They have therefore been technically developed and proven to function in practice

#### **Environmentally Practicable**

**This test evaluates whether the benefits from increased or improved recycling outweigh any negative impacts of separate collection such as additional emissions from transport..**

- **Quantity of recycling** – as outlined within the Necessity Test the current two-stream co-mingled scheme recycles significantly more than collecting materials separately through the kerbside-sort scheme.
- **CO2 emissions** – As part of the Blue Bin Evaluation the degree to which the blue bin (two-stream co-mingled) scheme contributed to minimising environmental impact was evaluated against the change in CO2 equivalent from the previous green box scheme (kerbside-sort). The combination of fuel usage reduction and increased levels of recycling, resulted in the production of 24% less CO2 equivalents during the first seven months of the Blue Bin scheme.

Separate collections would achieve smaller net environmental benefits when compared with the current two-stream comingled scheme. Based on the evidence above, separate collections are not environmentally practicable.

#### **Economically Practicable**

**“Economically practicable’ means that a separate collection would not cause excessive costs in comparison with the treatment [including recycling] of a non-separated [co-mingled or residual] waste stream, considering the added value of recovery and recycling and the principle of proportionality.**

- **Recycling Credit** – when comparing Recycling Credit Payments in 2009/10 (kerbside sort) and 2011/12 (two-stream co-mingled) the amount received increased by over 50% due to the increased quantity of recyclables collected through the two-stream con-mingled scheme.

- **Scheme cost comparison** – The net cost of operating a two-stream comingled scheme is £569k per annum less than operating a kerbside sort scheme<sup>3</sup>.
- **MRF contract** - The joint RECAP MRF Contract with AmeyCespa runs until September 2019. The contract states that early exit of this contract would result in the authority incurring significant cost relative to that required to reimburse the contract for loss of income for the remaining life of the contract.
- **Vehicle leasing** – the current split-bodied recycling fleet under lease until October 2017 so it is not possible to change the current collection method without incurring significant costs.

Separate collections would result in excessive cost in comparison with alternative schemes using a degree of co-mingling. Based on the evidence above, separate collections are not economically practicable.

In addition to the evidence presented for environmental and economic practicability of separate collections, a strategic review carried out by South Cambridgeshire District Council in 2009 considered a number of future service configurations. The 'Review of Refuse and Recycling Configuration –September 2009' (saved in 'Evidence Folder') presents the evaluation methodology and results which support South Cambridgeshire's decision to switch from a kerbside sort to a two-stream co-mingled scheme. This review further reinforces the evidence for retaining the two-stream co-mingled scheme based on best environmental net benefit and scheme costs.

It is clear that the current two-stream co-mingled system has been chosen by South Cambridgeshire District Council because it is not economically or environmentally practicable to undertake separate collections of glass, metal or plastic.

## Conclusion

This assessment demonstrates that South Cambridgeshire's two-stream co-mingled scheme, collecting glass, metals and plastics co-mingled and paper separate, complies with The Waste (England and Wales) (Amended) Regulations 2012 because:

- It captures high quality and quantity recyclables; and
- It is not environmentally or economically practicable to provide a separate collection of glass, metals and plastics.

## Step 5

This step of the Route Map requires the Council's assessment to be signed off by the relevant senior officers in the Council and recommends this involves sign-off by both the head of service for waste and recycling and a senior Council lawyer.

It is proposed that this assessment is formally approved by the Director of Health and Environmental Services and the Environmental Services Portfolio Holder; and retained as a formal record. The Legal & Democratic Services Manager has reviewed this assessment and is satisfied that it takes full account of the council's obligations under the Regulations and will also sign it off.

## Step 6

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<sup>3</sup> Based on 2009/10 versus 2011/12 figures.

This step requires the Council to ensure that it has retained all of the evidence needed to demonstrate the rationale for its decision. All evidence has been duly collated in the Evidence Folder.

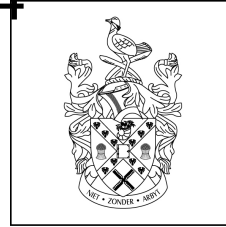
### **Step 7**

This step requires the Council to have a process in place to re-evaluate its positions to ensure our continuing compliance with the Regulations. The Council believes that this TEEP test is appropriate for the Joint RECAP MRF contract SCDC is entering into in October 2015. A review should take place just prior to the end of that contract or whenever waste services are generally reviewed, whichever is the earlier. This TEEP assessment may need reviewing depending upon the outcome of paper procurement exercise planned later this year.

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# Agenda Item 4



**South  
Cambridgeshire  
District Council**

**REPORT TO:** Environmental Services Portfolio Holder 25 February 2015  
**LEAD OFFICER:** Mike Hill Director Health & Environmental Services

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## **Business Improvement & Efficiency Programme (BIEP) Waste & Recycling Service Changes – Interim Update**

### **Purpose**

1. As part of the Business Improvement and Efficiency Programme (BIEP), in February 2013, Cabinet agreed to a package of changes to the waste and recycling service in order to achieve required efficiency savings. This report provides an interim update on the implementation of these changes and their status in view of the following intended aims:
  - To achieve efficiency savings of £400k in 2015/16 and in-year savings of £200k in 2014/15.
  - To introduce the agreed package of service changes from September 2014 in order to achieve required savings.
  - To seek out further ways in which efficiency savings could be achieved within the service.

Efficiency savings achieved contribute to required savings of £1.1m per year across the Council due to reduction in Government funding.

2. This paper is not a key decision; it provides a brief overview of progress to date and current status pending a full project end report following the financial year end, when the impact of the services changes can be fully assessed.

### **Recommendations**

3. It is recommended that the Portfolio Holder notes:
  - (a) The progress and achievements of the project to date, in view of intended aims.
  - (b) That a full project end report will follow after financial year end, when a full assessment can be undertaken.

### **Summary of Progress against Intended Aims**

4. The service achieved a reduction of 12 posts and two Refuse Collection Vehicles from 1 September 2014, which will provide in-year efficiency savings of £200k during 2014/15 and full year savings in 2015/16 of £400k. The reduction of 12 posts was

achieved without the need for compulsory redundancies by planned management of vacancies.

5. The service delivered the following key operational changes to agreed timescales in order to achieve these efficiencies:
  - The number of household waste collection rounds was optimised from 210 to 180, following a detailed review and re-modelling exercise, enabling two Refuse Collection Vehicles to be taken out of service. The 180 new household waste collection rounds went live on 1 September, with just nine out of over 63,000 households requiring a change to collection days.
  - A driver-only Trade Waste Service began on 1 September (previously the service was operated with driver plus loader).
  - Monthly green bin collections began from 1 December and will continue for three months over the winter period, before returning to fortnightly collections in time for spring.
  - New working practices, new working patterns and new service management tools and systems were also introduced from September 1 to support and enable these service changes.
6. The service, responding to efficiency saving ideas sought from staff, also introduced changes to Christmas collection arrangements in 2014 as part of the package of service changes. A detailed assessment of the impact of these changes is in progress and will be included within a full project end report.

## **Performance**

7. The service is monitoring and assessing its performance following the implementation of changes, with key performance areas being customer satisfaction levels, numbers of missed bins and working hours/new collection rounds. The following provides an overview of current performance in these areas.
8. An increased level of customer complaints was anticipated, as has been the case in all recent major service changes introduced by the waste and recycling service. To date, around 150 residents have contacted the authority to present their opposition to, or criticisms of, elements of the service changes. Although regrettable, this represents less than 1% of residents. A couple of residents have also registered their support for the changes. The Directorate's annual Customer Satisfaction Survey will be undertaken from the end of February until early April and will inform the full project end report.
9. As with customer complaints, an increased level of reported missed bins was also anticipated, given the substantial nature of the operational changes introduced. The number peaked at circa. 220/100k in the first few weeks as crews learned their new rounds, the service adjusted to new working practices and working patterns and residents, in many cases, adjusted to their new collection times. Missed bins are being actively managed downwards with the objective that numbers will return to pre-change levels of circa. 45/100k in the very near future.
10. The time taken for crews to complete their new rounds is being actively performance managed to ensure that the completion times arising out of the detailed review and re-modelling exercise will be achieved. This is in conjunction with implementation of ad-hoc round revisions identified by crews as they become more familiar with their new rounds and with their new team finish working practices.

### **Implications**

11. No significant implications, other than those highlighted in this report, have been identified at this time.

### **Effect on Strategic Aims**

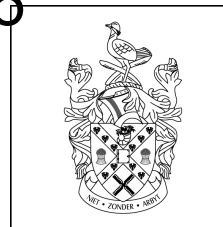
#### **Aim 1 - We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

12. Successful implementation of the Business Improvement and Efficiency Programme (BIEP) package of changes to the waste and recycling service has made and will continue to make a significant positive contribution to the council's Strategic Aim 1.

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# Agenda Item 5



**South  
Cambridgeshire  
District Council**

**REPORT TO:** Environmental Services Portfolio Holder                      25 February 2015  
Meeting  
**LEAD OFFICER:** Director, Health and Environmental Services

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## **REVIEW OF ELITE ATHLETE AWARDS SCHEME**

### **Purpose**

1. To review the Elite Athlete Awards Scheme prior to the next financial year.
2. This is not a key decision. It is brought before the Environmental Services Portfolio Holder at his request following the recent distribution of Elite Athletes Awards Scheme grants.

### **Recommendations**

3. It is recommended that the Portfolio Holder considers the options (paragraphs 15-17) for the Elite Athletes Awards Scheme for 2015/16 and makes a decision regarding:
  - (a) the continuation of the scheme,
  - (b) the budget for the scheme, and
  - (c) use of the current balance.

### **Reasons for Recommendations**

4. The Elite Athlete Awards Scheme was set up in 2009 to support athletes in the run up to the London 2012 Olympic and Paralympic Games. The scheme has continued as a legacy to the Games, however, the number of applications for funding has reduced in recent years. The current balance for the scheme stands at £13,400 and a further £10,000 is budgeted for 2015/16.

### **Background**

5. South Cambridgeshire District Council was inspired by the London 2012 Olympic and Paralympic Games to invite all elite athletes to apply for an elite athlete award to support their sporting talent. The Elite Athlete Awards Scheme was launched by Lord Sebastian Coe in July 2009.
6. The scheme is open to both able-bodied and disabled athletes, with priority going to those taking part in Olympic and Paralympic sports.
7. The scheme supports any athlete who lives in South Cambridgeshire. If an applicant studies or trains outside South Cambridgeshire they can still apply, provided their family home is in the district. Applicants who are studying at a College or University within South Cambridgeshire are not eligible unless they also have a family home within the District.

8. All grant recipients are expected to provide a short end of year report including details of their performance and how the grant has been spent in accordance with the information provided in the application.
9. Grants are awarded to athletes competing at all levels from regional level (up to £500), national level (up to £1,000), to world class level (up to £2,000). It is a competitive process and applications are assessed with regard to eligibility, performance and potential.
10. The scheme was originally set up to run from 2009 until 2012, however, has since been extended as a legacy to the London 2012 Olympic and Paralympic Games.

### Considerations

11. The amount of budget allocated to the scheme has varied since its inception. The table below shows the total budget each year, the amount awarded and the number of applicants:

Year	Budget <sup>1</sup> (£)	Total Amount Awarded (£)	Number of applicants
2009/10	20,000	14,250	24
2010/11	20,000	14,550	26
2011/12	20,000	12,700	33
2012/13	10,000 <sup>2</sup>	10,000	19
2013/14	10,000	5,350	17
2014/15	10,000	3,300	8

12. The current balance for the Elite Athlete Awards Scheme is £13,400, including uncommitted grant funding from previous years as well as from 2014/15.
13. The number of applicants has reduced over the previous few years despite similar levels of publicity. It is possible that an increased amount of applications may be forthcoming in the run up to Rio 2016. Each year the scheme is publicised in the South Cambs Magazine, via a press release, through schools (via the School Sports Partnership) and sports clubs (via Living Sport).
14. The allocated budget for the Elite Athlete Awards Scheme for 2015/16 is £10,000. Therefore, depending on a decision regarding the current balance available for the scheme (see paragraph 12), there could be a total £23,400 available in the next financial year.

### Options

15. The Portfolio Holder could
  - (a) continue to allocate the same level of budget to the Elite Athlete Awards Scheme in 2015/16 as per the planned budget,

<sup>1</sup> A small amount of funding has been allocated to publicity each year.

<sup>2</sup> Uncommitted balances from previous years.

- (b) stop funding the Elite Athlete Awards Scheme and therefore close the scheme at the end of 2014/15,
  - (c) continue to allocate budget to the Elite Athlete Awards Scheme in 2015/16, but reduce the amount of budget available.
16. If the budget is reduced (option (c) in paragraph 15), the Portfolio Holder could
- (a) return the remainder to General Fund reserves,
  - (b) reallocate the funding within the Portfolio e.g. to deliver against the Health and Wellbeing Plan, or
  - (c) reallocate the funding to a different Portfolio, in agreement with that Portfolio Holder.
17. With regard to the current balance for the Elite Athlete Awards Scheme (£13,400), the Portfolio Holder could
- (a) carry forward the total balance into 2015/16,
  - (b) carry forward part of the balance for 2015/16 and return the remainder to General Fund reserves, or
  - (c) return the total balance to the to the General Fund reserves.

### **Implications**

18. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

#### ***Financial***

19. £10,000 has been allocated towards the scheme for 2015/16. This report includes options that are within the amount budgeted.

#### ***Staffing***

20. The Elite Athletes Awards Scheme requires a minimal amount of staff time to administer and promote. A budget reduction to the grant scheme would not impact the amount of staff time required to administer or promote the scheme.

#### ***Risk Management***

21. The Elite Athletes Awards Scheme follows the terms of reference that were agreed in May 2010, which outline how decisions are made, grant limits, the panel structure, accountability and financial arrangements. The Council's financial regulations are adhered to and it makes all payments.

#### ***Equality and Diversity***

22. The scheme is open to both able-bodied and disabled athletes.

### **Consultation responses (including from the Youth Council)**

23. Living Sport, Cambridgeshire County Council and the School Sports Partnership were consulted regarding the continuation of the Elite Athletes Awards Scheme at the latest panel meeting on 21 January 2015. All consulted acknowledged that the number of requests for funding had reduced despite similar communication channels being used to promote the scheme, but felt that the awards are very important to the individuals that do apply and would like to see the scheme continue.

## **Effect on Strategic Aims**

### **Aim 1 - Wellbeing**

24. The Elite Athlete Awards Scheme supports the Council's aim of ensuring that South Cambridgeshire continues to offer an outstanding quality of life for residents. The scheme encourages individuals to pursue their sporting ambitions and promotes healthy lifestyles.

### **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

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