



A waste management partnership between Bracknell Forest Borough Council, Reading Borough Council and Wokingham District Council.

JOINT WASTE DISPOSAL BOARD

NOTICE OF MEETING

FRIDAY 15 JULY 2016

TO: ALL MEMBERS OF THE JOINT WASTE DISPOSAL BOARD

You are invited to attend a meeting of the Joint Waste Disposal Board on **Friday 15 July 2016 at 9.30 am** in the Smallmead Household Waste Recycling Centre, Island Road, Reading, RG2 0RP. An agenda for the meeting is set out overleaf.

Members of the Joint Waste Disposal Board

Councillor Mrs Dorothy Hayes MBE, Bracknell Forest Council
Councillor Iain McCracken, Bracknell Forest Council
Councillor Paul Gittings, Reading Borough Council
Councillor Liz Terry, Reading Borough Council
Councillor Anthony Pollock, Wokingham Borough Council
Councillor Angus Ross, Wokingham Borough Council

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- 3 Use the stairs not the lifts**
- 4 Do not re-enter the building until told to do so**



JOINT WASTE DISPOSAL BOARD
Friday 15 July 2016 (9.30 am)
Smallmead Household Waste Recycling Centre, Island Road, Reading, RG2 0RP.

AGENDA

	Page No
1. ELECTION OF CHAIRMAN	
2. APPOINTMENT OF VICE-CHAIRMAN	
3. APOLOGIES FOR ABSENCE	
4. DECLARATIONS OF INTEREST	
Members are requested to declare any disclosable pecuniary or affected interest in respect of any matter to be considered at this meeting.	
<i>Any Member with a Disclosable Pecuniary Interest or an affected interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</i>	
5. MINUTES OF THE MEETING OF THE JOINT WASTE DISPOSAL BOARD	5 - 8
To approve as a correct record the minutes of the Joint Waste Disposal Board held on the 8 April 2016.	
6. URGENT ITEMS OF BUSINESS	
To notify the Board of any items authorised by the Chairman on the grounds of urgency.	
7. JWDB PROGRESS REPORT	9 - 12
To consider a report on progress in the delivery of the re3 Joint Waste PFI Contract and the re3 Strategy.	
8. WASTE ACCEPTANCE PROTOCOL REPORT	13 - 34
To consider a report on an update to the existing re3 Waste Acceptance Policy so that it reflects the requirements for the re3 Councils under prevailing conditions.	
9. EXCLUSION OF PUBLIC AND PRESS	
To consider the following motion:	

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of items 10 and 11

which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)

10. FINANCE REPORT AND APPENDIX 35 - 64

To consider a report on the financial position of the joint waste PFI for the year 2016/17.

11. CONTRACTOR MANAGEMENT REPORT 65 - 70

To consider proposals for a new and supplementary method of providing feedback from the re3 Partnership to our Contractor, FCC.

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Agenda Item 5

Unrestricted

JOINT WASTE DISPOSAL BOARD 8 APRIL 2016 (11.00 am - 1.00 pm)

Present: Bracknell Forest Borough Council
Councillor Mrs Dorothy Hayes MBE
Councillor Iain McCracken

Reading Borough Council
Councillor Paul Gittings
Councillor Liz Terry

Wokingham District Council
Councillor Anthony Pollock
Councillor Angus Ross

Officers Anna Fowler, re3 Marketing and Communications Officer
Oliver Burt, re3 Project Manager
Sarah Innes, re3 Monitoring and Performance Officer
Steve Loudoun, Bracknell Forest Council
Mark Smith, Reading Borough Council
Josie Wragg, Wokingham Borough Council

Apologies for absence were received from:

34. Apologies for Absence

There were no apologies for absence.

35. Declarations of Interest

There were no declarations of interest.

36. Minutes of the Meeting of the Joint Waste Disposal Board

RESOLVED that the minutes of the meeting of the Joint Waste Disposal Board held on the 15 January 2015 be approved as a correct record and signed by the Chairman.

Arising on the minutes, it was noted:

Minute 21 – It was agreed that a date would be set for members to meet at the Sutton Courtney MRF.

Minute 29 – It was agreed to progress a date to meet with DEFRA.

Minute 29 – It was confirmed that the Fire System works were ongoing.

Minute 29 – It was confirmed that a report reviewing the trial described in paragraphs 5.25 to 5.30 of the re3 Strategic Waste Manager's report and recommendations relating to changes to the Service Delivery Plan, would be brought back to the Board at the next meeting.

Minute 32 - It was confirmed that future reports would be amended to include two columns showing recycling rates with and without the recycling of bottom ash waste.

37. Urgent Items of Business

There were no urgent items of business.

38. Contract Guidance Report

The Board received a report providing a briefing on the contract guidance on the Payment Mechanism. It was noted that the briefing had been produced to provide Board members and officers with an overview and background understanding of the re3 contract Payment Mechanism.

The Board was informed about new developments that would affect the Payment Mechanism as a result of trials that had been undertaken.

A successful trial had been undertaken in autumn 2015 to send street sweepings for processing, which had resulted in a significant proportion being diverted from landfill, and at a lower cost to the councils. A Change Notice had been agreed and a new section would be introduced to the Payment Mechanism to capture sweeping tonnage and processing costs. The savings figures that were projected from this trial would be presented to the Board at a later date.

Another trial was being undertaken to send residual material from the Recycling Centres to FCC's MRF in Sutton Courtenay. A small amount of the material was being separated for recycling and the remainder was to be used for RDF (Refuse Derived Fuel), thereby diverting this tonnage from landfill at a lower cost. If this arrangement were to be made permanent then a new section for RDF would be added to the Payment Mechanism.

Further work was also underway to agree a new haulage contract, this aimed to be more prescriptive about the times in which the haulage companies could use the sites.

It was suggested that the Board should arrange a date to visit the Colnbrook Site in Slough.

RESOLVED that the content of this report be noted.

39. Proposals for the Household Waste Recycling Centres

Sarah Innes, re3 Monitoring & Performance Officer, attended the meeting to present a report setting out the proposals for the Household Waste Recycling Centres.

In response to the decision by West Berkshire to cease financial contributions. The Board considered a report which proposed five potential changes to the policies employed at the re3 facilities with the intention of generating savings and improving recycling rates.

The report presented a summary of the five proposals in relation to savings and performance.

It was proposed that the proposals would be phased in over summer 2016.

The Board stressed the need for a comprehensive approach to identifying site users, and would like to see the communications plan for this and the other proposals. The Board also emphasised that it was critical that the system for any payments relating to use of the site be efficient.

It was agreed that as a priority the officers would investigate costings and suitability for a Smartcard option which Bracknell Forest currently utilises for other functions.

The Board wished to take the proposals to their respective Leaders and Executive to inform them of the significant changes that had been presented. The Board requested an urgent, supplementary Joint Waste Disposal Board take place (22 April 2016) in order to review the possibility of the Smartcard, as well as to have sight of the Project Implementation Plan and Communications Plan for the proposals.

RESOLVED that:

- i. The content of the report be noted.
- ii. The Board agree in principle the proposals described at 6.3, 6.9, 6.12, 6.18, 6.27 and 6.32 but request that further detail regarding the Implementation and Communications Plan for the Residency Check proposal be brought to a special meeting of the Joint Waste Disposal Board on the 22 April 2016.

40. re3 Strategy Report

The Board received a report seeking introduction and endorsement of the draft re3 Strategy.

The re3 Strategy was intended to articulate the aspirations of the re3 partnership, in consideration of the strategic challenges facing the waste services and the councils, and to provide a basis for those aspirations to be delivered.

The Board was presented with a draft of the Strategy which included the breakdown of data by four themes and sub categorised into 23 individual objectives.

The Board noted that the purpose of the re3 Strategy was to provide a focus for efforts within the combined re3 waste service as well as reducing the net cost of waste and improving performance to reach 50% recycling and re-use by 2020.

The Board agreed to take the draft strategy to their respective councils to endorse, comment and approve and bring back to the next Board meeting for further discussion, if needed, and formal approval.

RESOLVED

- i. The process undertaken to develop the draft re3 Strategy be noted
- ii. The strategy objectives as described at 5.8 and the annual cycle for monitoring and renewal as described at 5.11 and 5.12 be endorsed.
- iii. That the Strategy be presented to the councils' individual Executives for endorsement prior to being brought back to the board for approval and adoption.

41. Financial Report

The Board received a report inviting it to consider proposals to identify savings in the cost of waste management for the re3 partnership over the remaining term of the PFI Contract and a summary of the financial position of the joint waste PFI for the

financial year to date. The Board was also provided with reports on the operational performance in key areas of the re3 partnership and the Risk Register for the re3 Contract.

The Board was given three proposals to consider. A detailed business case was to be produced for each option and presented to the board in due course.

The Board noted that the projected outturn reflected the contract amendment at the end of December 2015. It was currently estimated that Bracknell would report a £166k underspend, Reading would report a £110k underspend and Wokingham would report a £229k underspend.

The Board noted that the Qtr 4 performance figures were only for January and February 2016, this was due to the reporting mechanism and the timing of the Board meeting.

RESOLVED that:

- i. The proposal described at 5.17 to identify savings in the remaining term of the re3 PFI Contract be endorsed.
- ii. The contents of the financial, performance and risk related information provided within the report be noted.

42. Any Other Business

Anna Fowler, re3 Marketing & Communications Officer, attended the meeting to present a verbal overview of the activity since the last meeting.

The Board noted that the “Can you still use it?” campaign was well underway, with posters now being displayed in schools and libraries.

It was also reported to the Board that social media activity was increasing with a Facebook reach rate of approximately 5600 Facebook followers that week.

The Board noted that the factsheets had been successfully launched and that they were available on the re3 website.

The Board confirmed that they would like to be involved in the “Behind the Scenes” feature that the Trinity Mirror Group wished to do.

The Board noted the report.

CHAIRMAN

**TO: JOINT WASTE DISPOSAL BOARD
15th JULY 2016**

PROGRESS REPORT Report of the re3 Strategic Waste Manager

1 INTRODUCTION

- 1.1 The purpose of this report is to brief the re3 Joint Waste Disposal Board (JWDB) on progress in the delivery of the re3 Joint Waste PFI Contract and the re3 Strategy.

2 RECOMMENDATION

2.1 That Members note the contents of this report.

3 ALTERNATIVE OPTIONS CONSIDERED

- 3.1 None for this information report.

4 REASONS FOR RECOMMENDATION

- 4.1 The purpose of this report is to brief Members on progress and delivery related to decisions that have previously been taken.

5 BACKGROUND INFORMATION

Recycling Centres

- 5.1 The first change at the re3 Recycling Centres came into force on 1st July 2016. The change was prompted by the decision of West Berkshire Council to cease payments for use of re3 facilities by West Berkshire residents.

- 5.2 Over the first weekend (Friday 1st to Sunday 3rd July 2016, inclusive) 478 potential visitors were denied access to the re3 Recycling Centres (82 at Longshot Lane and 396 at Smallmead).

- 5.3 The numbers of residents who visited Longshot Lane was very similar (in comparison with the preceding week). However, at Smallmead, overall visits were down by 556. There is a feeling, on the part of staff, that some non-re3 visitors stayed away precisely because they had heard about the new access conditions.

- 5.4 While it is still very early in the process. The change has been made and has been shown to be workable. The requirement now is to continue communicating the changes consistently, maintaining the administrative processes that have been developed and ensuring that frontline staff are supported in delivery.

- 5.5 As one example, the web-form system for application for permits allows the re3 Councils to check residency before an application is accepted. That is essential in order that the new access conditions aren't circumvented by residents from outside the re3 area.

- 5.6 E-Government represents a significant opportunity for Local Government to evolve accessibility to services and streamline processes. As the re3 Councils effect a transition a more 'self-serve' model (where services are selected and booked on-line by residents), it will be normal for residency to be confirmed in advance. Such

principals are important because they support the aim of the changes re3 has now made and will help to support the wider transition to ‘self-serve’.

Recycling Exports

- 5.7 The UK market for secondary materials (recycling) has not seen consistent growth for some time. Indeed values in key materials (metals, paper, plastic and glass) have all fallen during the last two years.
- 5.8 The Contractor, FCC, has increased exports of material from the re3 Material Reclamation Facility (MRF). This has necessitated some minor operational changes because exported material must be transported in shipping containers rather than on curtain-sided Lorries. However, during 2016, the re3 Contract has exported 1300 tonnes of recyclables (principally paper and card) to China, Vietnam, Germany and Holland.
- 5.9 The Contractor has undertaken a comparison of UK prices (including some estimates) and actual export prices. Based on that exercise, the Contractor believes that exports have outperformed UK sales by 25% in the first half of 2016.
- 5.10 Secondary material prices in the UK have of late begun to improve. Nonetheless, in terms of business continuity, financial outcomes and experience, the opening-up to export markets by re3 should stand the partnership in good stead.
- 5.11 Members received a report on the process of approval for new material reprocessors, in January 2016. Officers are pleased to report that the trial approval process has proven to be workable and will be adopted, as initially described, when a review of the contractual Service Delivery Plans is undertaken in the autumn.
- 5.12 To support the commercial aspirations of the re3 Partnership, Officers are working on proposals for Contractor-validation of non-EU exports. Such an approach would see assurance provided to the Councils that a supplier had passed all possible checks and was validated by the Contractor. It is expected that the Councils would have ‘on-request’ access to all appropriate documents about the supplier. This would be an opposite approach to how such validation has worked in the past. It is believed by both Officers and the Contractor that such an approach will prove to be more flexible, actively facilitating commercial activities, whilst retaining an appropriate level of assurance.
- 5.13 Subject to market and political conditions, it may subsequently be proposed that this approach is extended to cover exports from re3 to the European Union (EU).

UK Referendum on European Union Membership

- 5.14 On Thursday 23rd of June 2016, a UK referendum was held on whether or not the UK should remain within the EU or leave the EU. The result of the referendum supported the UK leaving the EU.
- 5.15 An interesting and comprehensive, initial, perspective on that decision for the waste industry has been provided by Gev Eduljee, Director of External Affairs at Suez. In his opinion-piece, '[After the vote: Assessing the impact of Brexit - letsrecycle.com](#)' (June 28th 2016), Mr. Eduljee describes the potential outcomes for the UK and urges for the delivery of a clear strategic direction for the UK waste industry.
- 5.16 The re3 Board has previously corresponded with the Parliamentary Under-secretary with responsibility for waste, Rory Stewart MP, in a similar vein.

- 5.17 There clearly are some significant strategic questions which arise from the outcome of the recent Referendum. Whenever Article 50 of the Lisbon treaty is finally triggered, the UK will have a minimum of two years in which to negotiate the legal terms of a new relationship with the EU. Waste is unlikely to be a high priority in such negotiations and that introduces additional uncertainty for the UK waste industry.
- 5.18 Many pieces of EU legislation have been transposed into UK law (e.g. the EU Waste Framework Directive is transposed for the UK by the Waste Regulations 2011). It is currently unclear whether both pieces of legislation would need to be replaced or revoked in order for there to be a material difference. It may be anticipated that the regulatory ‘bite’ of legislation which originally emanated from the EU might be lessened in practice but that cannot be confirmed at present.
- 5.19 While the regulatory impact of EU legislation has promoted considerable development in the UK waste industry, that role may now be taken by financial imperatives. For re3, the most important considerations will therefore be around the impacts on the market for UK recyclables.
- 5.20 To provide a perspective from our principal private-sector waste partner, the Chief Executive of FCC, Paul Taylor, will be invited to meet with the re3 Board either in a specific session or at a later JWDB meeting (subject to availability and content on the subject being available). An FCC perspective on the implications of the UK leaving the EU will be interesting and influential for the re3 Partnership. The re3 Partnership and FCC are resolved to work together in the development of waste services.

Re3 Strategy

- 5.21 The re3 Partnership has developed a clear strategic direction.
- 5.22 The Joint Waste Disposal Board has previously considered the content of the re3 Strategy and resolved that it should be approved by the appropriate decision-making committee at each council.
- 5.23 The dates upon which the re3 Strategy will be considered for approval by the respective councils are shown below:
- Bracknell Forest Council – 19th July 2016
 - Reading Borough Council – 5th July 2016
 - Wokingham Borough Council – 28th June 2016
- 5.24 Appropriate Officers from across the re3 Partnership are already working to deliver the re3 Strategy targets (as identified in each target). Progress towards the strategy objectives will be reported at each Joint Waste Disposal Board.

JWDB Visit

- 5.25 A visit to Lakeside Energy from Waste facility has been arranged for the re3 Board for September 30th 2016.

6 ADVICE RECEIVED FROM ADMINISTERING AUTHORITY

Head of Legal Services

- 6.1 None for this report.

Corporate Finance Business Partner

- 6.2 None for this report.

Equalities Impact Assessment

- 6.3 None.

Strategic Risk Management Issues

- 6.4 None.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Not applicable.

Method of Consultation

Not applicable.

Representations Received

- 7.3 Not applicable.

Background Papers

re3 Progress Report October 2015
re3 Progress Report January 2016

Contacts for further information

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TO: JOINT WASTE DISPOSAL BOARD
15th JULY 2016

WASTE ACCEPTANCE PROTOCOL REPORT **Report of the re3 Strategic Waste Manager**

1 INTRODUCTION

- 1.1 The purpose of this report is to update the existing re3 Waste Acceptance Policy so that it reflects the requirements for the re3 Councils under prevailing conditions.

2 RECOMMENDATION

- 2.1 **That Members adopt the new Waste Acceptance Protocol for the re3 Recycling Centres.**
- 2.2 **That Members agree that the new Waste Acceptance Protocol will come into force on 30th September 2016.**
- 2.3 **That Members agree to review the Waste Acceptance Protocol as described at 5.17 and 5.18.**

3 ALTERNATIVE OPTIONS CONSIDERED

- 3.1 No alternative for the requirement for a Waste Acceptance Protocol has been considered. Such a policy is an important point of reference for re3 residents and the re3 Councils. It represents a clear statement, on behalf of the re3 Councils, on the service offered to re3 residents.

4 REASONS FOR RECOMMENDATION

- 4.1 The recommendations seek to establish a new Waste Acceptance Protocol and a schedule for its review.

5 BACKGROUND INFORMATION

Background

- 5.1 The re3 strategy, which is in the process of being adopted by the individual councils, identifies a reduction in the net cost of waste services as a key strategic objective for the re3 Councils.
- 5.2 The Councils agreed the prevailing Waste Acceptance Protocol in 2009. The update to that policy, proposed within this report, is intended to support the need for significant reductions to the net cost of council waste services.
- 5.3 The reduction in the net cost of waste services is a priority for the re3 Councils in order that financial resources can be redirected to other frontline council services.
- 5.4 The re3 Councils had a reciprocal agreement with West Berkshire Council that resulted in a payment to re3 for the use of its Recycling Centres by residents of West Berkshire. On March 24th 2016, and prompted by financial pressures, West Berkshire Council decided to cease making the payment to re3.
- 5.5 The decision by West Berkshire presented the re3 Partnership with two options:

- i. Either re3 had to bear the cost of waste delivered to by non-residents;
- ii. Or, take steps to prevent waste being delivered by non-residents.

It is assessed that the former option would have increased the net cost of waste services. The latter option is assessed as offering a reduction in the net cost of waste and as such is supportive of one of the key objectives of the re3 Strategy.

- 5.6 On May 17th 2016, the re3 partnership announced that it would take steps to facilitate access to the re3 Recycling Centres for re3 residents only.
- 5.7 Accompanying that step, the re3 Partnership also announced some other changes which include measures to manage access to the Recycling Centres by commercial and commercial-type vehicles and establishing charges for specific types of waste.
- 5.8 While representing change, these proposals maintain the delivery of the statutory obligations placed upon the re3 Councils.
- 5.9 It is important to recognise that the generous opening hours of the re3 Recycling Centres are not currently under review (as they have been elsewhere) and that, within the sites themselves, re3 residents will continue to be offered a high level of service.

Waste Acceptance Protocol

- 5.10 The re3 Waste Acceptance Protocol represents a clear guide for access to the services that are offered at the re3 Recycling Centres. The adoption of such a policy is considered good practice.
- 5.11 The three principal changes are as previously described and, in developing the Protocol, officers have had regard to policies already successfully operated by other waste disposal authorities (i.e. County or Unitary Councils).
- 5.12 The proposed Waste Acceptance Protocol is appended to this report.
- 5.13 The Protocol describes the conditions of access for re3 residents. The re3 Partnership has been careful to take steps which facilitate access for existing re3 residents. A permit has been sent to the 183,000 households known to the re3 Councils. Details have been widely circulated describing the reasoning for the provision of permits and also the alternative forms of identification that may be used in the event that no permit is visible. Accordingly, the Protocol describes that where residency cannot be established by a visitor to the Recycling Centres, there will be a presumption that the visitor is a non-resident and access to the Recycling Centre will be denied until proof of residency can be provided.
- 5.14 The Protocol describes the steps being taken by the re3 Partnership to support the provision of the re3 Recycling Centres for the deposit of Household Waste only. The permit scheme for commercial and commercial type vehicles will require re3 residents to pre-book their visit, online, and confirm that the waste they will deliver is Household Waste from their own home. The Protocol provides some information for re3 residents to clarify what Household Waste is in a legal sense.
- 5.15 The Protocol describes the steps being taken by the re3 Partnership to maintain free delivery for Household Waste at the Recycling Centres and to establish charges for some specific waste types. The new charges are for those waste types which, though delivered by householders, local authorities are not obliged to receive free of

charge at the Recycling Centre.

- 5.16 The Protocol also describes the online process by which residents can apply for permits and check for information on the Recycling Centres.
- 5.17 It is proposed that the Waste Acceptance Protocol be kept under review by the re3 Joint Waste Disposal Board. That will ensure that it can be kept up to date as a guide for residents and a clear statement of policy by the re3 Partnership.
- 5.18 Where a change to the Protocol is deemed necessary or helpful, it should be proposed to the re3 Joint Waste Disposal Board and a decision taken.
- 5.19 Subject to its approval, the Waste Acceptance Protocol and its contents will be incorporated in communications to advertise and explain the changes.

6 ADVICE RECEIVED FROM ADMINISTERING AUTHORITY

Head of Legal Services

- 6.1.1 Specific legal advice received in the preparation of the changes to the Recycling Centres, and summarised here, confirms that the re3 Partnership is entitled to deny access to its Household Waste Recycling Centres to visitors from outside the re3 Partnership area.
- 6.1.2 Section 51 of the Environmental Protection Act 1990 (“EPA”) provides that a waste disposal authority must arrange 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”. There is no obligation to accept non-household waste and the steps proposed (relating to commercial and commercial-type vehicles) represent a reasonable means of seeking to manage the potential for commercial (trade) waste to be deposited as if it were household waste.
- 6.1.3 There is an existing re3 policy which restricts access to double axle trailers and vehicles over 3.5 tonnes. Health and safety concerns, related to the safe manoeuvrability of those larger vehicles within the confined area of the Household Waste Recycling Centres, are valid reasons for such restrictions.
- 6.1.4 The re3 Partnership is entitled to charge for all quantities of what is termed ‘construction and demolition’ waste. This category includes rubble and hardcore, plasterboard and asbestos. Soil can also be charged for though councils elsewhere have tended not to charge for small amounts (such as that still clinging to a plant or shrub). Gas bottles may not be ‘Waste’ at all depending on their ownership and a charge can be made to cover the costs of returning them to their owner (i.e. the company named on the gas bottle).
- 6.1.5 In the Controlled Waste (England and Wales) Regulations 2012 (section 1, Schedule 3) deals with waste to be treated as household waste, commercial waste or industrial waste. Within this category is waste from construction (including repair) or demolition works including preparatory works.

Corporate Finance Business Partner

- 6.2.1 The changes at re3 Recycling Centres are intended to support reductions in the net cost of waste to the re3 Councils (and thus Council Tax payers).

- 6.2.2 It has been estimated that by denying access to non-re3 residents a full-year saving of £835,000 is achievable. This takes into account the decision by West Berkshire Council to bring to an end the reciprocal arrangement with the re3 Partnership (estimated at £506,000 for the current year).
- 6.2.3 The charges for 'DIY' waste, as shown in the Protocol, have been set at a rate which covers only the cost of the specific service to the re3 Councils.
- 6.2.4 Officers have sought specific professional advice on the application of VAT to the charges proposed within the Protocol. Unfortunately, the advice received thus far fails to provide a clear position for the re3 Partnership. Accordingly, the Protocol appended to this report includes charges both with and without VAT applied. Once a final position is agreed (both in terms of the tax advice and with the respective Accountants at the re3 Councils) the correspondingly correct value shown in each category will be retained while the incorrect value will be removed. This final table will be the one used in communications and correspondence thereafter and until it is reviewed as described at 5.18.

Equalities Impact Assessment

- 6.3 The Assessment for the changes at the re3 Recycling Centres is appended to this report.

Strategic Risk Management Issues

- 6.4 None.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Not applicable.

Method of Consultation

Not applicable.

Representations Received

- 7.3 Not applicable.

Background Papers

re3 Progress Report October 2015

Contacts for further information

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WASTE ACCEPTANCE POLICY

INTRODUCTION

The re3 Recycling Centres are for Bracknell Forest Council, Reading Borough Council and Wokingham Borough Council residents to bring their own household waste to be re-used, recycled, composted or disposed.

This policy provides information on the types of vehicle you might use to deliver waste and also the following types of waste that you may bring to one of the re3 Recycling Centres:

- Household Waste
- Soil and Rubble
- Plasterboard
- Asbestos
- Gas Bottles

Waste from traders, landlords or property developers is not permitted at the Recycling Centres.

We want to re-use, recycle and compost as much of the waste re3 residents bring to the Recycling Centres because those treatments are almost always cheaper and better for the environment. Waste disposal is costly and, to help deliver savings, the re3 Councils are committed to making savings on waste services. You can help to reduce costs by helping us to re-use, recycle and compost your waste when you visit one of the re3 Recycling Centres.

Please try to separate your waste before you visit a Recycling Centre so you can put it in the right place. To help you pack your vehicle, ready for your visit, use the diagrams below. The first thing you'll unload at the site should be the last thing you load in your vehicle.

The re3 Recycling Centres are at Longshot Lane in Bracknell and on Island Road in Reading.

*Layout of Longshot Lane
(to be added)*

*Layout of Smallmead
(to be added)*

CHANGES IN 2016

The re3 Recycling Centres have changed to improve their efficiency. There are three things you need to consider before you visit.

1. From July 1st, If you pay your Council Tax to either Bracknell Forest Council, Reading Borough Council or Wokingham Borough Council, you are a re3 resident and you are allowed to visit the re3 Recycling Centres. Please put your re3 permit in your windscreen (ideally on the left-hand side) so that staff at the Recycling Centres can see it easily. If you do not have a permit you can apply for one by filling out a quick and easy online form on your local council website:

- www.bracknell-forest.gov.uk/householdwastedisposalsites
- www.reading.gov.uk/recyclingcentrepermit
- www.wokingham.gov.uk/rubbish-and-recycling/recycling-centres/request-a-permit-to-use-a-local-tip-recycling-centre/

If you visit the Recycling Centres without your permit, you should present two alternative forms of ID, such as: driving licence photocard, a council tax bill or a utility bill. Checking ID will take a little time so please use your windscreen permit because it will help to reduce onsite queuing.

We reserve the right to ask for proof of residency, even for visitors with a permit, from time to time.

If you are not a resident of one of these councils, please do not come to the re3 Recycling Centres as access will not be permitted. Please contact your own council to find out what services they provide.



2. If you own, or are borrowing or hiring, a commercial (or commercial-type) vehicle and want to use it to bring your household waste to the Recycling Centre, you will need to apply for a commercial vehicle permit. Please see the pictures below to see whether we would class your vehicle as commercial or commercial-type.

The health and safety of site users is our top priority. Some vehicles pose a danger to other site users because of their size are therefore not permitted in the Recycling Centres.

Vehicles

	Picture	Permit Required?
Car or Bicycle (without trailer or signage)		You do not require a commercial or commercial-type vehicle permit to visit a re3 Recycling Centre with your household waste.

Pick up (2 or 4 doors)		You require a commercial or commercial-type vehicle permit to visit a re3 Recycling Centre with your own household waste.
Branded or sign-written vehicle (all shapes and sizes)		You require a commercial or commercial-type vehicle permit to visit a re3 Recycling Centre with your own household waste.
Van (all types and sizes - excluding box vans)		You require a commercial or commercial-type vehicle permit to visit a re3 Recycling Centre with your own household waste.
Box Van		You are not permitted access to the Recycling Centres using these vehicles.

Trailers

	Length of load bed*	Permit Required?
Car with trailer	Less than 1.83m (6 ft)	You do not require a commercial or commercial-type vehicle permit to visit a re3 Recycling Centre with your household waste.
	1.83m - 3.05m (6-10ft)	You require a commercial or commercial-type vehicle permit to visit a re3 Recycling Centre with your own household waste.
	Over 3.05m (10 ft)	You are not permitted access to the Recycling Centres using these vehicles.
Car with horsebox	Less than 3.05m (10ft)	You require a commercial or commercial-type vehicle permit to visit a re3 Recycling Centre with your own household waste.
	Over 3.05m (10ft)	You are not permitted access to the Recycling Centres using these vehicles.
Van with trailer	Any size	You are not permitted access to the Recycling Centres using these vehicles.

*Load bed applies to the 'box' area only and does not include the towbar.

You should apply for a permit before each visit to a re3 Recycling Centre. To apply for a permit please visit your local council website and complete the short webform.

When you've completed the webform, you will be sent a single-use permit that you can either print out or display on your phone or other electronic device. When you come to the Recycling Centre, please show the permit to staff at the entrance who will record it. Permits can be used seven days a week but must be applied-for on the day before you will use your permit to allow it to be registered on our system.

A permit provides permission to enter the Recycling Centre only and is not a permit to deposit waste. The re3 Recycling Centres are strictly for household waste and recyclables only and trade waste is not permitted. Trade Waste is defined as waste arising from any trade, business, industrial or commercial activities. Anyone who has received any payment for carrying waste or produces waste from their work cannot take this waste to the Recycling Centre and anyone found to be doing so may potentially face prosecution.

The cost of commercial waste disposal is not included in your business rates. This is because different businesses produce different types of waste and it is fairer to charge each organisation for the waste it actually produces. Businesses can pay to dispose of waste at the Transfer Stations located next to the re3 Recycling Centres in Bracknell or Reading or at another licenced site. For more information, please read our trade waste information at:

- [re3 Business and Trade Waste information](#)

We will review the number of visits made by individual residents and/or vehicles to the Recycling Centre and we may contact you if it appears that the number of visits you or your vehicle make might suggest activity more like that of a trader than a householder.

3. While Councils have to provide Recycling Centres for their residents to re-use, recycle and dispose of household waste free of charge, waste from construction and demolition wastes, including preparatory works, is classed as industrial waste. As such, the cost of disposing of this waste is not covered by council tax and a small charge will be made for it at the Recycling Centres.

Construction and demolition waste includes items from DIY works such as the repair and alteration to households and waste created from landscaping or garden alterations.

Charges also apply for gas bottles.

Rubble, Soil and Plasterboard

On arrival at the Recycling Centre, meet and greet staff will inspect the items you wish to deposit. Using the tables below as an indicative guide, staff will assess your chargeable waste and inform you of the cost. Please segregate your chargeable wastes to reduce waiting times.

Rubble includes:

- Bricks
- Breeze blocks
- Concrete
- Drainage pipes (ceramic and porcelain)
- Gravel
- Hardcore
- Paving slabs
- Rubble
- Sand (sharp or builders sand)
- Sanitary ware (ceramic/porcelain toilets, sinks, shower trays, bidets, cisterns etc)
- Slates
- Stones
- Tarmac
- Tiles

(Please note: There is no charge for crockery or clay flower pots).

Payments will be in multiples of whole bags or sheets whilst items such as toilet pans, sinks, toilet cisterns and sink pedestals will be charged as single items.

There are bag equivalents for loose materials and charges for loose materials will be based on the proportion of a fully loaded vehicle - 50% or 100%. A fully loaded vehicle of loose materials will be charged as follows:

	Rubble		Soil		Plasterboard (including plaster and gypsum related products)	
	Inc. VAT	Ex.VAT	Inc. VAT	Ex.VAT	Inc. VAT	Ex.VAT
Per 25L bag* or equivalent	£2.16	£1.80	£2.46	£2.05	£2.07	£1.73
Per 180cm x 90cm Sheet	N/A	N/A	N/A	N/A	£1.27	£1.06
Per single item	£2.16	£1.80	£2.46	£2.05	N/A	N/A
Standard car/hatchback	£12.96	£10.80	£14.76	£12.30	£12.42	£10.35
Trailer less than 1.8m	£21.60	£18.00	£24.60	£20.50	£20.70	£17.25
Small van/Estate/4x4/Pickup	£25.92	£21.60	£29.52	£24.60	£24.84	£20.70
Trailer between 1.8m and 3m	£43.20	£36.00	£49.20	£41.00	£41.40	£34.50
Transit Van	£86.40	£72.00	£98.40	£82.00	£82.80	£69.00

* DIY stores often sell

compost and top soil in 25 litre bags.

Site staff have been provided with guidance on how to accurately assess your chargeable waste on this basis, and their decision on charges will be final. If your vehicle is not mentioned above, an equivalent category will be chosen.

These prices are based on current disposal costs and are subject to change.

Payment can be made on-site by card payments only. If you do not have a credit or debit card, please note that prepaid cards (such as those available via Payzone outlets) are also accepted.

You will not be allowed to dispose of any chargeable materials before payment has been made and you will not be allowed to deposit any item that the site staff believe to contain asbestos until it is booked in, weighed and paid for following the procedure set out below.

If you do not wish to use the service provided at the Recycling Centres other options available include hiring a skip or taking the waste to a private waste management company.

Please do not place DIY waste in your dustbin or allow it to be fly-tipped.

Please also remember to check whether your vehicle requires a commercial-vehicle permit and that waste from traders, landlords or property developers is not permitted at the Recycling Centres.

Asbestos

If you want to bring asbestos to site you must call re3 on 0800 9883023 to pre-book. Bookings slots are available at both sites Monday to Friday and are pre-allocated to either AM (8am - 9am) or PM (3pm - 4pm). Booking slots are also available on Saturdays between 8am and 9am. If you wish to deposit asbestos on a bank holiday, please call to enquire whether bookings are being taken.

You will be required to weigh your asbestos in at the site weighbridge and directions will be provided when you call. Your waste will be weighed to the nearest 20kg and this is also the minimum charge.

	Bonded Asbestos	
	Inc. VAT	Ex. VAT
Per 20 kg	£6.58	£5.48

Asbestos is extremely harmful to health and disposing of it is at your own risk. You are advised to always wear a mask and gloves when handling asbestos. It's best if you can avoid breaking-up the sheets and please ensure that they are damped down with water. You must double wrap asbestos in thick, durable plastic sheeting (such as builder's rubble bags) and seal well before bringing it to site. Alternatively, you may want to use a licenced waste company to dispose of asbestos for you.

Gas Bottles

Gas canisters usually remain the property of the supplier and are often collected free of charge from your home.

For more information please contact:

Calor Gas - 01189 331 604

BOC Cylinders - 0800 111 333

If you wish to deposit a gas canister at the Recycling Centre for re3 to arrange collection, charges may apply.

The following types of gas canisters are accepted free of charge at the re3 Recycling Centres: Handygas, Air Products, Air Liquide, Camgas, Cheshire, Messer, Linde, Macgas and Flogas.

Disposable (non-refillable) cylinders are also accepted free of charge.

The cost of depositing other gas bottles at the re3 Recycling Centres is as follows:

	Gas Canister	
	Inc. VAT	Ex. VAT
Per Item	£4.91	£4.09

The re3 Partnership does not accept gas canisters over 15kg, air cylinders or SCUBA bottles.

OUR POLICY ON OTHER TYPES OF WASTE

The Waste Acceptance Policy outlines limits on certain types of waste that can be taken to the re3 Recycling Centres. These limits are designed to prevent businesses bringing waste to the centres.

Fridges and Freezers	Any domestic fridge or freezer, up to the maximum size of an American style upright fridge can be brought to site per month.
Paint	Up to 10 litres of paint month.
Engine Oil	Maximum of 10 litres per month.
Animal and Pet Waste	Maximum of 2 bags per week from domestic animals only. Waste from livestock and stabling is not accepted.
Hazardous Household Waste	Up to 2 litres of chemicals per month.
Fluorescent Tubes and Light Bulbs	Maximum of 10 tubes or bulbs per month.
Tyres	Maximum of 4 car tyres per month.
Fire Extinguishers	Maximum of 2 per household (domestic size only) per month.

OPENING HOURS

No reduction has been made to the opening hours of the re3 Recycling Centres. The sites remain open 8am-8pm, April to September (inclusive) and 8am-6pm, October to March, seven days a week, for the convenience of re3 residents. The site is closed only on Christmas Day, Boxing Day and New Year's day.

There may be queues during busy periods, particularly weekends and Bank Holidays, so please be patient. You may like to visit the Recycling Centre when it tends to be quieter; at the beginning or end of the day.

A CCTV webcam is also in place at Longshot Lane and Smallmead so that residents can gauge how busy the Recycling Centres are before making their journey.

CONTACT DETAILS

www.bracknell-forest.gov.uk

www.reading.gov.uk

www.wokingham.gov.uk

www.re3.org.uk

re3 tel no. 0800 988 3023

Equality Impact Assessment

Provide basic details

Name of proposal/activity/policy to be assessed

Proposals for the Recycling Centres

Directorate: Children, Education & Early Help Services / Adult Care & Health Services / DENS / CSS (*delete as appropriate*)

Service: Streetcare

Name and job title of person doing the assessment

Name: Sarah Innes

Job Title: re3 Monitoring and Performance Officer

Date of assessment: 29/03/2016 (Revised 29/06/2016)

Scope your proposal

What is the aim of your policy or new service/what changes are you proposing?

1) Residency Checks

Under residency checks all users of the Recycling Centres will be required to display a 'recycling centre resident's permit' or show another form of ID to HWRC staff in a Meet and Greet role to prove that they live within the re3 Partnership area. Non-residents (or people without ID) will not be granted access to the facilities.

2) Restrictions on Commercial Type Vehicles

In return for a valid residential address and details of the vehicle and waste to be brought to site residents wishing to access the re3 Recycling Centres in any vehicle other than a car (or with a trailer above 1.8m in length) should be issued with a permit. This system would allow each household to utilise a commercial-type vehicle or trailer to deposit household waste, subject to the Partnership's Waste Acceptance Policy. Trailers over 3m in length and box vehicles will not be eligible for the scheme. Residents will be required to apply for each of their permits individually and online and the details on the permit will be checked against the resident's ID. The re3 Councils will monitor the number the number of visits made by individual residents and/or vehicles to the Recycling Centre and we may contact residents if it appears that the number of visits suggests activity more like that of a trader than a householder.

3) Charges for Waste

Charges will be introduced at the re3 Recycling Centres to cover the costs of handling, hauling and disposing non-household wastes from householders— including hardcore, soil (from landscaping activities), asbestos, plasterboard and gas bottles. These charges will also cover some revenue and capital costs.

4) Bag Splitting

In order to divert recycling materials away from the residual waste stream, it is proposed that residual waste bags be opened and the contents sorted by HWRC staff.

Who will benefit from this proposal and how?

- 1) West Berkshire currently pay the re3 partnership for the use of the Smallmead facility by people resident in its area. Based on a 15% West Berkshire patronage at the HWRC, the contribution to the re3 costs in 2016/17 would have been in the region of £506,000. West Berkshire Council undertook a public consultation and notified re3 of its intention to withdraw from their financial arrangement with re3. Residency checks will help ensure that re3 residents are not required to cover the cost of waste disposal from West Berkshire when financial contributions are ceased.
- 2) Van permit schemes are widely used to control access to commercial-type vehicles and can limit the ability of businesses to illegally deposit trades waste at the taxpayers' expense. For every 1% of HWRC waste deposited by traders, the cost to the re3 councils is approximately £68,000. The savings that can be realised in waste management can contribute to other services such as health, education and social care.
- 3) The estimated cost of accepting hardcore, soil from landscaping activities, plasterboard and asbestos for free in 2016/17 is £915,000. As at (2) above, savings that can be realised in waste management can contribute to other services such as health, education and social care.
- 4) Failure to recycle or re-use 50% of household waste by 2020 could impact on the financial support received in the form of the PFI Revenue Support Grant. This is worth around one million pounds to each re3 Council annually.

What outcomes does the change aim to achieve and for whom?

- 1) The positive identification of re3 residents will ensure that residents of the Partnership are not required to cover the cost of waste disposal from West Berkshire in the event that financial arrangements are terminated. An indirect outcome may be reduced visitor numbers (leading to reduced congestion) in the Recycling Centres.
- 2) A permit system is designed to make it harder for traders to be able to deposit their waste at the Recycling Centres at the tax-payers expense. The removal of the height barrier and time restrictions for vehicles over 1.95m in height should increase convenience for genuine residents who utilise vehicles in excess of the current height restrictions.
- 3) Residents will only pay for what they need to dispose. The charges should make the Recycling Centres a less attractive disposal option for traders to try to pass their business waste off as household waste at the tax-payer's expense.
- 4) Recycling can have financial, social and environmental benefits. An increase in recycling rate will assist the re3 partnership in moving towards a 50% recycling rate by 2020.

Who are the main stakeholders and what do they want?

Regulators – Services need to be provided in accordance with Section 51 of the Environmental Protection Act (EPA) 1990. This states that places must be provided for persons resident within the waste disposal authority area to deposit their household waste free of charge. The Controlled Waste (England and Wales) Regulations 2012 classes “waste from construction or demolition works, including preparatory works” as Industrial waste, where ‘construction’ is defined as including improvement, repair or alteration.

Re3 residents – Many of the comments provided during the September 2015 HWRC User Satisfaction Survey in relation to future service improvements related to site layout, traffic management and queuing. Some of the other comments were classed by MEL as relating to ‘more materials’, ‘improve signage’, and ‘improve staff assistance’.

Non-re3 residents – Comments received by West Berkshire Councils in relation to their March 2016 consultation related to travel times to the nearest HWRC and associated costs to residents and impacts on the environment. Other feedback detailed in the West Berkshire Consultation Summary Report relate to increases in fly-tipping and savings not being realised.

FCC – Based on discussions with the contractor, safety (for staff and service users) is a clear priority.

Neighbours of the facilities – Based on previous contact with neighbours of the Longshot Lane facility, ease of access for staff and customers is important.

Assess whether an EqIA is Relevant

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc.)

Yes / No *(delete as appropriate)*

Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, and feedback.

Yes / No *(delete as appropriate)*

If the answer is Yes to any of the above you need to do an Equality Impact Assessment.

If No you **MUST** complete this statement

An Equality Impact Assessment is not relevant because: N/A

Signed (completing officer): Sarah Innes

Date: 29/06/2016

Signed (Lead Officer)

Date

Assess the Impact of the Proposal

Your assessment must include:

- **Consultation**
- **Collection and Assessment of Data**
- **Judgement about whether the impact is negative or positive**

Think about who does and doesn't use the service? Is the take up representative of the community? What do different minority groups think? (You might think your policy, project or service is accessible and addressing the needs of these groups, but asking them might give you a totally different view). Does it really meet their varied needs? Are some groups less likely to get a good service?

How do your proposals relate to other services - will your proposals have knock on effects on other services elsewhere? Are there proposals being made for other services that relate to yours and could lead to a cumulative impact?

Example: A local authority takes separate decisions to limit the eligibility criteria for community care services; increase charges for respite services; scale back its accessible housing programme; and cut concessionary travel.

Each separate decision may have a significant effect on the lives of disabled residents, and the cumulative impact of these decisions may be considerable.

This combined impact would not be apparent if decisions are considered in isolation.

Consultation

How have you consulted with or do you plan to consult with relevant groups and experts. If you haven't already completed a Consultation form do it now. The checklist helps you make sure you follow good consultation practice.

[**My Home > Info Pods > Community Involvement Pod - Inside Reading Borough Council**](#)

Relevant groups/experts	How were/will the views of these groups be obtained	Date when contacted
RBC Policy Team	Meeting	24/03/2016
Internal legal advisors	Email correspondence/meetings	April 2016

Residents were advised of the forthcoming changes via a press release in early May 2016.

Collect and Assess your Data

Using information from Census, residents survey data, service monitoring data, satisfaction or complaints, feedback, consultation, research, your knowledge and the knowledge of people in your team, staff groups etc. describe how the proposal could impact on each group. Include both positive and negative impacts.

(Please delete relevant ticks)

Describe how this proposal could impact on Racial groups

Restricting users to online methods of application may have a negative impact on racial groups where English is not their first language.

Is there a negative impact?	Yes	No	Not sure
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Describe how this proposal could impact on Gender/transgender (cover pregnancy and maternity, marriage)

Is there a negative impact?	Yes	No	Not sure
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Describe how this proposal could impact on Disability

Is there a negative impact?	Yes	No	Not sure
------------------------------------	-----	----	----------

Describe how this proposal could impact on Sexual orientation (cover civil partnership)

Is there a negative impact?	Yes	No	Not sure
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Describe how this proposal could impact on Age

Restricting users to online methods of application may have a negative impact on elderly groups who may be less likely to be users of technology.

Is there a negative impact?	Yes	No	Not sure
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Describe how this proposal could impact on Religious belief?

Is there a negative impact?	Yes	No	Not sure
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Make a Decision

If the impact is negative then you must consider whether you can legally justify it. If not you must set out how you will reduce or eliminate the impact. If you are not sure what the impact will be you MUST assume that there could be a negative impact. You may have to do further consultation or test out your proposal and monitor the impact before full implementation.

Tick which applies (Please delete relevant ticks)

- 1. No negative impact identified** Go to sign off
- 2. Negative impact identified but there is a justifiable reason**

You must give due regard or weight but this does not necessarily mean that the equality duty overrides other clearly conflicting statutory duties that you must comply with.

Reason

It is proposed that van permit applications only be accepted via online methods to reduce costs associated with admin and printing and posting permits.

- 3. Negative impact identified or uncertain**

What action will you take to eliminate or reduce the impact? Set out your actions and timescale?

The impacts of only accepting van applications online can be minimised by ensuring that website text is available in more than one language and ensuring that residents are aware that they can access internet facilities through local libraries where staff will be available to assist if required.

How will you monitor for adverse impact in the future?

We will monitor feedback received when further details about the changes are made public and when the changes are introduced.

Signed (completing officer): Sarah Innes

Date: 29/06/2016

Signed (Lead Officer)

Date

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Agenda Item 10

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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Agenda Item 11

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