

### **Purpose/Goal**

To implement a kerbside collection service in Chichester District for small waste electrical and electronic equipment (WEEE) and textiles, engage residents on the service and to assess capture and participation rates for use in identifying future collection methodologies. With a kerbside collection service in place more of these waste streams will be diverted from residual waste and available to be recycled.

### **Background**

Chichester District Council (CDC) currently operates a fortnightly collection of residual and DMR on a universal offering basis across the district. Chichester District covers 304 square miles with a population of 120,000 which includes an above average ratio of retired residents. Having recently declared a climate emergency, protecting the environment is now even further embedded into the delivery of the District Council's services, with the recycling rate being a key KPI that is continually monitored and reported on.

The 2018 residual waste composition analysis across the district indicates that there is approximately 4.4% of textiles and 0.9% of WEEE contained within the kerbside collected residual waste. Based on 2019/20 unaudited residual waste collection tonnage this represents 1,003 tonnes of textiles and 205 tonnes of WEEE per annum. Both WEEE and textiles appear in the DMR waste stream, 0.05% and 0.1% respectively possibly indicating some lack of clarity on what can and cannot be currently recycled.

Whilst only a small percentage of this waste will be landfilled, these waste streams can and should be collected for reuse and recycling, improving CDC overall recycling rate and providing a reduction in the disposal costs for WSCC.

The Government's Resources and Waste Strategy for England is expected to lead to new legislation mandating the separate collection of small WEEE and textiles by 2025.

More recently external factors (hazardous waste legislation, lower textile quality and increased proportion of man-made fibres, Brexit and Covid-19) have impacted the viability of end markets for WEEE and particularly for textiles, and how these markets recover in the short and long term is currently unknown.

The traditional method for these waste streams is to weld collection baskets to each RCV but since the CDC domestic collection RCV fleet is due for replacement over the next 2 years. CDC wish to avoid making changes to the old fleet and then subsequently to its new fleet without understanding both the capture rate and participation rate of the new service.

### **Scope**

Due to the population density of Chichester District and the large geographic area it covers the new service will initially be launched to approximately 75-85% of households excluding the restricted access or remotely located properties, although their inclusion will be reviewed following the initial 3-4 months of service operation once the collection service has bedded down. The initial service provision will be for a period of 8 months. The planned service will

be a monthly kerbside collection of textiles and small WEEE. Collection days will coincide with a DMR collection.

A van will be leased for 12 months driven by a driver / collector who using a Bartech in-cab unit will follow the current DMR collection route(s). To comply with CDC's own regulations an electric vehicle will be preference subject to the operational range of suitable vehicles and the availability of vehicles on a lease arrangement. It is anticipated the vehicle will require to have some temporary racking / shelving installed within it to assist with the collection and segregation of the two waste streams. An allowance for this has been included within the project budget.

Dependent on participation and capture rates it is anticipated that the driver will be occupied 5 days per week. Since the service will be linked to specific collection days it will be important this service is not interrupted due to staff annual leave or sickness. In this respect the CCS resource pool will be used, for which an allowance of 0.3 fte has been included within the project scope and budget ..

A kerbside check for contamination will be undertaken and any collections deemed contaminated will be rejected with a standard letter advising the reasons to the resident. It is planned the service will also include HMO's and flats with a single collection point advised to the residents.

After 6 months of operation the performance of the new service alongside disposal routes and end market trends will be reviewed and the long-term collection methodology options reviewed and subsequently agreed. This could be to continue with the existing operation, increase or decrease collection frequency's, move collections onto the RCV fleet or possibly hand over to 3<sup>rd</sup> sector partner to operate the service on CDC's behalf. The results of a similar service pilot planned for implementation by Horsham DC will also input into this review to ascertain if arranging collections via a simple booking app yields different results and is more cost effective vs the amount of material collected.

By reviewing 2 months in advance of the planned service period ending and a new service starting it is hoped there will not be any disruption of a collections service for the Chichester District residents.

### **Baseline**

Approximately every 2 years a comprehensive waste composition analysis is completed on behalf of the West Sussex Waste Partnership including kerbside collected residual waste. The last analysis in 2018 indicated that there was approximately 4.4% of textiles and 0.9%% of small WEEE within the kerbside residual waste.

Based on 2019/20 unaudited residual waste collection tonnage this represents 1,003 tonnes of textiles and 205 tonnes of WEEE per annum. Assuming a 50% capture rate this would equate to 501 tonnes of textiles and 103 tonnes of small WEEE from entering the residual waste stream for disposal. All waste collected will be recorded to assist with targeted communication and engagement plans to assist with improving the capture rate of these new target materials. A county-wide waste composition analysis is planned for November 2020

which will establish an up to date baseline for WEEE and textiles in CDC household residual waste. Data will be collected by the driver / collector to provide an indication of the demographics of the participating households.

### **Aims & Objectives**

Within 3 months after approval to proceed a kerbside collection service of textiles and small WEEE will be available to 75-85% (43,000-49,000) of all households in Chichester District. Within 6- months after approval to proceed and funding being made available it is anticipated that an annual run rate of kerbside collected textiles will exceed 400 - 500 tonnes and kerbside collected small WEEE will exceed 90 - 100 tonnes.

### **Project Overview**

This proposal was presented and discussed at the Environment Panel held on 23<sup>rd</sup> November 2020 which recommended the 8 month pilot be presented to Cabinet for approval.

Following approval the project will move into the implementation stage. The vehicle will be secured and driver / collected recruited.

A project team (shown below) will be established which will meet on a monthly basis for the pilot duration.

The following project team structure will be used

Project Sponsor	CDC Divisional Manager
Project Lead	CDC Waste and Recycling Officer
Senior User	Waste Operations Lead
Senior Supplier	CDC Workshop Manager
Project Officer Support	WSCC
Project Support (CDC)	HR, Finance. Communications
Project Support (WSCC)	, Communications

The Project Lead will be a key role, to lead on the design of the service, identify delivery constraints, unblock and solve issues, liaise across the different departments and organisations..

To deliver the objectives within the project timescales a project topline budget of £68.100 will be required funded by the West Sussex Waste Improvement project fund.

The pilot duration will be 8 months ending in early 2022. The project will commence once funding and political approval to proceed has been approved and within 3-4 months of this being received the service will be launched.

A detailed communication plan will be prepared to support the project. This will include the identification of key stakeholders such as residents, members, CDC corporate communications team, WSCC (disposal authority and communications teams), operational teams, contact centre. The key lines of communication that will be used for each will be identified along with the frequency and content of communications. The Communication plan will be the responsibility of the project lead supported by the CDC Communication team to deliver.

It is anticipated that the CDC District Wide Initiatives publication and local parish publications will be used, along with social media to promote the service.

Five of the existing refuse collection vehicles will be relivered with posters advertising the new service. Each vehicle will cost £448 and the posters will remain for the duration of the trial. Bin hangers have proven to be an excellent and cost effective way to reach the residents to publicise and explain the new collection service. An allowance has been made within the project budget to design and print hangers (circa 10p each)

It is the intention that if possible reusable collection sacks (circa 11p per sack) will be issued to all residents along with the bin hangers. When a collection is made a 'reused' bag will be left at the property for subsequent collection.

It is anticipated that the existing waste collection crews will be able to deliver these hangers/bags to many properties as part of their normal day, but for high density rounds additional temporary resource will be required to support the crews. Of the 75 rounds CDC support it is estimated 32 will require an additional agency staff member to support this work @ £85 per round. A allowance for these costs has been included within the project budget of £68,100

### **Performance Monitoring**

Waste Data flow will be the central data collection and reporting tool.

The tonnage and resident participation number will be collated for reporting purposes.

Waste composition analysis undertaken by West Sussex Waste Partnership in February 2021 will help identify the baseline and how successful the new collections are in taking these waste streams out of the residual waste.

Adhoc surveys may be identified as being required during the project to provide determine for example resident awareness, barriers to participation, service satisfaction etc The requirement's for these surveys will discussed and if required approved at the project board meetings.

### **Governance & Reporting**

CDC Cabinet approval is required to commence with the pilot although it is not considered necessary at this stage for full council approval as there is no cost to CDC.

The collection performance for both waste streams will be reported to the CDC Environment Panel every 2 months. WSCC Waste Officers will be included as part of the distribution of the same report.

After 6 months the future collection methodology recommendations will reported to the CDC Environment Panel for approval to implement.

### **Assumptions & Constraints**

No capital spend is allowable in project funding

Full CDC Council approval is not required to progress

No additional reporting / governance arrangements will be required by WSCC which may impact timelines and project resource.

No project specific waste compositions analysis will be necessary

WSCC Communications teams will be available to promote new service

It is assumed that there will be a post Covid demand for textiles.

It is assumed that the 75-85% residential access target is acceptable for the first 8 months of the pilot

### **Legal Considerations**

None

### **Finance Considerations**

The project has to be fully grant funded. No budget allowance has been made within the CDC operational budgets for this service

### **Key Risks**

<b>Risk</b>	<b>Impact</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Mitigation</b>
Customer participation rate low	Low tonnage and target streams remain in residual waste stream	Medium	Low	Good engagement and resident feedback
Service delivery dependent on small team and vehicle, service may be interrupted due to illness / vehicle issues	Reputational damage and residents lose confidence in service and do not participate	Medium	Medium	Ensure existing team are cross trained to provide back up and an alternative vehicle available for short term use.
End use markets become difficult to secure (textiles) and product is not recycled or reused.	Residents will support the service providing they have confidence their actions support the environment	High	Low	Ensure WSCC (as Disposal Authority) provide regular updates on off takers end destination and use

# PID New kerbside collected waste streams – Chichester District Council

**2020**

## Appendix A – Cost Estimate Breakdown

<b>Chichester District Council - WEEE and Textile</b> 8 month project		
Project Launch Month: February 2021, Service Live April 2021 - End December 2021		
<b>Description</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>
<b>WSCC Staff</b>	<b>£ 2,883</b>	<b>£ 3,533</b>
Project Officer	£ 1,950	£ 2,600
Service Development Officer	£ 933	£ 933
<b>Operations</b>	<b>£ 8,103</b>	<b>£ 31,067</b>
Supervisor support	£ -	£ -
Waste Recycling officer (set up, design, launch)		
Waste Recycling officer (service support)		
Driver / Collector (fully loaded)	£ 2,167	£ 17,333
Driver / operator cover	£ 667	£ 5,333
Vehicle lease at £500 / month	£ 500	£ 5,500
Deliver bin hangers and bags @£85 round for 32 r	£ 2,720	
Fit out van	£ 500	£ -
Fuel	£ 300	£ 2,400
Maintenance / service	£ -	£ 500
Bartech Unit	£ 1,250	
<b>Collection Material</b>	<b>£ 6,199</b>	<b>£ -</b>
Collection bags @11p each (+15% spare)	£ 6,199	
<b>Communications</b>	<b>£ 9,875</b>	<b>£ 1,000</b>
Publicity design (WSCC )		
Vehicle signs (van and RCV's	£ 2,240	
Social media - targeted posts	£ -	£ -
CDC publications	£ -	£ -
Website	£ -	£ -
Email and letter footers	£ -	£ -
Local newsletters? (ParishCouncil / Community ma	£ 2,000	£ 1,000
Letters/leaflets		
Bin Hangers @ 10p each (+ 15% spare)	£ 5,635	
		£ -
<b>Sub-total</b>	<b>£ 27,060</b>	<b>£ 35,600</b>
Contingency 9%	£ 2,300	£ 3,204
<b>TOTAL</b>	<b>£ 29,360</b>	<b>£ 38,804</b>
<b>Improvement Fund Allocation</b>	<b>£</b>	<b>68,164</b>
<b>Remaining Budget</b>		