



West Lothian
Council

Environment Policy Development and Scrutiny Panel

West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

26 February 2015

A meeting of the **Environment Policy Development and Scrutiny Panel** of West Lothian Council will be held within the **Council Chambers, West Lothian Civic Centre** on **Wednesday 4 March 2015 at 2:00pm**.

For Chief Executive

BUSINESS

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of Environment Policy Development and Scrutiny Panel held on Thursday 12 February 2015.
5. Revision of Operational Practices at Community Recycling Centres to Improve Recycling Performance and Efficiency - Report by Head of Operational Services (herewith).
6. Waste Analysis Update and Engagement Plan - Report by Head of Operational Services (herewith).
7. Environment PDSP Workplan (herewith).

DATA LABEL: Public

NOTE **For further information please contact Eileen Rollo on 01506 281621
or email eileen.rollo@westlothian.gov.uk**

MINUTE of MEETING of the ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL of WEST LOTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on 12 FEBRUARY 2015.

Present – Councillors Tom Conn (Chair), Tony Boyle, Robert De Bold, Dave King, Greg McCarra and Lawrence Fitzpatrick substituting for Barry Roberston

Apologies – Councillor Barry Robertson

In Attendance – Robin Lever, Senior Peoples Forum Representative

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTES

- a) The Panel confirmed the minute of its meeting held on 4 November 2014 as a correct record. The minute was thereafter signed by the Chair.
- b) The Panel confirmed the minute of its meeting held on 17 December 2014 as a correct record. The minute was thereafter signed by the Chair.

3. PERFORMANCE REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services advising of current levels of performance for all indicators which were the responsibility of the Environment Policy Development and Scrutiny Panel.

The Head of Operational Services advised that the council's performance management system, Covalent, measured the performance of service activities through the use of key performance indicators (KPI's). Covalent used a simple traffic light system to show if progress was on target (green), in danger of falling behind target (amber) or below target (red).

The report advised that there were currently 43 High Level Key Performance Indicators under the remit of the panel and were categorised as follows:-

- 41 green
- 2 amber

Appendix 1 to the report contained full details of each indicator.

In conclusion it was advised that the report informed the panel of the performance of the wide range of activities within Operational Services. The information contained in the report and appendices would allow the panel to focus on the issues that services currently faced and included indicators where services performance was currently below target.

It was recommended that the Panel note the performance information and determine if further action or enquiry was necessary for any of the indicators mentioned in the report.

Decision

Noted the contents of the report.

4. PENTLAND HILLS REGIONAL PARK ANNUAL REPORT AND POSSIBLE PROPOSAL TO EXTEND THE REGIONAL PARK BOUNDARY

The Panel considered a report (copies of which had been circulated) by the Head of Planning and Economic Development providing information on the Pentland Hills Regional Park Annual Report, and the update on the proposal potentially via a Private Members Bill to extend the existing Pentland Hills Regional Park (PHRP) boundary.

It was advised that each year the Pentland Hills Regional Park Service produced an annual report that was reported to the relevant council committee. The 2013/14 annual report summarised the parks achievements in terms of what had happened as a result of the work carried out throughout the year.

The report advised that West Lothian Council co-operated with City of Edinburgh and Mid Lothian Council's in the management of the Pentland Hills Regional Park. The area of the park in West Lothian was only around 10% of the designated area. The Pentland Hills Regional Park Ranger Service was managed by City of Edinburgh Council.

The Head of Planning and Economic development explained during the year the CEC Natural Heritage Service looked at how all its parks were managed and decided the best way forward was to assign a site manager to each park or area. This meant that the Pentland Hills Regional Park was split into four different areas with a natural heritage officer to manage each area.

The annual report set out a number of common themes under which the regional park made an important contribution. The report went on to provide a narrative on each of the following five themes.

- Theme 1 – Local Economic Development
- Theme 2 – Health and Well-Being
- Theme 3 – Community Partnership and Participation

- Theme 4 – Learning, Development and Responsible Citizenship
- Theme 5 – Environment Quality and Climate Change

After initially raising the idea at a Regional Park Consultative Forum in October 2013, Christine Grahame MSP launched a formal proposal to increase the geographical area of the park to cover the whole Pentland Hills range, with a public consultation between February and May 2014.

A summary of the 65 responses received indicated that overall, 33 respondents were in favour of the aim of the proposed Bill, 26 respondents did not support the aim of the proposed Bill, 4 respondents were undecided and 2 respondents did not express a view on the proposed aim.

The following three main issues for West Lothian were lodged as the council's response to the public consultation

- There would need to be a strong business case for extending the regional park area, as there would undoubtedly be additional staff, management and facility costs associated with doing so. The business case would be particularly important as, in the recent past, the park budget had been under threat through funding organisations such as Scottish Natural Heritage withdrawing support and local authority funders indicating that funding would be under pressure given wider efficiency requirements;
- Concerns that moving a Trust model, while it could allow some of the financial pressures to be addressed, would weaken local authority involvement in running the park; and
- The need for a park extension, the issues facing the proposed area and the financial implications required a short, strategic feasibility study. Scottish Natural Heritage was considered to be best placed to undertake this to advise all relevant parties.

In conclusion the report advised that land managers and residents within the park area benefited from the involvement of the Pentland Hills Regional Park Rangers Service in a wide range of management, recreational and ecological issues. The Pentland Hills remained an important visual backdrop and open landscape for the whole district.

The potential extension of the geographical area of the Regional Park continued to be advanced by an MSP, but the need, future management and long term funding of the Regional Park required a feasibility study to consider these issues to ensure additional financial burdens were not placed on local authorities in economically strained times.

However, organisational support from West Lothian Council would only be forthcoming if there was a sound business case for any additional management resources required, as they were not currently available from the council and also arrangements for local authority representation

on any potential future charitable trust formed to manage the park, were safeguarded.

The report recommended that the panel:

1. Note the terms of the Pentland Hills Regional Park Annual Report 2013/14;
2. Note the update on the proposal by Chirstine Grahame, MSP to extend the area covered by the regional park designation across the full Pentland hills range; and
3. Note that a further report on the extension to the park would be presented to the panel if the proposal progressed beyond the Private Members Bill stage.

Decision

To note the terms of the report.

5. BATHGATE WATERCOURSE RESTORATION PROJECT

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services seeking support for a potential partnership project led by the River Forth Fisheries Trust.

The report advised that the River Forth Fisheries Trust's remit was to advise, for public benefit, the environmental protection and improvement of all rivers which entered the Forth Estuary and the Firth of Forth by conserving, maintaining and restoring freshwater habitats and the native species of freshwater fish which utilised those habitats.

It was advised that the Trust proposed to deliver physical improvements to the watercourse corridors of the Bog Burn, Bathgate Water, Boghead Burn, Couston Water and Logie Water in partnership with the Scottish Environmental Agency (SEPA). The project formed part of a catchment-wide approach to the improvement of the River Avon.

The project was supported by SEPA which administered the Scottish Government's Water Environment Fund. The water bodies in question were currently classified as having "bad" ecological status due principally to physical change associated with land use which had negatively impacted on the watercourses.

It was intended that the project would lead to the improvement of about 8km of the Boghead Burn, Bathgate Water, Couston Water and Logie Water, leading to the tributary of the Avon being upgraded to achieve a higher status in terms of their physical state.

The Water Environment Fund had already facilitated a scoping study to determine the best options to improve morphology. This process was being undertaken by a specialist consultant managed by the Trust.

The Head of Operational Services explained that the River Forth Fisheries Trust was awarded a development-stage grant by the Heritage Lottery Fund of £260,000 to develop a project to deliver physical improvements to the riparian corridors of the Bog Burn, Bathgate Water, Boghead Burn, Couston Water and Logie Water in partnership with the council and Scottish Environment Protection Agency.

SEPA was committed to the improvement of water bodies which were classified as being below good status as part of the River Basin Management Planning process which was put in place to ensure compliance with the EU Water Framework Directive.

SEPA and the River Forth Fisheries Trust saw the active support of the council as critical to the delivery of the project due to its extensive land ownership within the project area and its role as local authority. SEPA proposed that a Memorandum of Understanding be drafted, agreed and signed to formalise the terms of its project partnership with the council and potentially provide for the Water Environment Fund component of the overall funding package to be transferred to the council and expended as part of its Capital Programme.

The report recommended that the panel:-

1. Note that the Bathgate Watercourse Restoration Project was in the early stages of development;
2. Recommend to Council Executive that the council support the project: and
3. Authorise the Head of Operational Services to negotiate a Memorandum of Understanding with SEPA which would formalise the terms of its project partnership with SEPA and allow project funding to be released to, and expended by the council.

Decision

1. To amend recommendation 3 to read as follows:-

Recommend to Council Executive to authorise the Head of Operational Services to negotiate a Memorandum of Understanding with SEPA which would formalise the terms of its project partnership with SEPA and allow project funding to be released to and expended by the council.

2. To note the terms of the report and refer to Council Executive for approval.

6. CONSULTATION – FLOOD RISK MANAGEMENT STRATEGY

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services advising of a consultation led by the Scottish Environment Protection Agency on the Local Flood Risk

Management Strategy.

The report advised that SEPA was currently consulting on the draft information that would make up the Flood Risk Management Plans and would be delivered in two phases.

Phase 1:- Monday 22 December 2014 – Sunday 1 March 2015

Characterisation reports describing the source and impact of floods would be published which would include information for each Local Plan District and each Potentially Vulnerable Area for all sources of flooding.

Phase 2:- Monday 2 March 2015 – Tuesday 2 June 2015

Objectives and potential actions to manage flood risk in each Local Plan District would be added to the consultation information during Phase 2. There would also be draft Delivery Plans for the shortlisted actions. These were developed by lead local authorities in liaison with other responsible authorities in the Local Plan District. Delivery Plans would present the draft measures to be included in the Local Flood Risk Management Plans.

In conclusion the report advised that the Flood Risk Management (Scotland) Act 2009 introduced a proactive, plan-led, catchment-wide and risk-based approach to manage the risk of flooding across Scotland over separate six-year cycles.

For each Local Plan District, SEPA would publish a Flood Risk Management Strategy which would set out the most sustainable combination of actions to address flooding. Taken together the 14 Flood Risk Management Strategies would provide a national plan for Scotland.

SEPA was consulting on the draft information that would make up the Flood Risk Management Strategies and was available on an internet based portal known as “Citizen Space”. During the second phase of the consultation there would be a facility for those interested to respond to the information that had been presented. SEPA would also accept responses in writing and email.

The report recommended that the panel note the SEPA led consultation on the Local Flood Risk Management Strategy and the second part of the consultation led by the Lead Local Authority.

Decision

To note the terms of the report.

7. CENTENARY FIELDS

The Panel considered a report (copies of which had been circulated) by the Head of Operational Services advising of the Centenary Fields Programme for which West Lothian had been requested to nominate a site for inclusion.

The report advised that West Lothian Council had been approached by Fields in Trust and Poppyscotland with regard to participation in the Centenary Field Programme and to consider a nomination site for inclusion in the programme.

Fields in Trust and Poppyscotland were working together to deliver the Centenary Fields Programme which aimed to protect the war memorial parks and playing fields given in memory of those who lost their lives. As well as providing an opportunity to commemorate the sacrifice made, this initiative was in keeping with the spirit of the Armed Forces Community Covenant.

The Head of Operational Services explained that following consultation with the Open Space Strategy Steering Group, Dechmont Park was identified as the West Lothian Council nomination. Appendix B to the report contained a plan with approximate boundaries.

The programme was viewed as a positive initiative by the council's Open Space Strategy Steering Group and was linked to the council's programme of events to commemorate the centenary of the Great War. It was recommended that the council participate in the Centenary Field Programme and that Dechmont Park was submitted as West Lothian Council's nomination. The nomination would also be subject to a suitable legal agreement between West Lothian Council, Fields in Trust and Poppyscotland.

The report recommended that the panel:-

1. Note the proposal that West Lothian Council participate in the Centenary Fields Programme.
2. Note that subject to satisfactory title checks being carried out, that officers recommend that Dechmont Park was submitted as the West Lothian Council nomination.
3. Agree that officers prepare a report to be considered by the Council Executive recommending that West Lothian Council participate in the Centenary Fields programme and that Dechmont Park was submitted as the West Lothian Council nomination.

Decision

To note the terms of the report and refer to Council Executive for approval.

8. SCOTLAND'S CLIMATE CHANGE – ANNUAL REPORT

The Panel considered a report (copies of which had been circulated) by the Head of Planning and Economic Development providing details of the annual Scottish Climate Change Declaration 2013/14. Appendix 1 to the report contained West Lothian's Climate Change Declaration 2013/14.

The report advised that the council had been a signatory of Scotland's Climate Change Declaration along with all other Scottish local authorities since 2007. The declaration was a public statement wherein local authorities acknowledged the reality and implications of climate change and their responsibility to respond effectively. Signatories to the Declaration were committed to produce an annual statement detailing their progress in relation to the mitigation of, and adaptation to climate change.

The Head of Planning and Economic Development explained that the scope of the Climate Change Declarations had been expanded for the first time since 2014 to avoid duplication of reporting requirements. In particular, the new template included the information requested within the Scottish Government's Sustainability Reporting Guidance and Flexible Framework, and was now aligned to Adaptation Scotland's Five Steps for Managing Your Climate Risk.

In addition, since the publication of the first Declarations in 2007 the Climate Change (Scotland) Act 2009 had come into force which included a provision for statutory reporting. This provision was likely to be enacted in 2015 which would place a legal requirement on all public sector bodies to report progress on and compliance with the Public Bodies Climate Change Duties under the Act.

The report went on to provide a summary of the Declaration for West Lothian.

In conclusion the council's Climate Change Declaration Report for 2013/14 demonstrated that good progress was being made on reducing greenhouse gas emissions. The council had driven forward a range of measures which had contributed to year on year reductions in emissions.

The Declaration, if approved would be submitted to the Sustainable Scotland Network and published on the Scottish Climate Change Declaration Network.

The report recommended that the panel:-

1. Note the contents of the Declaration at Appendix 1;
2. Note that climate change reporting would become a statutory requirement for all public sector bodies from 2015; and
3. Endorse the submission of the report to the Council Executive for approval prior to final submission to Sustainable Scotland Network for publication on Scotland's Climate Change Declarations website.

Decision

To note the terms of the report and refer to Council Executive for approval.

9. ENVIRONMENT PDSP WORKPLAN

The Panel considered a list of items that would form the basis of the work over the coming months.

Decision

To note the contents of the workplan.



West Lothian
Council

ENVIRONMENTAL POLICY DEVELOPMENT AND SCRUTINY PANEL

REVISION OF OPERATIONAL PRACTICES AT COMMUNITY RECYCLING CENTRES TO IMPROVE RECYCLING PERFORMANCE AND EFFICIENCY

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

To advise the panel of the proposals to improve the performance at the councils Community Recycling Centres, provide a dedicated recycling centre for commercial businesses and to improve the operational efficiency of the sites in line with user demand.

B. RECOMMENDATION

Members of the panel are asked to:

1. Note the principles behind and content of the proposals to increase the diversion from landfill delivered through process improvement and user engagement.
2. Note the principles behind and content of the proposals to provide greater control over commercial tipping activities and the introduction of a dedicated Commercial Waste Recycling Centre as a part of the Whitehill Service Centre project.
3. Note the principles behind and content of the proposals to revise the operational hours to improve efficiency based on user demand.
4. Recommends the proposals are put forward for presentation to Council Executive for consideration.

C. SUMMARY OF IMPLICATIONS

I Council Values

- Focusing on customer needs
- Making best use of our resources
- Working in partnership

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

An appraisal of the risks posed by lone working has been undertaken and the proposed hours and working patterns ensure that two operatives are on site during operational hours.

The proposed changes to operational practice strengthen the councils ability to ensure waste and

recyclates from householders and commercial businesses are appropriately consigned and disposed in accordance with Duty of Care and Waste Carriers Licence requirements and the Waste (Scotland) Regulations 2012.

III	Implications for Scheme of Delegations to Officers	None.
IV	Impact on performance and performance Indicators	Increased performance from the Community Recycling Centres in terms of disposal cost and recycling rate targeting a 10% overall increase in from the Recycling Centres.
V	Relevance to Single Outcome Agreement	SOA 8 – We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI	Resources - (Financial, Staffing and Property)	<p>The proposed changes would deliver an increase in recycling and an efficiency saving of £280,000 if accepted.</p> <p>There would be a reduction in operational staff as a result of implementing the savings proposed, by six FTE.</p> <p>The Deans Depot Complex would be vacated following the consolidation of Operational Services activities to the Whitehill Service Centre including the creation of a dedicated Commercial Waste Recycling Centre.</p>
VII	Consideration at PDSP	N/A
VIII	Other consultations	Part of the Delivering Better Outcomes consultation which supported the review of the opening hours of sites.

D. TERMS OF REPORT

D.1 INTRODUCTION

A review of the Community Recycling Centres (CRCs) has highlighted that changes to operational practice would result in improvements in recycling performance and that operational hours could be reviewed to provide increased operational efficiency based upon service user patterns.

D.2 BACKGROUND

CRCs currently operate from 8am to 8pm Monday to Friday and 9am to 6pm Saturday and Sunday all year round, with the exception of 25 December and the 1 January. West Lothian has six CRCs serving an area of 427 sq km spread across the area in Broxburn, Blackburn, Deans, Linlithgow, Oakbank, Whitburn. This gives a CRC site per 71sq km, the second highest non-city or island density of CRC sites within Scotland.

Each site has a staffing establishment of four employees working on a rolling shift with two staff members being present on site at all times during operating hours. The requirement to have two members of staff on site at all times has been accepted as being the most suitable method of handling the volumes of traffic at the sites, the size of the sites and the safety of operatives in terms of risk to lone workers and the potential for violence and aggression given the requirement to challenge illegal trade use of facilities.

The sites themselves are currently accessible to both members of the public and commercial businesses. Whilst the sites are free for householders; commercial businesses are charged, via a permit scheme, for any material deposited, which is administered from the Deans Depot. The current charging system is based upon a transparent full cost recovery model and charged in 500kg increments (1 permit = 500kg) with 500kg being the minimum charge, costing £79.83 for 2015/2016.

In order to determine the usage of sites, traffic counters are installed at all six locations which log the numbers of vehicles passing through the site and the times at which they visit. The total number of visits over a 12 month period for each of the sites, and the tonnage handled is shown below in Table 1.

Table 1: CRC site performance

CRC	Visitor Numbers	Tonnage Handled	% Recycled
Deans	57,895	3,510	50%
Whitburn	92,549	4,675	47%
Blackburn	99,868	3,982	47%
Linlithgow	87,004	2,537	55%
Oakbank	148,375	5,185	53%
Broxburn	60,263	3,407	48%
Total	545,954	23,296	50%

The level of performance from West Lothian's CRCs falls below that of the highest performing councils across the UK who achieve recycling rates of 70 to 80% from their sites (WRAP's CRC Guide, October 2012). The difference in performance is caused by a variety of factors which the proposals seek to address to generate higher rates of diversion from landfill and point of reception and are described in section D.3.

The council's overall recycling rate for Household Waste, inclusive of kerbside collections, in 2013 was 44.3%. This falls short of the Scottish Government's target of 50% in 2013, and demonstrates the impact of participation in kerbside collections has on the overall figures. The next Scottish Government target is to achieve 60% of recycling, composting and preparation for reuse of household waste in 2020.

D.3 SAVINGS AND IMPROVEMENT PROPOSALS

D.3.1 Improvement to operational practice

The development of the Whitehill Service Centre and subsequent relocation of Waste Services provides the opportunity to develop a new Commercial Waste Recycling Centre (CWRC) to replace the vacated Deans Depot, and its CRC. The layout of the new site provides the ideal conditions to develop a ground level open bay structure, suited to commercial waste that could be directly transferred into the main recycling shed for

bulking, reducing haulage costs, saving time and increasing the types and volume of material collected.

With the CWRC operational, all commercial material will be diverted from the five CRCs. This will be achieved through a combination of vigilance and challenging of suspected illegal dumping by the site attendants in addition to systems such as Automatic Number Plate Recognition (ANPR) and web linked CCTV, which are in the process of being procured. The reduction in volumes of commercial vehicles will enable the site staff to increase their focus on engaging with the public and guiding them toward making the right choices, with respect to recycling and reuse. There are positive correlations between the time and resource available on site to assist the public and recycling rates.

Currently business users have to attend, in person, the Deans Depot to purchase a 500kg permit, or a number of permits, which can then be used at whichever CRC site is convenient for the business. The process requires the business to make an educated estimate as to the tonnage of material they are depositing and a prediction of the number of visits required to minimise the cost of wasted permits and the number of visits required to be made to Deans in order to purchase permits. This system has the potential to be disadvantageous to both the business and the council due to the estimation of weights and, in the case of the majority of customers, the typical load being some way under 500kg.

The move to the CWRC will provide a safe and controlled environment where businesses can deposit materials at ground level and pay by measured weight, due to the system being controlled by the depots weighbridge system. This approach also permits the introduction of a charging mechanism which reflects the cost of processing the material types brought to the CWRC. For example where loads are wholly one material type e.g. garden waste, inert waste, wood waste, a lower charge would be levied in comparison to a contaminated or landfill destined load, ensuring that cost to business is reduced, whilst encouraging recycling and maintaining a full cost recovery position.

Within the remaining household sites the range of materials collected will be increased to enable higher levels of segregation at source to be achieved. This is possible through the development of the Recycling and Waste Facility which allows for the storage and bulking of materials to take place, increasing the ability of the council to market highly valued recyclates which currently go off for rough sorting or landfill at a considerably higher cost.

The CRC staff members at Deans would be transferred to the new CWRC at the Whitehill Service Centre. The remainder of the saving is generated via the activities detailed previously which will bring the average recycling rate from the councils Waste Recycling Centres to a minimum of 60% overall. This increase would see around 2,300 Tonnes of material being diverted from landfill. With recycling processing costs being more than half of the landfill cost, around £45 per tonne versus £100 per tonne, this would generate a saving in the region of £128,000 per annum from direct diversion at point of reception within the CRC and CWRC.

D.3.2 Revised opening hours

The potential to revise the opening hours within the existing CRC sites was identified following a continual data gathering exercise relating to the number of visits per site and timing of visits and the responses to the Delivering Better Outcomes consultation. The data contained within Appendix 1 shows the times and number of visits to the CRCs recorded over a 12 month period.

From the data gathered it can be seen that across all sites traffic is lighter outwith the

hours of 10am and 6pm. Therefore a change in opening hours to 10am to 6 pm would minimise the impact on service users whilst enabling the council to continue to deliver savings which would be achieved through a reduction in establishment staffing levels from four to three FTE at each CRC site.

- **Option 1:**

A change in opening hours from the current 8am to 8pm Monday to Friday and 9am to 6pm Saturday and Sunday to a standard 10am to 6pm every day of the week, would enable the council to achieve the required saving whilst continuing to provide public access in the periods of higher demand.

This option would require a change in the shift pattern, as set out in Appendix 2, which ensures two staff members are on site during operating hours and that the current terms and conditions of the remaining staff members are not changed, by retaining the current shift allowances and 36 hour average working week.

From a service user viewpoint the standardisation of hours simplifies the message regarding opening hours. The pattern also ensures that the peak visiting hours are covered minimising the impact to service users as a whole.

- **Option 2:**

A change in opening hours from the current 8am to 8pm Monday to Friday and 9am to 6pm Saturday and Sunday to seasonal hours where between June and September (Peak Season) the opening hours are longer by two hours, with a corresponding reduction in hours between October and May (Off Season). Variable seasonal opening hours are in place in a number of other local authority areas.

For example the opening hours could be 10am to 8pm (Season) and 10am to 5pm (Off Season) and would enable the council to continue to provide access during the periods of higher demand, and at the same time recognise the change in demand at different times during the year. The shift pattern relating to this option is shown in Appendix 3.

The final proposals for shift options would require consultation with Trade Union and site staff to ensure the best fit is achieved to deliver the saving required whilst maintaining a suitable work life balance for employees within the constraints set. Those constraints being two employees on site at any one time, a 36 hour average working week, and three establishment posts per site.

D.3.3 Phasing of changes

The steps taken to achieve the proposed savings are phased in order to ensure a smooth transition to the new operational practices and opening hours. The actions taken to deliver the savings related to the alteration of opening hours will follow the Workforce Management policy and procedure. The actions taken in relation to the improvement in levels of diversion will follow the proposed timeline set out in Table 2 and will be co-ordinated by Waste Services to meet any statutory or internally determined communication and notification periods.

Table 2 Actions Timeline

Proposed Date	Action
4 th March 2015	Environmental PDSP presented CRC proposals
10 th March 2015	Council Executive presented CRC proposals, potential agreement to implement change
15 th March 2015	Service user communication detailing proposals
30 th April 2015	New CRC opening hours introduced
30 th April 2015	Installation of Web linked CCTV and ANPR Systems at CRC sites
May 2015	Full use of ANPR system to control illegal commercial use of CRC sites
March 2016	Notification letters to all commercial (and suspected commercial) users of CRC sites detailing the new procedures and requirement to use only the new CWRC
July 2016	Relocation to Whitehill Service Centre and commissioning of the Commercial Waste Recycling Centre
August 2016	Commercial users only permitted to utilise the Whitehill Service Centre site

The savings proposed through the above actions are calculated on based on achieving 60% recycling for the 2015/2016 period. It is anticipated that the diversion from landfill has the potential to be higher than projected with the value of the diversion amount dependant on current market prices.

D.3.4 Managing the increase in recycling/reuse rate

In order to generate the proposed savings an increase in diversion from landfill at the point of reception, within the CRCs and CWRC, is required. This increase demands increased separation of materials by service users which can only be facilitated through providing improved levels of support and guidance accompanied by user friendly sites with more separate waste streams collected.

As a part of the Operational Service Restructure, the Recycling & Waste Service is in the process of being remodelled to provide a structure which improves the culture of performance management, employee engagement and accountability at a site level. The introduction of Squad Leader roles and an Officer Level role, dedicated to the operation of the CRC and CWRC demonstrates the requirement to focus on an area which accounts for just under a quarter of all the waste material handled by the council as a whole.

The management structure and input from the Education & Awareness Team will provide the support, control and guidance necessary to ensure that our sites are efficient and effective at delivering a customer focused, simple to follow recycling system to remove any barriers to segregation that may occur. The performance of the sites for both internal and statutory returns will continue to be a priority for the Data & Compliance Team which will be relayed to the site management staff to ensure any positive or negative trends are managed appropriately and that the public's assistance in improving diversion is publicised regularly to show the social, financial and environmental benefits of their efforts.

D.3.5 Managing the communication and implementation of the proposed measures

Following acceptance of the proposed reduction in hours the Managing Organisational Change policy and relevant procedures would be applied to achieve the transition.

Public communication will be carried out through site notice boards and all available media outlets to ensure the public are fully informed of the changes and start date of the new opening hours and changes to operational practice. This would be accompanied with further guidance on the use of the sites and the vital role they play in the diversion of material from landfill as a part of regular engagement and awareness raising activities. In addition to the general communications there will be a campaign of lettering tradespersons and SME users to highlight the changes and the benefits of moving to the pay as you throw system and providing a dedicated CWRC.

E. CONCLUSION

The proposals confirm that it is possible to increase recycling performance, provide improvement in the level of service received by site users which in turn delivers an efficiency saving of £280,000.

F. BACKGROUND REFERENCES

None

Appendices/Attachments:

Appendix 1: Traffic counter usage data

Appendix 2: Example shift patterns to match service demand (standard hours)

Appendix 3: Example shift patterns to match service demand (annualised hours)

Contact Person: David Goodenough, Waste Services Manager, Unit 6, Nairn Road, Deans Industrial Estate, Livingston, West Lothian, EH54 8AY
david.goodenough@westlothian.gov.uk

Date: 4th March 2015

Traffic counter data for the 6 HWRCs

(numbers are visits over the whole year)

Table 1 Deans

Sum of Count	Day								
Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Grand Total	Average
08-09	297	274	243	252	262	141	101	1328	266
09-10	511	445	437	424	459	687	520	3483	498
10-11	694	657	588	590	650	993	1140	5312	759
11-12	888	742	688	666	728	1254	1629	6595	942
12-13	834	796	678	657	711	1365	1933	6974	996
13-14	872	729	698	671	802	1417	1889	7078	1011
14-15	951	817	778	782	794	1555	1950	7627	1090
15-16	894	788	808	760	814	1458	1659	7181	1026
16-17	743	709	651	653	638	890	995	5279	754
17-18	573	534	495	560	439	505	500	3606	515
18-19	457	414	414	376	305	36	24	1966	393
19-20	311	317	329	292	217	0	2	1466	293
Grand Total	8025	7222	6807	6683	6819	10124	12215	57895	712

Table 2 Whitburn

Sum of Count	Day								
Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Grand Total	Average
08-09	520	444	376	417	456	325	160	2213	443
09-10	881	725	758	825	798	885	685	5557	794
10-11	1265	1089	1061	1063	1114	1410	1359	8361	1194
11-12	1457	1316	1227	1229	1348	1766	2006	10349	1478
12-13	1537	1370	1363	1318	1374	1778	2211	10951	1564
13-14	1582	1451	1376	1313	1601	1787	2338	11448	1635
14-15	1715	1620	1426	1446	1665	1815	2277	11964	1709
15-16	1613	1586	1462	1479	1656	1618	2034	11448	1635
16-17	1391	1310	1279	1225	1349	1354	1402	9310	1330
17-18	1068	1021	1007	990	935	560	588	6169	881
18-19	758	736	673	680	522	132	109	3369	674
19-20	301	319	282	310	198	0	0	1410	282
Grand Total	14088	12987	12290	12295	13016	12973	14900	92549	1135

Table 3 Blackburn

Sum of Count	Day							Grand Total	Average
Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
08-09	337	340	292	325	359	87	33	1653	331
09-10	945	851	804	922	934	951	614	6021	860
10-11	1392	1204	1147	1147	1324	1596	1423	9233	1319
11-12	1693	1565	1450	1390	1504	2021	2219	11842	1692
12-13	1827	1645	1517	1376	1633	2018	2607	12623	1803
13-14	1869	1666	1460	1531	1642	2111	2572	12851	1836
14-15	1839	1718	1548	1547	1778	2036	2491	12957	1851
15-16	1698	1624	1486	1517	1714	1857	2329	12225	1746
16-17	1430	1306	1217	1280	1456	1381	1510	9580	1369
17-18	937	826	790	858	850	733	701	5695	814
18-19	745	638	623	670	533	84	91	3209	642
19-20	453	422	414	393	297	0	0	1979	396
Grand Total	15165	13805	12748	12956	14024	14704	16466	99868	1221

Table 4 Linlithgow

Sum of Count	Day							Grand Total	Average
Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
08-09	1311	1161	1098	1086	1227	1352	1269	5883	1177
09-10	1594	1331	1316	1269	1495	1821	2128	10954	1565
10-11	1773	1510	1435	1394	1516	2063	2572	12263	1752
11-12	1462	1271	1195	1150	1241	1793	2529	10641	1520
12-13	1568	1248	1258	1280	1434	1806	2374	10968	1567
13-14	1639	1382	1395	1466	1571	2084	2561	12098	1728
14-15	1454	1246	1221	1222	1397	1796	2273	10609	1516
15-16	1046	923	837	843	920	1086	1243	6898	985
16-17	639	560	546	529	530	393	368	3565	509
17-18	583	413	418	481	310	2	0	2207	315
18-19	190	220	198	184	105	0	0	897	179
19-20	5	6	3	5	2	0	0	21	4
Grand Total	13264	11271	10920	10909	11748	12844	16048	87004	1068

Table 5 Oakbank


Sum of Count	Day								
Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Grand Total	Average
08-09	630	527	535	503	647	308	190	2842	568
09-10	1448	1207	1107	1154	1312	1493	1173	8894	1271
10-11	2068	1760	1669	1646	1813	2458	2455	13869	1981
11-12	2511	2193	1976	1863	2143	2969	3348	17003	2429
12-13	2503	2240	2057	2079	2103	3184	4008	18174	2596
13-14	2529	2249	2093	2046	2298	3140	4109	18464	2638
14-15	2609	2333	2131	2177	2336	3320	4164	19070	2724
15-16	2644	2300	2081	2147	2403	3302	3944	18821	2689
16-17	2240	1944	1876	1905	2026	2559	2770	15320	2189
17-18	1573	1340	1414	1284	1226	1194	1189	9220	1317
18-19	990	884	915	855	669	122	130	4313	863
19-20	562	477	499	502	345	0	1	2385	477
Grand Total	22307	19454	18353	18161	19321	23619	27160	148375	1812

Table 6 Broxburn

Sum of Count	Day								
Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Grand Total	Average
08-09	413	378	356	377	435	324	178	1959	392
09-10	768	694	700	711	725	796	622	5016	717
10-11	991	939	885	859	941	1160	1171	6946	992
11-12	1117	1071	962	970	1011	1304	1488	7923	1132
12-13	1151	970	915	861	919	1208	1586	7610	1087
13-14	1058	1041	968	976	1013	1232	1535	7823	1118
14-15	1051	1071	932	948	976	1198	1479	7655	1094
15-16	882	824	853	802	847	1053	1268	6529	933
16-17	645	569	598	520	604	607	554	4097	585
17-18	445	415	376	360	339	237	218	2390	341
18-19	313	359	325	282	234	1	0	1513	303
19-20	177	188	182	157	98	0	0	802	160
Grand Total	9011	8519	8052	7823	8142	8795	9921	60263	738

Table 7 Average visits for 6 sites combined

Month Time	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
08-09	153	111	182	342	295	300	267	265	230	175	121	211	221
09-10	463	340	472	834	701	647	695	613	512	449	320	611	555
10-11	753	570	712	1029	885	815	941	825	705	663	463	969	778
11-12	973	706	843	1128	917	879	1039	912	798	764	545	1222	894
12-13	1126	761	887	1143	953	867	1050	922	795	774	601	1339	935
13-14	1167	810	917	1193	997	930	1062	953	858	828	606	1306	969
14-15	1152	810	933	1165	1016	940	1097	993	877	868	598	1197	971
15-16	1019	784	878	1050	897	852	1044	898	809	762	508	1018	876
16-17	770	603	675	728	652	648	804	734	616	524	379	726	655
17-18	418	373	474	456	427	465	526	494	402	303	195	349	407
18-19	164	147	216	286	264	318	312	298	234	114	71	134	213
19-20	77	81	122	105	122	171	189	168	110	48	53	85	111
average	686	508	609	788	677	653	752	673	579	523	372	764	632

 below average usage

Appendix 2: Proposed Shift Pattern (standard hours)

PUBLIC HOURS

CYCLE REPEATS AFTER WEEK 3

10:00 - 18:00

WEEK 1	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A		09:55-18:08	09:55-18:08	09:55-18:08	09:55-18:08		
total hours duty			07:43:00	07:43:00	07:43:00	07:43:00		
hours on site	B	09:55-18:08	09:55-18:08	09:55-18:08			09:55-18:08	09:55-18:08
total hours duty		07:43:00	07:43:00	07:43:00			07:43:00	07:43:00
hours on site	C	09:55-18:08			09:55-18:08	09:55-18:08	09:55-18:08	09:55-18:08
total hours duty		07:43:00			07:43:00	07:43:00	07:43:00	07:43:00

WEEK 2	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A	09:55-18:08	09:55-18:08	09:55-18:08			09:55-18:08	09:55-18:08
total hours duty		07:43:00	07:43:00	07:43:00			07:43:00	07:43:00
hours on site	B	09:55-18:08			09:55-18:08	09:55-18:08	09:55-18:08	09:55-18:08
total hours duty		07:43:00			07:43:00	07:43:00	07:43:00	07:43:00
hours on site	C		09:55-18:08	09:55-18:08	09:55-18:08	09:55-18:08		
total hours duty			07:43:00	07:43:00	07:43:00	07:43:00		

WEEK 3	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A	09:55-18:08			09:55-18:08	09:55-18:08	09:55-18:08	09:55-18:08
total hours duty		07:43:00			07:43:00	07:43:00	07:43:00	07:43:00
hours on site	B		09:55-18:08	09:55-18:08	09:55-18:08	09:55-18:08		
total hours duty			07:43:00	07:43:00	07:43:00	07:43:00		
hours on site	C	09:55-18:08	09:55-18:08	09:55-18:08			09:55-18:08	09:55-18:08
total hours duty		07:43:00	07:43:00	07:43:00			07:43:00	07:43:00

Appendix 3: Proposed Shift Pattern (annualised hours)

PUBLIC HOURS
10:00 - 17:00

CYCLE REPEATS AFTER WEEK 3
(October to May)

WEEK 1	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A		09:55-17:08	09:55-17:08	09:55-17:08	09:55-17:08		
total hours duty			06:43:00	06:43:00	06:43:00	06:43:00		
hours on site	B	09:55-17:08	09:55-17:08	09:55-17:08			09:55-17:08	09:55-17:08
total hours duty		06:43:00	06:43:00	06:43:00			06:43:00	06:43:00
hours on site	C	09:55-17:08			09:55-17:08	09:55-17:08	09:55-17:08	09:55-17:08
total hours duty		06:43:00			06:43:00	06:43:00	06:43:00	06:43:00

WEEK 2	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A	09:55-17:08	09:55-17:08	09:55-17:08			09:55-17:08	09:55-17:08
total hours duty		06:43:00	06:43:00	06:43:00			06:43:00	06:43:00
hours on site	B	09:55-17:08			09:55-17:08	09:55-17:08	09:55-17:08	09:55-17:08
total hours duty		06:43:00			06:43:00	06:43:00	06:43:00	06:43:00
hours on site	C		09:55-17:08	09:55-17:08	09:55-17:08	09:55-17:08		
total hours duty			06:43:00	06:43:00	06:43:00	06:43:00		

WEEK 3	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A	09:55-17:08			09:55-17:08	09:55-17:08	09:55-17:08	09:55-17:08
total hours duty		06:43:00			06:43:00	06:43:00	06:43:00	06:43:00
hours on site	B		09:55-17:08	09:55-17:08	09:55-17:08	09:55-17:08		
total hours duty			06:43:00	06:43:00	06:43:00	06:43:00		
hours on site	C	09:55-17:08	09:55-17:08	09:55-17:08			09:55-17:08	09:55-17:08
total hours duty		06:43:00	06:43:00	06:43:00			06:43:00	06:43:00

CYCLE REPEATS AFTER WEEK 3
(June to September)

PUBLIC HOURS
10:00 - 20:00

WEEK 1	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A		09:55-20:08	09:55-20:08	09:55-20:08	09:55-20:08		
total hours duty			09:43:00	09:43:00	09:43:00	09:43:00		
hours on site	B	09:55-20:08	09:55-20:08	09:55-20:08			09:55-20:08	09:55-20:08
total hours duty		09:43:00	09:43:00	09:43:00			09:43:00	09:43:00
hours on site	C	09:55-20:08			09:55-20:08	09:55-20:08	09:55-20:08	09:55-20:08
total hours duty		09:43:00			09:43:00	09:43:00	09:43:00	09:43:00

WEEK 2	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A	09:55-20:08	09:55-20:08	09:55-20:08			09:55-20:08	09:55-20:08
total hours duty		09:43:00	09:43:00	09:43:00			09:43:00	09:43:00
hours on site	B	09:55-20:08			09:55-20:08	09:55-20:08	09:55-20:08	09:55-20:08
total hours duty		09:43:00			09:43:00	09:43:00	09:43:00	09:43:00
hours on site	C		09:55-20:08	09:55-20:08	09:55-20:08	09:55-20:08		
total hours duty			09:43:00	09:43:00	09:43:00	09:43:00		

WEEK 3	Op	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
hours on site	A	09:55-20:08			09:55-20:08	09:55-20:08	09:55-20:08	09:55-20:08
total hours duty		09:43:00			09:43:00	09:43:00	09:43:00	09:43:00
hours on site	B		09:55-20:08	09:55-20:08	09:55-20:08	09:55-20:08		
total hours duty			09:43:00	09:43:00	09:43:00	09:43:00		
hours on site	C	09:55-20:08	09:55-20:08	09:55-20:08			09:55-20:08	09:55-20:08
total hours duty		09:43:00	09:43:00	09:43:00			09:43:00	09:43:00



West Lothian
Council

ENVIRONMENTAL POLICY DEVELOPMENT AND SCRUTINY PANEL

WASTE ANALYSIS UPDATE AND ENGAGEMENT PLAN

REPORT BY HEAD OF OPERATIONAL SERVICES

A PURPOSE OF REPORT

To advise the panel of the activities of the council in respect to wastes management up to the present day. To highlight the work still required via engagement based on the findings of the most recent Waste Compositional Analysis

B RECOMMENDATION

Members of the panel are asked to note the results of the Waste Compositional Analysis (WCA).

Members of the panel are asked to consider and approve the content of the proposed Engagement Plan.

C SUMMARY OF IMPLICATIONS

I Council Values

Focusing on our customers' needs

Being honest, open and accountable

Making best use of our resources

Developing employees

Working in partnership

II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)

The Waste Composition analysis provides the council with baseline information on the composition of the waste streams following the introduction of measures to comply with the Waste (Scotland) Regulations 2012 and will allow the council to identify where further improvements to services could be achieved. The Engagement Plan details measures proposed to improve reuse and recycling rates through targeted engagement and intervention.

III	Implications for Scheme of Delegations to Officers	None
IV	Impact on performance and performance Indicators	Successful delivery of measures to comply with the Waste (Scotland) Regulations 2012 will ensure good performance against a number of Key Performance Indicators, particularly recycling rates and cost of disposal.
V	Relevance to Single Outcome Agreement	Outcome 8: We make the most efficient and effective use of resources by minimising our impact on the built and natural environment
VI	Resources - (Financial, Staffing and Property)	The report does not have any financial, staffing or property resource implications.
VII	Consideration at PDSP	Not applicable
VIII	Other consultations	None

D TERMS OF REPORT

The council undertook a two phase waste analysis to determine the quality and participation habits based upon Zero Waste Scotland's (ZWS) standardised methodology for the household residual waste (Grey bin) collection and the co-mingled dry recyclate (Blue bin) collection. In addition, it was decided at the same time to conduct an analysis of Commercial residual waste and bagged Residual waste deposited at Deans Community Recycling Centre.

The first phase of the waste analysis was carried out in February 2014 with the second phase of the analysis carried out in June 2014. The sample areas chosen were in locations where the food waste collection service had already been rolled out in order to test participation in areas where the full kerbside recycling system was operational.

D1 OBJECTIVES

The objective of the WCA was to provide the council with an accurate view of the composition of household residual waste and dry recyclates collected at the kerbside. The results of these analyses will provide the council with baseline information on the composition of the waste streams and will allow the council to identify where improvements to services could be achieved. In addition, the data from this study will be used by ZWS to begin compiling a national waste composition database, which will be used by ZWS and its strategic partners - Scottish Government, SOLACE, SEPA and WRAP.

D2 METHOD

The analysis looked at waste from a representative sample of households drawn from the different Council Tax bands and also recorded the weight of food waste collected from the households within the sample. Council Tax bands were grouped into four strata as shown below. 50 or 51 household were sampled from in each stratum and the results were then weighted to reflect the % of West Lothian's households within each stratum.

Stratum	Council tax banding	% of entire WLC population	Sample Location	Phase 1 Grey bin collection date	Phase 1 Blue bin collection date	Phase 2 Grey bin collection date	Phase 2 Blue bin collection date
1	A	23.47	Uphall	11/02/14	18/02/14	03/06/14	10/06/14
2	B	32.22	Linlithgow	10/02/14	17/02/14	02/06/14	09/06/14
3	C/D	22.39	Broxburn	12/02/14	19/02/14	04/06/14	11/06/14
4	E/F/G/H	21.92	Linlithgow	13/02/14	20/02/14	05/06/14	12/06/14

D3 RESULTS

Results demonstrated a wide variation in performance between the different Council Tax bands and suggest that there may be significant scope to improve overall recycling performance if some of these differences can be addressed by raising the performance in the less well performing areas through increased education and engagement efforts. A summary of the main findings from the analysis are set out in the following subsections.

D3.1 Food Waste

The food waste tonnage demonstrated that Bands E-H presented the highest tonnage of food waste and band A the lowest. The average set-out rate for food waste bin was shown to be 35%, with Bands E-H having the highest rate at 65% and band A having the lowest rate at 9%.

D3.2 Co-mingled Dry Recyclate (Blue Bin)

The average set-out rate for dry recyclates was found to be 75% and the capture rate was shown to be approximately 64%. This varied widely across Council Tax bands and between the target materials as shown below

Stratum	Paper & Card capture rate	Metal cans capture rate	Plastic bottles capture rate	Dry Recyclate capture rate
1	65.7%	36.5%	53.6%	59.8%
2	65.2%	29.7%	49.7%	58.9%
3	72.3%	35.0%	54.0%	64.7%
4	80.0%	45.0%	67.3%	76.7%
Combined strata	65.5%	35.8%	55.4%	64.3%

It can therefore be concluded that in terms of priorities of focus for increasing the capture of dry recyclates at the kerbside, cans and plastic bottles should be targeted.

The contamination figures across the Council Tax bands, excluding the non-target plastics and metals, are shown below.

Council Tax Band	Contamination Rate
A	30.2%
B	11.6%
C-D	15.2%
E-H	8.1%
Overall Average	16%

This compares to the recent Zero Waste Scotland study into Source Separated Collections where the corresponding figure was approximately 4%.

D3.3 Residual Waste

In terms of the residual waste compositional analysis, food waste was found to be still be the largest single component, making up 27% of the total tonnage collected, while 28% was found to be dry recyclate material targeted which could be collected in the Blue bin.

In total up to 78% by weight of the average West Lothian grey bin could be recycled using the current blue, garden & food household recycling services or via the council's CRC and bring sites for glass.

Council Tax Band	Blue bin	Food Waste	Garden	CRC (Glass,Wood, WEEE,Textiles)	Residual	Potentially Recyclable
A	24.33%	28.03%	6.60%	16.92%	24.11%	75.89%
B	28.66%	30.63%	7.71%	16.35%	16.64%	83.36%
C-D	27.91%	29.89%	3.30%	14.57%	24.33%	75.67%
E-H	32.09%	18.87%	10.72%	15.82%	22.50%	77.50%
Weighted Average	28.23%	27.28%	7.12%	15.97%	21.40%	78.60%

D3.4 Financial implications

The financial implications of non-compliance and participation in recycling are considerable. Utilising the existing system of household blue, brown & food recycling bins the council could save in the region of £1.65 million each year in landfill costs if all households were 100% compliant. If householders also used the 'bring sites' such as bottle banks and Community Recycling Centres, the figure saved could reach £2.26 million.

The headline costs are detailed below (the value quoted is the difference between the processing cost for the recyclable material and the cost of landfilling the material):

- 27% of the grey bin that is food waste represents 10,000 tonnes of food waste which is still being sent to landfill at a cost of around £600,000.
- 28% of the grey bin that is made up of newspapers, magazines, card and paper and plastics represents 8,500 tonnes of material is being sent to landfill at a cost of £850,000.
- 7% of the grey bin that is made up of garden waste represents 2,500 tonnes of material being sent to landfill at a cost of £200,000.

Further money could be saved in landfill costs if householders took glass, textiles and electrical and electronic items to a 'bring site' or a community recycling centre. The analysis showed that:

- Glass bottles and jars represent around 8% of waste in the grey bin, costing £400,000 to landfill versus recycling.
- Textiles represent around 5% costing £170,000.
- Portable electrical and electronic items represent 1% of the grey bin, costing £40,000.

In total the tonnage which should be recycled within other receptacles or at bring sites totals around 27,000 Tonnes per year. If this were all recycled the household recycling rate for the council would be 38% higher than at present.

D4 ENGAGEMENT PLAN

Findings from recent and on-going engagement work have shown that although there is a

lot of good will towards recycling services, however there is a definite lack of understanding amongst householders regarding the use of blue and brown bin collections, which is borne out by the results of the WCA.

During the past 10 years there have been some significant changes in the types of materials that can be accepted within the schemes from the original paper and card collections through to the introduction of the alternate weekly service via the blue bin, in 2004 including additional materials in the form of plastic bottles, cans and for a trial period textiles.

The introduction of brown bin recycling in 2005 and in 2013 the start of the Food Waste Collection Service introduced further streams from which the separation of recyclable materials could be achieved. This has culminated in 2014 with the full roll out of the Food Waste Collection Service and the acceptance of additional materials within the blue recycling bin. The impact on these service introductions is highlighted in the table below.

Year	Change introduced	Recycling Rate
2000/2001	Baseline	4.0%
2004/2005	Original Blue Bin	17.9%
2005/2006	Brown Bin	27.0%
2008/2009	Full coverage of Blue & Brown Bins	41.8%
2012/2013	Food Waste (design phase)	45.2%

Throughout this period householders have not necessarily understood and altered behaviours to adapt to these changes. This lack of understanding has a great impact in terms of the quality of material collected. For example if blue bin material is heavily contaminated, it will be sent to landfill for disposal, resulting in a significantly higher cost to the council. This in turn impacts upon the council's recycling rate and therefore the ability to meet national and European recycling targets.

In accordance with the Waste (Scotland) Regulations 2012 ('the Regulations') West Lothian Council must work towards a Zero Waste society within the terms of Scotland's Zero Waste Plan and the European Waste Framework Directive. The targets set out in the regulations require the Council to achieve ever increasing levels of recycling, landfill diversion and banning the disposal for certain waste streams up to 2025. By 2020, 60% of household waste must be recycled/reused and prepared for reuse and this target rises to 70% by 2025.

If the increasing levels of contamination in the recycling streams are not addressed directly and if householder participation does not increase it will make it extremely difficult to reach these targets as well as unnecessarily increasing the cost of waste disposal.

The service has developed and engagement plan, the actions and activities of which provide a mechanism to drive the council towards the 2020 target of 60% of household waste must be recycled/reused and prepared for reuse. Appendix 1 of this report details the planned actions over the coming year.

The plan outlines how Waste Services can move forward in terms of engagement with the public using existing resources. It also outlines the potential for targeted work which can be undertaken with communities that have been identified as presenting high levels of contamination and low levels of participation in recycling services, as a result of the WCA. Targeted work would identify the barriers for each individual community so that future information could be developed for their particular needs.

E CONCLUSION

The waste analysis represents the most detailed compositional analysis of West Lothian's Household and Commercial Waste arisings conducted to date and provides an invaluable source of data to assist future efforts to improve recycling performance.

The Engagement Plan actions outline the steps that will be taken to address the findings of the WCA and wider evidence with respect to recycling performance. Engagement activities have been suggested in terms of both currently available resources and if further resources were made available, via external or internal funding. Intensive engagement activities would result in a better informed and therefore more environmentally aware community. This would lead to an enhanced understanding of existing and future services resulting in lower contamination levels and higher participation in recycling and waste reduction schemes. Such achievements would place the council in a better position to move towards a Zero Waste Society, meet our statutory obligations and reduce the cost of unnecessary waste disposal.

F BACKGROUND REFERENCES

Waste (Scotland) Regulations 2012

Appendices/Attachments: (One)

Appendix 1: - Communication Actions 2015/2016

Contact Person: David Goodenough, Waste Services Manager, Unit 6, Nairn Road, Deans Industrial Estate, Livingston, West Lothian, EH54 8AY

david.goodenough@westlothian.gov.uk

Date: 4th March 2015

Appendix 1: Communication Actions 2015/2016

Listed below are a number of the key actions and projects that the Education and Awareness team will be undertaking during the period of the plan with existing resources.

Actions 2015/2016							
	Action	Description	Planned Outcome	Resources	Start	End	Status (Planned, Active, Complete)
1.	Education & Awareness team to be part of the induction process for new starters in Waste Management	Give new starters basic information regarding what we do as a service and why.	New staff will be knowledgeable about the service.	Waste Strategy and Strategy Support Officers	April 2015	Ongoing	Active
2.	Briefings to be given to staff to inform all of service changes.	Briefings to be available for all staff on a voluntary basis. These will provide information on changes to services and legislation.	Staff will have a greater awareness of the reasons why aspects of the service are changing and will be able to explain these if asked by members of the public.	All strategy staff as is relevant at the time	April 2015	Ongoing	Active
3.	Bi-Annual review of the service in partnership with operational staff.	Consult with relevant staff on aspects of the service that are working well and aspects that could be improved	Improving how services are carried out using feedback from the operational staff that provides the service.	Waste Strategy Officer and Operations Team Leader	April 2015	Ongoing	Planned
4.	Encourage the use of WARPit – a web based swap shop which the council currently has access to.	WARPit – Waste Action Reduce Portal - is an online resource distribution network which can be used within the whole Council to give or loan items to other departments...	To reduce the purchase of new office related items by sharing those which are available but unused by other departments. This would save money in terms of purchasing new items and the disposal of unwanted items. It would save resources and space	Waste Strategy Officer	April 2015	Ongoing	Active

Actions 2015/2016							
	Action	Description	Planned Outcome	Resources	Start	End	Status (Planned, Active, Complete)
			as the items would be used instead of sitting in an office unused. It also reduces the perception of the throwaway culture within the Council.				
5.	Provide schools with access to 'loan boxes' for Waste Management topics.	Schools will be able to borrow 'loan boxes' which provide activities and resources relating to certain aspects of the service.	Waste Services will be able to convey key messages to school pupils in a less resource intensive manner. Topics include waste audits, composting, history of waste and paper making.	Strategy Support Officer	April 2015	Ongoing	Planned
6.	Provide downloadable online resources for schools and householders.	Members of the public and schools will be able to access more detailed information about Waste.	Waste Services will be able to convey key messages to members of the public in a less resource intensive manner.	Strategy Support Officer	April 2015	Ongoing	Planned
7.	Update 3 bin scheme and bulky uplift communications	Update all stickers and leaflets relating to the 3 bin scheme and bulky uplifts	To create an easily recognisable 'brand' for the materials.	Waste Strategy Officer	April 2015	Ongoing	Active
8.	As flats are introduced to recycling, consult with flat owners and residents and keep them informed.	As each area of flats is included in recycling collections, liaise with supervisors and inform flat owners/residents of changes to the service.	Ensure that householders are aware of any changes to their waste service and make sure that the changes are introduced with as little disruption as possible.	Engagement Officers	April 2015	Ongoing	Active
9.	Target individual issues of contamination/overloaded bins, unjustified pull out services	Investigate and respond to confirm enquiries and crew feedback relating to refuse and recycling services	To reduce instances of contamination and overloading and to reduce strain on crews identifying properties receiving unjustified pull out services.	Engagement Officers	April 2015	Ongoing	Active

Actions 2015/2016							
	Action	Description	Planned Outcome	Resources	Start	End	Status (Planned, Active, Complete)
10	Produce information for tenants	Produce an easy reference guide in the form of an A4 flyer for people in rented accommodation highlighting the services offered and contact details.	The guide will be given to Letting Agents, Housing Associations, CIS offices and will be available online and at gala days, community centres, libraries and partnership centres. It will hopefully help increase recycling rates by raising awareness of the services available.	Strategy Support Officer	April 2015	July 2015	Planned
11	Produce Community Recycling Centre guide	Produce a separate Community Recycling Centre guide instead of including this information on the 3 bin calendar. Not every household receives a calendar and the space available is quite limited. The guide will highlight what can be taken to each site and will contain a map with locations marked on it and opening hours.	The guide will be given to Letting Agents, Housing Associations, CIS offices and will be available online and at gala days, community centres, libraries and partnership centres. It will hopefully help increase recycling rates by raising awareness of the CRCs and bring sites.	Strategy Support Officer	April 2015	July 2015	Active
12	Produce visual aids for aspects of the recycling services	Visual aids will provide information in pictorial form showing residents what materials can be recycled and how and when to present their bins.	The aids will assist in providing information about the 3 bin scheme and help to reduce contamination and presentation issues amongst people who do not have English as their first language or have literacy or learning issues.	Waste Strategy and Strategy Support Officers	April 2015	Ongoing	Planned

Actions 2015/2016							
	Action	Description	Planned Outcome	Resources	Start	End	Status (Planned, Active, Complete)
13	Update Waste information on the council website	Ensure that up to date and relevant information is displayed on the Council website.		Strategy Support Officer	April 2015	Ongoing	Active
14	Attend gala days	Have a presence at gala days to be able to talk to members of the public at community events.	Inform the public about existing schemes and new initiatives. Carry out survey work to measure perception of different aspects of the service.	Waste Strategy, Strategy Support and Engagement Officers	April 2015	Ongoing	Active
15	Carry out targeted engagement work on areas with poor presentation regarding food waste.	Work with Changeworks to increase participation in food waste collection areas.	Increase in the number of households presenting their food waste caddy for collection.	Waste Strategy Officer	April 2015	Ongoing	Active

If further resources were available the following extra activities could also be carried out.

Actions 2014/15							
	Action	Description	Planned Outcome	Resources	Start	End	Status (Planned, Active, Complete)
16.	Carry out targeted engagement work on areas with high contamination/poor presentation regarding recycling.	Engage with householders in identified areas. Use the ISM model (Individual, Social, and Material) to carry out discussion groups. Use this information to develop materials appropriate for specific community needs.	Raise awareness of issues highlighted by Waste Services e.g. contamination of blue bins or food waste caddies in particular areas. Increase the quality of materials through reduced contamination. Increase presentation and participation rates for recycling services.	Not currently available			
17.	Door knocking	Engage with householders at the door step regarding specific campaigns as and when required using materials and strategies developed through targeted ISM engagement work (see Action 15).	Raise awareness of issues highlighted by Waste Services e.g. contamination of blue bins or food waste caddies in particular areas. Increase the quality of materials through reduced contamination. Increase presentation and participation rates for recycling services.	Not currently available			
18.	Swap Shop/Pop Ups/Open Day	Hold an event to raise awareness of the services provided by Waste and other related departments/organisations (NETs, Financial Inclusion Network, Health Improvement Team,	For householders to have a more rounded view of Waste Services and the impact the use of these services has locally and globally. Stalls/events could include Love Food Hate Waste (reduce), clothes swap shop (reuse), furnishing a home on a budget (reuse), garden	Not currently available			

Actions 2014/15							
	Action	Description	Planned Outcome	Resources	Start	End	Status (Planned, Active, Complete)
		HomeAid) how they are utilised by every part of the community (householders, businesses, schools etc.) and how small life changes can have a big effect locally and globally.	activities.				
19.	Target wide scale issues of contamination/overloaded/multiple bins, unjustified pull out services	Investigate and respond to confirm enquiries and crew feedback relating to refuse and recycling services	To reduce wide scale contamination and overloading and to reduce strain on crews therefore reducing costs of services.	Not currently available			

Environment Policy, Development and Scrutiny Panel

Workplan 2014 / 2015

	Issue	Purpose	Lead Officer	Date	Referral to Council Executive
1.	Street Trader Licensing Scheme - Review of Standard Conditions	To inform the Panel of the outcome of the consultation on the proposed amended and consolidated standard conditions for street trader's licences ("the proposed standard conditions") and to invite the Panel to consider the terms of the proposed standard conditions. Report submitted to the PDSP in November 2014.	Duncan Wylie	4th November 2014	16 December 2014
2.	Performance Open Space Asset Management Plan	To invite the panel to scrutinise performance in relation to the Open Space Asset Management Plan. Report submitted to the PDSP in November 2014.	Andy Johnston	4th November 2014	No
3.	Road Safety: A Guide for Local Councillors in Scotland	To invite the Panel to review the recent guide to road safety prepared by the Royal Society for the Prevention of Accidents (RoSPA) for elected members. Report submitted to the PDSP in November 2014.	Kevin Hamilton	4th November 2014	No
4.	West Lothian Recycling – Annual Report	To update the members of the panel on the business and activities of West Lothian Recycling for the year ending 31 December 2013. Report submitted to the PDSP in November 2014.	Jim Jack	4th November 2014	No

5.	Solar Photovoltaic Project - Update on Progress	To update the panel on the progress to date of the council's project to install solar photovoltaic (PV) panels on schools and operational buildings, and to advise of future installations. Report submitted to the PDSP in November 2014.	Peter Rogers	4th November 2014	No
6.	Linlithgow Natural Grid	To inform the Panel of the establishment of Linlithgow Natural Grid (LNG) and associated projects underway and to invite consideration of the council's involvement in the initiative Report submitted to the PDSP in November 2014.	Craig McCorriston	4th November 2014	No
7.	Beecraigs Country Park – Long Term Forest Management Plan	To agree the long term management plan for the forest and woodland areas within Beecraigs Country Park. Report submitted to the PDSP in November 2014.	Eirwen Hopwood	4th November 2014	No
8.	Climate Change Declaration Report 2013/14	Provide members of the panel with the opportunity to comment on the council's annual Climate Change Declaration Report for 2013/14 prior to submission to Scottish Government. Report submitted to the PDSP in February 2015	Caitlin Hamlett	12th February 2015	Yes
9.	Environment PDSP Performance Report	To update the PDSP on the quarterly performance of activities directly related to the Environment PDSP Report submitted to the PDSP in February 2015	Jim Jack	12th February 2015	No
10.	Pentland Hills Regional Park (PHRP): Annual Report 2014/15 and proposed Park extension	To inform members of the panel about the annual report of the PHRP that WLC part fund and update on the proposed MSP extension of the Regional Park Report submitted to the PDSP in February 2015	Chris Alcorn	12th February 2015	Yes

11.	Bathgate Watercourse Restoration Project	To inform the PDSP of the potential partnership project led by the River Forth Fisheries Trust and to seek the support of the Panel for the project Report submitted to the PDSP in February 2015	Graeme Hedger	12th February 2015	No
12.	Consultation – Flood Risk Management Strategy	To alert the Panel to a consultation led by the Scottish Environment Protection Agency on the local flood risk management strategy. Report submitted to the PDSP in February 2015.	Graeme Hedger	12 th February 2015	No
13.	Centenary Fields	To inform the Panel of the Centenary Fields Programme for which West Lothian Council has been requested to nominate a site for inclusion Report submitted to the PDSP in February 2015.	Andy Johnston	12 th February 2015	10 th March 2015
14.	Waste Stream Analysis and Engagement Plan	To advise the panel of the activities of the council in respect to wastes management up to the present day. To highlight the work still required via engagement based on the findings of the most recent Waste Compositional Analysis Report to be submitted to the PDSP in March 2015	David Goodenough	4 th March	No
15.	Review of Community Recycling Centres (CRCs) Opening Hours	To advise the panel of the proposals to improve the performance at the councils Community Recycling Centres, provide a dedicated recycling centre for commercial businesses and to improve the operational efficiency of the sites in line with user demand. Report to be submitted to the PDSP in March 2015	David Goodenough	4 th March	Yes

16.	Cemetery Management Rules	<p>Provide members of the panel with the opportunity to comment on the draft Cemetery Management Rules for West Lothian Council's cemeteries and seek their approval to further consult key stakeholders.</p> <p>Report to be submitted to the PDSP in April 2015</p>	Andy Johnston	23rd April 2015	Yes
17.	Climate Change Strategy 2015-2020	<p>Provide members of the panel with the opportunity to comment on the draft Climate Change Strategy for 2015-2020.</p> <p>Report to be submitted to the PDSP in April 2015</p>	Caitlin Hamlett	23rd April 2015	
18.	Air Quality Action Plan for Broxburn	Report to be submitted to the PDSP in April 2015	Andrew Blake	23 rd April 2015	
19.	Operational Services Management Plan 2015/16	<p>To present to the Panel the Operational Services Management Plan for the financial year 2015/16</p> <p>Report to be submitted to the PDSP in April 2015.</p>	Jim Jack	23rd April 2015	No
20.	Planning & Economic Development Management Plan 2015/16	<p>To present to the Panel the Planning & Economic Development Management Plan for the financial year 2015/16</p> <p>Report to be submitted to the PDSP in April 2015.</p>	Craig McCorriston	23rd April 2015	No
21.	Implementation of the Certificate of Death (Scotland) Act 2011 – Changes for Local Authorities	<p>To inform the panel of the changes being made to the current content of Medical Certificates of Cause of Death, which are used by Local Authorities to register Deaths in Scotland</p> <p>The panel is asked to note the changes along with the steps taken by the service to ensure that the council complies with the proposed changes.</p> <p>Report to be submitted to the PDSP in April 2015</p>	Andy Johnston	23rd April 2015	No

22.	Broxburn Flood Prevention Scheme - Update	To update members on the progress being made to reduce the risk of flooding from out of bank flows in the Brox Burn Report to be submitted to the PDSP in April 2015	Graeme Hedger	23 rd April 2014	
23.	Environment PDSP Performance Report	To update the PDSP on the quarterly performance of activities directly related to the Environment PDSP Report to be submitted to the PDSP in June 2015.	Jim Jack	4 th June 2015	No
24.	Review of Public Entertainment Licensing	To inform the Panel of the consultation undertaken regarding the review of public entertainment licensing, amended public entertainment resolution and proposed amended standard public entertainment licence conditions in West Lothian; and To invite the Panel to consider the terms of the proposed changes. Report to be submitted to the PDSP in August 2015.	Audrey Watson	August 2015	

Jim Jack
Head of Operational Services

4th March 2015