

## **TERMS OF REFERENCE**

### **Review Title: Waste, Recycling & Street Cleansing Review**

### **A Review by the Planning Transportation, Economy & Sustainability Overview & Scrutiny Panel**

#### **Background**

Waste Services is responsible for the development and implementation of the Council's Municipal Waste Management strategy, including the procurement and strategic management of waste, recycling & street cleansing services.

The range of services provided includes:

- Weekly green box collection of recyclables
- Mini recycling centres & bring banks
- Fortnightly chargeable organics collection of green waste & cardboard
- Residual refuse collection
- Clinical waste collection
- 3 Household Waste & Recycling Centres
- 2 Waste transfer stations & 1 railhead
- Street cleansing
- Abandoned vehicle removal
- Fly-tipping & graffiti removal
- Public convenience provision
- Waste Awareness, education and campaigning.

A major factor affecting the service is the recent publication of government targets on reducing biodegradable waste to landfill in order to meet the requirements of the EU Landfill Directive. Stretching future targets have been set for all Local Authorities for their performance around waste management and a system of financial penalties has been put in place if landfill diversion targets are not reached, going forwards over the next 15 years to 2020. The cost of waste disposal is also increasing dramatically as landfill tax is rising by £3 per tonne per annum.

The Council faces a significant risk of future fines by Government if the Council does not achieve levels of reduction in the amount of biodegradable waste going to landfill. To address this, a Waste Strategy and action plan is being developed to remodel and develop new services in order to achieve the targets and move further towards the "zero waste" aspiration. Several options are currently being examined in detail in order for the Council to determine the most appropriate means of procuring the delivery of the required services.

Another significant issue facing the authority is that of improvements to management of the urban public realm and in particular consultation on a Litter Reduction Plan which is aimed at providing the basis for future improvements in this area .

Within the context of these developments, officers would also like to take the opportunity to provide updates and feedback on previous scrutiny exercises undertaken by the Panel.

## **Purpose of the Overview & Scrutiny Review**

The review is being undertaken by the Planning, Transportation, Economy & Sustainability Overview & Scrutiny Panel.

Against the background of change noted above, the purpose of this review is for Panel Members to undertake a strategic review of the Waste Services operation and the issues affecting waste, recycling and street cleaning in Bath & North East Somerset.

The review contributes to the development of two (of the ten) council improvement priorities, as stated in the Corporate Plan (2003-2007):

- Reducing landfill
- Improving the urban public realm ('livability')

The review will support policy development by providing the Panel's findings and recommendations on future strategy to the Executive Member for Sustainability and the Environment (Cllr. Rosemary Todd) and Waste Services lead officers.

## **Objectives**

The objectives of this Overview & Scrutiny Review are to:

- Understand the issues relating to waste management, recycling & street cleansing (in relation to landfill & urban public realm priorities) as they affect Bath & North East Somerset.
- Undertake public engagement on the issues to inform and widen the debate around the future direction of service provision by the Council.
- Provide the Panel's findings and recommendations on the issues to the Council Executive and Waste Service officers to inform their decisions on implementation of future plans.

## **Scope**

The review will consider issues currently being progressed by Waste Services, under the 2 council improvement priority themes:

### **1. Reducing landfill**

- **Waste Strategy and Delivery.** The service is developing proposals for the future waste Management Strategy of the Authority. The results of the technical, financial and legal advisory report (by SLR consultants) are due to be published in January 2005. The O&S Panel will provide their view on the report.
- **Zero Waste Initiatives.** Consultation is required on the suggested initiatives proposed to the Council by Eunomia Research and Consulting. The Panel will consider the options and suggest priorities.

### **2. Improving the Urban Public Realm**

- **Litter Reduction Plan** – This draft plan is due for adoption (decision to adopt to be made by Executive Cllr. R Todd). No consultation has yet taken place – the O&S Panel could support this and provide views.

## **Approach**

The approach to these issues will be for the Panel to:

- Receive updates on previous scrutiny exercises:
  - Cllr. Chris Cray's review (April 2004). Progress has been made since this was written. An update will be provided to the panel.
  - Action list from O&S scrutiny earlier in 2004. An update and feedback will be provided to the panel (links largely to Litter Reduction Plan)
- Hold a briefing event for Waste Services officers and consultants (SLR & Eunomia) to present details of the issues outlined above (20 Dec. '04).
- Attend a stakeholder workshop consulting on the Eunomia report, at which Panel members can contribute (26 Jan. '05).
- Review relevant national Government legislation, targets and penalties, e.g. 'Cleaner, Safer, Greener' (ODPM), DEFRA reports – a Members briefing pack will be collated.
- Visit or invite other leading Local Authorities to a Panel event to discuss issues from an external perspective.
- Seek views of relevant local stakeholders, residents and others with an interest.
- Identify any risks to the Council associated with the Waste management strategy and make recommendations about how these risks are best managed.
- Provide feedback on proposed 'direction of travel' for the Strategy.
- Consider how the Panel can play an ongoing part in monitoring development of the strategy and implementation of related plans.

## **Excluded from the Review**

The Review will not consider:

- Locations of civic amenity sites or an environmental park (this is part of the Local Plan Enquiry).
- Pros & cons of landfill vs. incineration.

## **Outputs from the Review**

- Notes & papers from O&S meetings.
- Short summary report incorporating key findings, and recommendations for the Council Executive and involved officers.

## Constraints

- The review must be managed within the annual budget available to the Panel.
- The review will be carried out in accordance with the Bath & North East Somerset Council Overview and Scrutiny project management processes.
- Project management resource is available from the Overview & Scrutiny Team, Democratic Services.

## Outline Plan

Key dates & activities:

<b>Date</b>	<b>Activity</b>	<b>Meeting Type</b>
2 Nov.	Panel briefing and Scoping Meeting	Private meeting
20 Dec.	Detailed briefing on issues by Waste Services, leading to discussion on Terms of Reference(ToR) for the Review	Private meeting
Mid Jan.	Project Steering Group*: Plan details of Review	Private meeting
End Jan. to early March.	Benchmarking, fact finding, briefings, visits - as required.	Private meetings / visits
7 Feb	Lead in date for papers (17 Feb meeting)	
10 Feb	Steering group meeting including consideration of possible contributors	Private meeting
17 Feb	Panel receive Consultants reports. Discuss issues with Waste Services Officers. Confirm next steps / dates to complete review.	Public Panel meeting
7 March	Lead in date for papers (16 Mar meeting)	
16 March	<b>Contributors' session 1: Waste Management &amp; Recycling.</b>	Public Panel meeting
Late March/ early April	Steering group produces and agrees draft report on Waste Management & Recycling	Private meeting(s)
Early April	<b>Panel report on Waste Management &amp; Recycling</b> sent to Executive.	
18 April	<b>Contributors' session 2: Street Cleansing</b>	Public Panel meeting
Late April / early May	Steering group produces and agrees draft report on Street Cleansing and sends report to Executive	Private meeting(s)
Early May	<b>Panel report on Street Cleansing</b> sent to Executive.	

\* Additional steering group meetings may be required throughout the life of the Review.

**Review Project Team**

Overview & Scrutiny Panel:	Planning Transportation, Economy & Sustainability
Chair of Panel:	Cllr Peter Metcalfe
Additional Steering Group Members:	Cllr. Chris Cray Cllr. Ruth Griffiths Cllr. David Hawkins
Strategic Director :	Peter Rowntree (Operations)
Waste Services:	Matthew Smith (Head of Leisure & Amenity Services) Carol Tunnard (Waste Services Manager)
Project Manager:	David Langman (O&S Project Manager)
Democratic Services Officer:	Michaela Gay (Panel Administrator, Democratic Services)