

Bath & North East Somerset Council			
DECISION MAKER:	Cllr Mark Elliott Cabinet Member for Resources		
DECISION DATE:	On or after 28 th June 2025	EXECUTIVE FORWARD PLAN REFERENCE:	
			E3620
TITLE:	Business Waste Collection Changes in central Bath		
WARD:	All		
AN OPEN PUBLIC ITEM			
List of attachments to this report: Appendix 1 – Consultation Documents Appendix 2 – Map of consultation responses Appendix 3 – Reusable Rubbish Bags left out overnight Appendix 4 – Equalities Impact Assessment			

1 THE ISSUE

1.1 To review the business waste collection window to improve the visual appeal, the public realm and the visitor experience during shop opening hours and critical early evening period.

1.2 Members specifically requested the following measures were reviewed:

- 1) An increased emphasis on messaging the restriction that no business waste shall be presented in the city centre between 10am and 6pm to improve the public realm
- 2) An enhanced enforcement process in place to follow up on businesses that put out waste outside this window.
- 3) Requirement that all business waste bags are identifiable to the business from which they originated.

1.3 A consultation was launched with local businesses in central Bath and key stakeholders. This report summarises the consultation process and results. The recommendations have been discussed and refined with Members on the City Centre Management Group for Place.

2 RECOMMENDATION

- 2.1 The Cabinet Member is asked to approve the following policy changes to be implemented as a pilot from September 2025:
- 1) Collection Times: Alter the evening business waste collection window to 6pm – 8.30pm to balance business needs and public realm improvements.
 - 2) Labelling: Make it mandatory for all businesses within central Bath to clearly mark or label their waste and recycling with their company name and address.
 - 3) Reusable Rubbish Bags (RRBs): Enforce the use of RRBs to container residual business waste where businesses can promptly return them to their premises.
- 2.2 The pilot will run for 12 months and allow the proposed changes to be fully assessed along with any operational constraints, with an implementation date to be determined in 2026.

3 THE REPORT

- 3.1 The consultation with local business ran from 20th February to Monday 7th April 2025. A letter was sent to all businesses identified as paying business rates within central Bath with outline information and links to an online survey (see Appendix 1 (a)). A bespoke survey was then sent to known waste collection contractors offering commercial services within Bath. A copy of the questions posed in the survey can be found in Appendix 1(b).
- 3.2 In addition to this, three drop-in sessions were held in Studio 22 in central Bath to offer businesses and contractors the opportunity to talk through the proposals with officers directly. Leaflets were also distributed to businesses via the Council's Business Engagement Officer and Cleansing Enforcement teams.
- 3.3 Bath BID were fully briefed and supported with the communication of the proposed changes by including an article in their weekly newsletter to all their levy payers with links to the online consultation.

Consultation Results

- 3.4 In total, 87 consultation responses from businesses were received of which over half (56%) of these were from local or independent Bath businesses. This represents a response rate of 14% of all BID directory businesses contacted and 8% of the 1,126 businesses identified by Business Rates team. The consultation was extended by an additional week with extra doorstepping of businesses to try to encourage a greater response rate.

Collection times

- 3.5 The results showed 93% of respondents did not support the collection time change from 5pm - 8:45pm to 6pm - 8pm for the following reasons:
- 1) 43% close at 5pm and 33% close at 5:30pm; currently no one will be there to present waste and return container

- 2) 72% said the extra cost of paying staff to stay later to deal with waste is unfair/unaffordable

- 3.6 The high-level staff costing in Table 1 shows that paying staff for an extra hour per day could cost businesses around £3,000 extra per year.

Table 1: High-level estimate of additional staff costs to businesses

Hourly wage	£12.21
Extra hours per day	1
Typical working days per year	253
Estimated additional annual cost per business	£3,089.13

- 3.7 An analysis of 167 Bath BID directory businesses' opening times showed that 20% open at 10am and close at or before 5:30pm. As a result, the morning collection window would not be a viable alternative option.
- 3.8 The 5 waste collection contractors who responded to the survey cited concerns around efficiency, cost, and environmental impact. Grist and MJ Church both indicated that they would be forced to increase the number of vehicles required to collect within the 2-hour window to be able to service all customers. This could raise carbon emissions due to more journeys made to/from Bath.
- 3.9 To assess the impact, a high-level estimate of the carbon dioxide equivalent (CO₂e) emissions per vehicle per year for each contractor, based on their location from the city centre is set out in Table 2.

Table 2: Estimated carbon impact per vehicle per year

Contractor	Round trip distance from Bath (km/day)	Distance per vehicle per year (km)	Carbon per vehicle per year (kg CO ₂ e)	Carbon per vehicle per year (Tonnes CO ₂ e)
Grist	71	18,411	70,803	71
M J Church	32	8,369	32,183	32

Council Business Waste Collections

- 3.10 The Council's own business waste service would be unable to increase capacity in the same manner with current resources. Currently, it collects residual waste bags from around 225 city centre business using a vehicle from the cleansing fleet. The driver and loader are contracted to work until 7.30pm on an overtime basis, this aligns with supervisor contracted hours.
- 3.11 Presently, the team have 2 hours to complete collections, which can be tight and leaves limited time to empty all street litter bins at same time as required.
- 3.12 To comply with a change in policy, the Council's waste team would need to review staff contracts and working hours. Following an initial review, there are two options available which would have a financial impact as outlined below.
- (1) Option 1: Reduce the number of customers serviced to ensure the work remains manageable within existing resources.

If the collections start at 6pm, the team will have 1 hour to complete their work and return to upload their vehicle at the depot. Servicing of street litter bins could be the focus of their work from 5pm - 6pm, leaving the equivalent of 1 hour to collect business waste sacks. Based on income from city centre residual collections in 2023/24, a 50% reduction in customers equates to loss revenue of £19,900 p.a.

(2) Option 2: Review existing staff contracts to extend shift by a further hour.

Extending the shift pattern to 8.30pm would enable the Council to continue to widely offer its business waste service. The team would need to review existing contracts, likelihood of existing team being willing to work longer hours, and / or employment of new or agency staff. The cost of this can be roughly attributed to £10.5K in overtime costs. The alternative which would take longer to implement would be a full consultation with staff to alter their contractual start time.

- 3.13 On balance, the consultation has shown that small businesses could be detrimentally affected by a change in permitted collection times during a period of economic challenge. There is also a risk that this change in policy could undermine the progress made in improving the public realm in recent years, particularly if it results in business waste bags being left unattended for extended periods.

Labelling all business waste bags

- 3.14 A total of 76% of businesses support the requirement for all recycling and waste to be labelled/marked with the company name and address. Of the 24% who do not support this requirement, the main reasons were:

- (1) Unnecessary - some respondents didn't grasp the benefit of this
- (2) Extra cost for labels concern (would need to be clearer in communication could use marker pen on bags / card etc).
- (3) Extra time needed to label bags

- 3.15 It's clear that ensuring business waste presented for collection is easily identifiable will support more robust enforcement to improve the public realm with central Bath.

Mandatory use of reusable rubbish bags (RRBs)

- 3.16 The survey results show 69% of respondents support the mandated use of RRBs, despite most (64%) currently using single use sacks. Of the 31% who were opposed to RRBs the main reasons for this were:

- (1) Unhygienic / hard to clean - restaurants especially highlighted keeping dirty RRBs inside premises as an issue
- (2) Storage concerns as many businesses have little inside space
- (3) Bags go missing and are expensive to replace
- (4) Bags left out post collection are used as litter bins by passing public

- (5) Shops closing before collection, would lead to RRBs being left out all night
- 3.17 Consideration to strongly encouraging the use reusable rubbish bags (RRBs) where businesses can promptly return them to their premises, as opposed to being made universally mandatory within central Bath may be more effective in protecting the public realm. There is currently evidence of RRBs left out overnight cluttering the pavements (Appendix 3), mandatory use is likely to increase the numbers left post collection, worsening the appearance of the central Bath streets.

4 STATUTORY CONSIDERATIONS

- 4.1 Businesses have a legal Duty of Care to dispose of their waste responsibly. This responsibility is outlined in the Environmental Protection Act 1990 (Section 34) and the Environmental Protection Act (Duty of Care) Regulations 1991. Likewise, the Council has a legal duty to provide waste services to support businesses in the collection and disposal of waste where requested, as stated in Environmental Protection Act 1990 (Section 34).
- 4.2 The Environment Act 2021 introduced the Simpler Recycling waste reform which mandates all businesses with more than 10 employees to have recycling in place for core dry recycling materials and food waste by the end of March 2025. Waste collection companies working with businesses in Bath have clearly communicated this to their customers and awareness of this throughout the consultation process was evident. Compliance with Simpler Recycling has not yet been measured.
- 4.3 Section 47 Enforcement Notices are issued under the Environmental Protection Act 1990 in the UK. These notices are typically directed at businesses or traders who fail to comply with their duty of care regarding the storage and disposal of commercial or industrial waste. Following Legal advice, over 400 live Section 47 Enforcement Notices will need to be reviewed, amended and reissued to both the businesses head office and or local business premises should any of the changes proposed be introduced.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1 The implementation of the changes will be led by officers from the Waste Team and Cleansing Enforcement team.
- 5.2 It has been noted that this change in policy risks adversely affect the public realm and / or displacing issues requiring enforcement resource to other areas within central Bath and surrounding wards. Should this occur, additional resource in the enforcement team would be required to ensure standards are maintained.
- 5.3 The cost of employing an additional Enforcement Officer on 12-month basis is £48.4k inclusive of on-costs.
- 5.4 There is an additional financial risk to the Council's own business waste service. Should the service be unable to resource a shift on the later hours, there will be a loss on income received equating to £19k. This is based on the existing resources managing to collect from 50% of customers within their current shift

ending at 7pm. Should this lead to the loss of all business waste customers on the Council's evening shift, this equates to a loss of £38k p.a.

- 5.5 To resource a later shift on overtime rates to 8.30pm and retain all current business, would cost the Council £20k p.a. in staffing costs.
- 5.6 All financial risks/implications are unbudgeted. If they materialise it would be for the service to manage within existing budgets. Given the financial pressures that already exist within Waste Services, the risk that this would result in an overspend in 2025/26 would be high. It is therefore important that financial implications are assessed as part of the pilot to inform any consideration on future policy. Any on-going unfunded costs would need to be considered in the Council's annual budget setting process.

6 RISK MANAGEMENT

- 6.1 The project risk register has been updated using the results of the consultation. The key risks can now be summarised as below:

- (1) Small businesses face additional staffing costs, additional pressure and potential risk closures cited due to current struggles with economic climate.
- (2) Reissuing section 47 notices requires 18 working days administrative work, potentially needing temporary staff to ensure completed on time whilst not neglecting business as usual
- (3) Mandatory presentation of RRBs increases risks of misuse such as fly-tipping, littering, and adds to the clutter in high footfall areas.
- (4) Sunday trading may conflict with evening collection window, leaving RRBs unattended for longer.
- (5) Additional Large Goods Vehicles (LGVs) during the 2-hour city centre collection window harm air quality, pedestrian/cyclist safety, and increase carbon emissions.
- (6) Failure to complete collections within 2 hours means a higher risk of missed collections and fines for businesses.
- (7) Full review of staff contracts by Council for the team currently resourcing the business waste collections in the evening is required. There is a risk the Council may be unable to resource this service, leading to loss of income.

7 EQUALITIES

- 7.1 An Equalities Impact Assessment has been produced and discussed with the equalities team. No significant adverse impacts have been identified. A copy is provided in Appendix 4.

8 CLIMATE CHANGE

- 8.1 There is the potential the proposed changes will increase the volume of large goods vehicles (LGVs) used by waste collection contractors to ensure they have the capacity to collect waste volumes from all their customers within the reduced

time window. There is a risk that this would negatively impact carbon emissions from service vehicles within central Bath.

9 OTHER OPTIONS CONSIDERED

9.1 In addition to the recommendations proposed the following options were discussed with Members and discounted.

- (1) Altering the collection time to 5.30pm - 8pm window to deliver on the overall vision whilst mitigating its impact.
- (2) Do nothing and continue with the current policy.

9.2 The above options were fully considered but did not support the overall vision to improve the visual appeal, the public realm and the visitor experience during shop opening hours and critical early evening period.

10 CONSULTATION

10.1 The Council's Monitoring Officer, Section 151 Officer and Strategic Director for Place have had the opportunity to input to this report.

Contact person	Simon Porter - Head of Waste & Fleet Lisa Gore – Service Manager, Waste Strategy & Contracts
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

Appendix i – Consultation Documents

Appendix 1 (a) - Letter to businesses in central Bath

**Bath & North East
Somerset Council**
Improving People's Lives

Neighbourhood, Environmental Services
Bath & North East Somerset Council
Lewis House, Manvers Street, Bath. BA1 1JG
www.bathnes.gov.uk
Email: Wastecampaigns@bathnes.gov.uk
Telephone: 01225 394041

RE: Information about proposed changes to trade collections

Dear _____,

We are writing to inform you of proposed changes to the presentation and collection of trade waste from businesses in the city centre. The proposals are around ensuring labelling of reusable bags or bins with the names of business and revised evening collection times. We have enclosed with this letter a leaflet that contains more details on these proposed changes.

As part of the proposals, the council will have drop-in sessions at **Studio 22, New Bond Street, BA1 1BW** to gather your feedback.

The drop-in sessions will run from 9 AM to 5 PM on the following dates:

Thursday, 20 February
Thursday, 6 March
Thursday, 20 March

The nearest accessible parking can be found at Broad Street Car Park, Podium Car Park. Kingsmead Square Car Park is an accessible parking space but is a further distance away. All three sites are open 24/7.

The closest on-street accessible parking spaces that will be open during the sessions are on Walcot Street (Inner) and Queen Square.

Your feedback is always welcome and is important in ensuring that proposed changes are considered with due diligence and with stakeholders in mind.

If you have any other queries regarding our waste services, visit www.bathnes.gov.uk or contact Council Connect on **01225 39 40 41**.

Thank you for your understanding.

Yours sincerely,

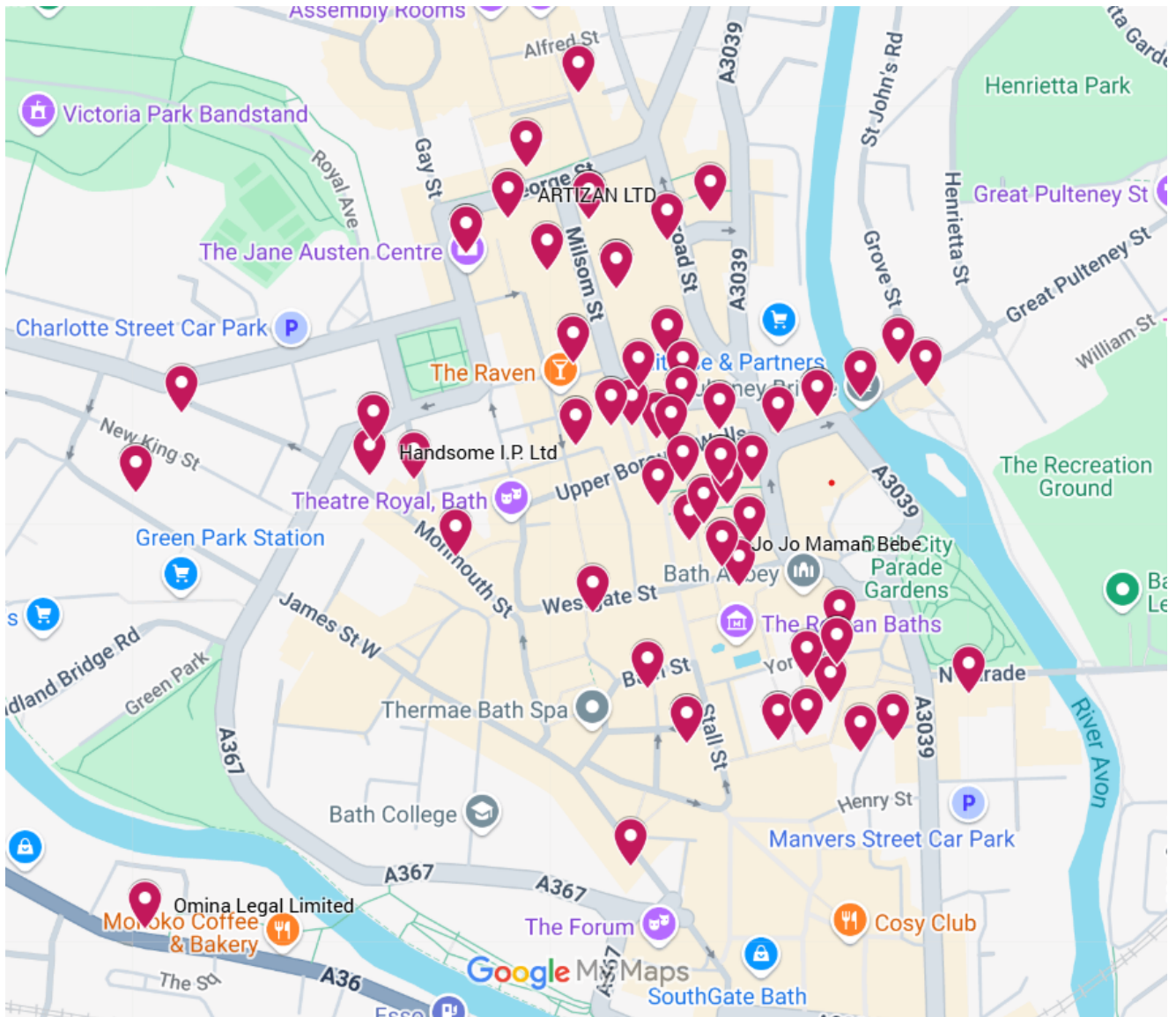
Waste Services

Appendix i (b) - Online Survey Questions

List of questions in online survey to businesses
Please tell us what type the business is
How do you currently dispose of your business waste?
When do you currently place your business waste out for collection?
How frequently is your business waste collected?
If your business waste or recycling is missed, what action do you take?
Are you satisfied with the current business waste collection times?
Please explain
Are you on a local or national contract with your waste provider?
Do you support the proposed change to evening collection times?
How long would it take your business to adjust to this new collection time?
Do you support the enforced use of reusable bags for commercial residual waste?
How long would it take your business to start using reusable rubbish bags?
Do you support the requirement for all waste and recycling to be labelled with the company name and address?
How long would it take your business to implement mandatory labelling?
What potential costs do you anticipate for your business to comply with the proposed changes?
Please explain your potential costs
What impact do you think the proposed changes will have on your business?
Please explain what you think the impact to your business will be

Appendix ii – Map of consultation responses

Figure 1 maps the locations of the business that responded to the consultation.



Appendix iii – Reusable Rubbish Bags left out overnight

Argyle Street – Saturday 19 April 25



Westgate Street – 19/04/25



Queen Street – 19/04/25



Upper Borough Walls – 19/04/25



Equality Impact Assessment / Equality Analysis

(Version 4)

Item name	Details
Title of service or policy	Business Waste Review – City Centre Bath
Name of directorate and service	Waste Services
Name and role of officers completing the EqIA	Mathew Eggleston, Sammy Moody
Date of assessment	14/11/2024; updated 08/05/2025

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on people and different groups within our community. The main aim is to identify any adverse impacts (i.e. discriminatory or negative consequences for a particular group or sector of the community, and to identify areas where equality can be better promoted). Equality impact Assessments (EqIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EqIA) or Equality Analysis. **Not all sections will be relevant – so mark N/A any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website following relevant service lead approval.

1.1 Identify the aims of the policy or service and how it is implemented

Key questions	Answers / notes
1.1 Briefly describe purpose of the service/policy e.g. - How the service/policy is delivered and by whom - If responsibility for its implementation is	The primary objective of this project is to review and adjust the collection time window for business waste in the city centre to ensure that no business waste is visible between the times of 10am and 6pm.

shared with other departments or organisations ● Intended outcomes	The implementation of this project is being led by the waste team and cleansing enforcement, with support from the Council's business engagement team. Bath BID is being closely consulted and involved to ensure engagement with its levy payers. This initiative aims to enhance the aesthetic appeal and cleanliness of the heritage area, improving the experience for residents, businesses, and visitors during shop opening hours and the critical early evening period.
1.2 Provide brief details of the scope of the policy or service being reviewed, for example: ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?). ● How much room for review is there?	Review to an existing policy and not a national requirement. The review of this policy is at the request of Cabinet in a drive to improve the public realm within central Bath. The existing collection times have been in place for a number of years, during which time trading hours, city centre security measures and visitor numbers have significantly changed. The review of this policy also follows changes Bristol and other comparable cities such as Oxford have made to address issues associated with business waste being left on the street for extended periods of time.
1.3 Do the aims of this policy link to or conflict with any other policies of the Council?	The proposed changes will benefit the council's highways services by reducing the timeframe that business waste is on the street preventing prolonged obstruction to public highways. It will also support the highways network by seeking to reduce the current problems with collection vehicles queuing at security barriers before they are lowered at 6pm in some parts of the city. A change of policy could also assist in improving the council's current Clean Air Zone policies by reducing times collection vehicles are within the city centre, leading to improved air quality which in turn supports the council's Climate Emergency and commitment within the Liberal Democrat's manifesto of cleaner and safer streets.

2. Consideration of available data, research and information

Key questions	Data, research and information that you can refer to
2.1 What equality focussed training have staff received to enable them to understand the needs of our diverse community?	All council staff are required to complete corporate training as part of their induction and to review on an annual basis.
2.2 What is the equality profile of service users?	Business Diversity: Different types of businesses (e.g., retail, hospitality, offices) may have varying needs and constraints, however the proposed time changes would still provide businesses with suitable times for presenting business waste.
2.3 Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	Businesses were asked via the formal consultation for this proposed change if they were satisfied with the current collection window. 91% of respondents said they were happy with the current times. Conversely, the Council encourages feedback on cleansing issues and containers being left out beyond collections times through our FixMyStreet reporting channels. In 24/25, 21 reports were taken about business waste being incorrectly placed and / or left out.
2.4 What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?	Engagement with the Council's Cabinet, City Centre Management Group, and Bath Business Improvement District (BID), who have prioritised business waste due to current waste issues noted within the city centre. We have consulted with businesses and local waste management contractors and sought the views of ward councillors and cabinet members. The online consultation with businesses had an 8% response rate. Key results from the business consultation were: • 69% support mandatory use of Reuseable Refuse Bags (RRBs, • 76% support mandatory container labelling with business name and address, • 93% oppose the change in collection window from 5-8:45pm to 6-8pm. Local waste contractors cited higher staffing costs and potential for increased vehicle numbers

	for servicing all customers within proposed changes. All respondents stated a 3 months' notice period would be required to plan for these changes.
2.5 If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equality considerations within this?	The Waste Strategy Team will be mindful of equality considerations when consulting with impacted businesses. The following communication methods will be used where businesses can consult with the council and discuss concerns: • Letters and leaflets to all businesses - will include a central contact phone number and email address. • Alternative formats will be available by request which can include a large print copy • Drop-in sessions will take place at Studio 22 on New Bond Street. Location for drop in sessions is located near disabled parking bays and The Podium car park if required.  • Translation/interpretation services on request or where a need of an individual or company is already known.

3. Assessment of impact: ‘Equality analysis’

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or could help promote equality in some way.
- Could have a negative or adverse impact for any of the equality groups

	Examples of what the service has	Examples of actual or potential
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Key questions	done to promote equality	negative or adverse impact and what steps have been or could be taken to address this
3.1 Issues relating to all groups and protected characteristics	Less waste and recycling left on the highway within the specified timeframe will support all people walking, wheeling and cycling around the city of Bath by removing potential obstacles thereby reducing overall risks of slips, trips and falls.	Consultation responses from small/independent businesses indicated that the time change may be more challenging to conform to than larger, chain stores, as they cannot afford to pay more in wages for staff to stay later to present waste. All businesses have the option to organise morning waste collections. Some waste contractors also offer to collect directly from their premises, avoiding the need to stay later to present waste.
3.2 Sex – identify the impact/potential impact of the policy on women and men.	No known impact is anticipated	No known impact is anticipated
3.3 Pregnancy and maternity	Parents/carers will have less business waste to navigate when pushing prams/pushchairs.	No known impact is anticipated
3.4 Gender reassignment – identify the impact/potential impact of the policy on transgender people	No known impact is anticipated	No known impact is anticipated
3.5 Disability – identify the impact/potential impact of the policy on disabled people (ensure consideration of physical, sensory and mental health needs/differences)	Disabled people will benefit from clearer clutter free business waste on the highway during the specified core hours.	Positive impact is anticipated
3.6 Age – identify the impact/potential	Elderly people will benefit from clearer	No known impact is anticipated

impact of the policy on different age groups	clutter free business waste on the highway during the specified core hours.	
3.7 Race – identify the impact/potential impact on across different ethnic groups	No known impact is anticipated	No known impact is anticipated
3.8 Sexual orientation – identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual, questioning people	No known impact is anticipated	No known impact is anticipated
3.9 Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	No known impact is anticipated	No known impact is anticipated
3.10 Religion/belief – identify the impact/potential impact of the policy on people of different religious/fait h groups and also upon those with no religion.	No known impact is anticipated	No known impact is anticipated
3.11 Socio-economically disadvantaged* – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances (this is not a legal requirement, but is a local priority).	Collections would be within reasonable times (earliest being 7am) so should not impact the people experiencing homelessness from noise generated during collection.	Potential adverse impact on SMEs employing low paid staff where working hours may be affected by proposed changes.
3.12 Rural communities* identify the impact / potential impact on people living in rural communities	No known impact is anticipated as this relates to the City of Bath.	No known impact is anticipated. Potential impact on employees living in rural residents with poor availability of evening transport services back home

		from work.
3.13 Armed Forces Community ** serving members; reservists; veterans and their families, including the bereaved. Public services are required by law to pay due regard to the Armed Forces Community when developing policy, procedures and making decisions, particularly in the areas of public housing, education and healthcare (to remove disadvantage and consider special provision).	No known impact is anticipated	No known impact is anticipated
3.14 Care Experienced *** This working definition is currently under review and therefore subject to change: In B&NES, you are 'care-experienced' if you spent any time in your childhood in Local Authority care, living away from your parent(s) for example, you were adopted, lived in residential, foster care, kinship care, or a special guardianship arrangement.	No known impact is anticipated	No known impact is anticipated

*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

** The Equality Act does not cover armed forces community. However, the Armed Forces Bill (which came in on 22 Nov 2022) introduces a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

***The Equality Act does not cover care experienced people. B&NES adopted this group as a protected characteristic in March 2024 alongside over 80 other Local Authorities. Although we have data for care leavers and children/young people who are currently in the care of B&NES we do not have wider data on disadvantage experienced through being in care.

4. Bath and North East Somerset Council Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Business compliance to changes	Engagement with businesses through letters and leaflets being sent out, followed by drop-in sessions within the city centre. Sufficient notice period to allow for planning and adjustments with the new policy.	Consultation launched week commencing 10 th February to end March 2025. Notification letters to businesses and waste contractors to be sent in June, providing 3 months' notice and clear advice on how to comply and where to retrieve further information on managing their waste.	SF/LG AS/ME	End March 25 June 2025
Waste left out overnight after collection times or missed by waste contractors and businesses that are closed and unable to return waste to the property.	City centre monitoring by Cleansing Enforcement to identify issues and engaging with businesses.		SF/AS	September 25 onwards
Storage space within businesses	Engagement with businesses through letters and leaflets being sent out, followed by drop-in sessions within the city centre.		SF/LG AS/ME	

Increase cost to businesses to cover changes in shift patterns and potential lone working from employees.	Engagement with businesses through letters and leaflets being sent out, followed by drop-in sessions within the city centre	Notifications out promptly to allow for sufficient planning and rota changes as required meet their own needs.	SF/LG AS/ME	June 25
Traffic and Congestion	Engagement with the waste contractors and council's business waste collection team. Review practicalities of shorter evening window with private waste collection providers to assess impact on their working hours and safe working. Review implications with Highways & Parking team.	Direct contact with internal teams and key stakeholders	LG/SF AS/ME	September 2025

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equality Team (equality@bathnes.gov.uk), who will publish it on the Council's website. Keep a copy for your own records.

Signed off by: Simon Porter (Divisional Director or nominated senior officer)

Date: 15/05/25