



Public Document Pack


Southend-on-Sea City Council

Executive Director (Strategy, Change and Governance):

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02 February 2024

Dear Councillor

CABINET - TUESDAY, 30TH JANUARY, 2024 SUPPLEMENTARY PACK: AMENDED APPENDIX – WHEELED BIN CRITERIA POLICY

Please find enclosed, an amended Wheeled Bin Criteria Policy that was presented at the Cabinet meeting on Tuesday, 30th January, 2024.

Agenda No Item

**3 New Waste Collection Services Policies (Wheeled Bin Suitability Criteria)
(Pages 3 - 4)**

Amended appendix – Wheeled Bin Criteria Policy

Rob Harris
Principal Democratic Services Officer

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Wheeled Bin Suitability Criteria Policy – Appendix 1

1.0 New Standard Recycling and Waste Collection Service Methodology will be one only of the following options (to be determined through dialogue);

- A. Twin Stream method (1 wheeled bin for paper/ card, 1 wheeled bin for containers (plastic bottles/ tubs/ pots and trays, glass bottles/ jars, cartons, aerosols, tins and cans), 1 wheeled bin for residual waste.
- B. Co- mingled method (1 wheeled bin for all mixed recycling, 1 wheeled bin for residual waste)

2.0 Wheeled Bin Criteria and Exemptions

2.1 All kerbside properties that have sufficient space to accommodate the Standard Recycling and Waste Collection Service receptacles (either option A or B) will receive wheeled bins. The footprint required for the standard service (kerbside) which is considered adequate is detailed in Table 1 below;

TABLE 1

Collection Methodology type (A or B)	ALL bins 180 litre in size (Single bin – 49cm(w) x 72(d)	All bins 240 litre in size (Single bin – 59cm(w) x 74cm(w)
Option A – twin stream (3 bins)	147cm (width) x 72cm (depth)	177cm (width) x 74cm (depth)
Option B – comingled (2 bins)	98cm (width) x 72cm (depth)	118cm (width) x 74cm (depth)

**Note that the arrangement and location of bins on each property is the responsibility of the householder to determine and bins do not need to be stored side by side.*

**Note that the total footprint applied is either for all bins being the standard 180 litre bin or larger 240 litre bin however in practice there could be a combination of sizes, which will be determined by the final solution.*

**Note that dimensions are approximate as wheeled bin dimensions vary by manufacturer.*

2.2 Flats will continue to receive a communal bin service which will continue to be emptied on a weekly schedule or as demand requires.

2.3 Houses of Multiple Occupancy (HMOs) will be identified prior to the assessment process to ensure that their circumstances are specifically taken into account. They will be offered either a 'communal bin service (flats)', 'standard kerbside collection service', or a 'special kerbside collection service' which is sufficient to the number of rooms within each property.

2.4 Properties that do not have suitable space to accommodate wheeled bins will receive a Special Kerbside Recycling and Waste Collection Service. This will be an alternative methodology, likely from sacks collected either on a weekly or fortnightly basis.

2.5 Properties will initially be assessed for their suitability by the new Waste Collection Contractor using agreed Wheeled Bin Suitability Criteria, as listed in 2.6. The exact methodology for carrying out the assessment is to be determined through the dialogue process, however it is likely to be based on local knowledge of the current provider, industry expertise, desktop data collection and physical surveys (on foot and driven). The assessment will take place well in advance of the new services being rolled out, and each household will be informed of the decision by letter. Timeframes set will ensure sufficient time for reviews to be carried out, with the aim to complete these in advance of wheeled bins being delivered.

- 2.6 The initial Wheeled Bin Suitability Criteria assessment of each property will consider one or more of the following as unsuitable for wheeled bins. Therefore, an exemption will apply to those properties if;
- i. There is inadequate space to store wheeled bins anywhere within the boundary of the property (as per table 1).
 - ii. The provision of a wheeled bin would cause an obstruction to the immediate entrance to the property.
 - iii. It is very difficult or hazardous to move the wheeled bin from the storage point to the collection point.
 - iv. Collection crew have to wheel the wheeled bin more than [fifty (50)] metres (e.g. via a service alley). Where necessary a risk assessment may be carried by the Contractor.
- 2.7 Householders will be exempt from presenting a bin at the collection point where they are able to demonstrate that they are unable to do so. In such circumstances the council will provide an Assisted Collection whereby an alternative arrangement (e.g. alternative agreed collection point) is offered based on the individual's specific requirements.

3.0 Review Process

- 3.1 There will be a review process in which a household may contact the Council to question the decision and seek a review. Householders will be required to confirm how they do not meet the criteria for a review to be considered.
- 3.2 All properties whether initially assessed as being suitable or unsuitable will have the right of review.
- 3.3 The householder will be required to contact the Council (via an electronic form or via the call centre (who will complete the form on their behalf) and demonstrate how they meet one of the criteria outlined in section 2. Application forms will be short (name, address, and exemption criteria met) and could include submission of photo evidence. Applications will be assessed by the Council and could involve a secondary assessment of the property (site visit and meeting with the householder).
- 3.4 Use of an electronic form would be the most favourable option for administering the review process, however the council will ensure full accessibility. Arrangements would be made for those without IT access or not computer literate to make contact via the call centre. Sufficient resource would be put in place to cater for the review process.
- 3.5 Exceptions will be managed via the review process if the household believes that they cannot make alternative arrangements and believes further assessment is required. Support will be given by the Council, and if it is determined that wheeled bins cannot be stored on the property a Special Kerbside Waste Collection will be offered.
- 3.6 Properties that have been identified as exempt will have their applications reviewed on a regular basis.
- 3.7 The review process will also be the route available for those households whose circumstances change after the initial assessment, or there is a change of occupancy at the address.