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SOUTHEND-ON-SEA CITY COUNCIL**

**Place Scrutiny Committee**

**Date: Thursday, 25th January, 2024**

**Time: 6.30 pm**

**Place: Committee Room 1 - Civic Suite**

**Contact: Tim Row - Principal Democratic Services Officer**

**Email: [committeesection@southend.gov.uk](mailto:committeesection@southend.gov.uk)**

**A G E N D A**

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Questions from Members of the Public**
- 4 New Waste Collection Service Policies (Wheeled Bin Suitability Criteria)**  
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Report of Executive Director (Environment & Place)

**TO: The Chair & Members of Place Scrutiny Committee:**

Councillor R Woodley (Chair),

Councillors C Mulroney (Vice-Chair), M Berry, C Campbell, O Cartey, D Cowan, A Dear, F Evans, I Gilbert, J Harland, L Hyde, A Jones, D Jones, K Robinson, M Terry, C Walker and J Warren

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**Meeting:** Cabinet  
**Date:** 30 January 2024  
**Classification:** Part 1  
**Key Decision:** Yes  
**Title of Report:** **Wheeled Bin Suitability Criteria Policy**  
**Executive Director:** Alan Richards, Executive Director (Environment & Place)  
**Report Author:** Nicola Watts, Interim Waste Procurement Contract Manager  
**Executive Councillor:** Councillor Davidson, Cabinet Member for the Environment

## 1. Executive Summary

- 1.1. A Wheeled Bin Suitability Criteria Policy is required in order to implement the delivery of a transformed Recycling and Waste service, moving from a weekly sack service to a fortnightly wheeled bin service.

## 2. Recommendations

**It is recommended that Cabinet:**

- 2.1. **Adopt an overarching policy that sets out how the Council and its recycling and waste collection contractor will assess properties in Southend-on-Sea City for their suitability to receive and accommodate wheeled bins for the collection of household recycling and waste under the new services to be rolled out during 2025.**

## 3. Background

- 3.1. The current waste collection methodology is delivered by Veolia ES (UK) Limited (“Veolia”) under the Waste Collection and Street Cleansing Contract which started in October 2015. The 8-year contract which expired in October 2023, has been extended until October 2024, with the option to extend for a further 6-month period to April 2025.
- 3.2. A procurement process is underway for delivery of waste collection services from April 2025. As part of the new contract, the new service provider will be required to transition the services to the new collection methodology for both residual and recycling waste by the end of October 2025.
- 3.3. The final recycling and waste collection methodology solution will be defined in the next stage of the procurement process with bidders’ final solutions to be received by the Council in April 2024.

#### **4. Service Outline**

- 4.1. The new collection methodology consists of a fortnightly residual waste service from wheeled bins, and a recycling service which is yet to be defined. The recycling service is likely to be from either 1 or 2 wheeled bins.
- 4.2. In order for wheeled bins to be rolled out to all low-level properties an assessment will be undertaken by the new contractor.
- 4.3. The proposed Wheeled Bin Suitability Criteria Policy is outlined in Appendix 1. It sets out the overarching criteria, how exemptions are to be identified and how an appeals process will operate to challenge any decision made using the criteria.

#### **5. Reasons for Decisions**

- 5.1. To ensure a fair and consistent approach to assessing all properties is approved in advance as a key decision for the Council.
- 5.2. To give clarity and transparency on the approach to be taken for the procurement, and the delivery of the service.

#### **6. Other Options**

- 6.1. A decision to transition to fortnightly waste collections was made by Cabinet on 31<sup>st</sup> October 2023 following consideration of other delivery options. To meet the objectives of delivering a fortnightly waste collection, the standard service containment requires collection of residual waste from a wheeled bin.
- 6.2. Sack collection will be offered to those households that cannot accommodate a wheeled bin.
- 6.3. It is anticipated that recycling services will use a wheeled bin which has a similar footprint to alternative options such as a recycling boxes and sacks.

#### **7. Financial Implications**

- 7.1. The new Standard Recycling and Waste Collection Methodology will be offered, where possible, to all low-level, kerbside properties. This methodology which collects residual waste from properties on a fortnightly basis from a wheeled bin maximises efficiencies across the services.
- 7.2. A robust but fair policy will help drive these efficiencies by minimising the number of households adopting any alternative method and maximising the number of households receiving the Standard Waste Collection Service.
- 7.3. Although this Wheeled Bin Suitability Criteria Policy will not have any direct financial implications, the transition to wheeled bins will have. It is currently anticipated that the wheeled bins themselves will be purchased by the contractor and paid for through the waste collection contract. This is all

currently considered within the medium-term financial forecast after the initial solutions were submitted by bidders.

- 7.4. Storing waste in wheeled bins will reduce the amount of street cleansing due to less damaged sacks and overspill of waste. Containerisation of residual waste will also help reduce the prevalence of pests and rodents and will further encourage recycling which it is anticipated will reduce the cost of disposal of residual waste.

## **8. Legal Implications**

- 8.1 Waste collection is an executive function which falls to the Cabinet to determine.
- 8.2 A change to the waste collection will have direct impact for residents and businesses. It is important that Cabinet provides clear policy so that the public can understand how the service will be provided. It will also ensure there is clarity in contractual arrangements so that performance can be managed and monitored more effectively.

## **9. Policy Context**

- 8.1 The adoption and application of this Wheeled Bin Suitability Criteria Policy will contribute to delivering the Council's Corporate Plan priority for a clean city with a resilient environment and a transforming council delivering efficient, cost-effective services.

## **10. Carbon Impact**

- 10.1. Adoption and application of this Wheeled Bin Suitability Criteria Policy will reduce the carbon impact by ensuring more households receive the Standard Waste Collection Methodology which in turn promotes waste reduction and will encourage increased recycling leading to less waste being sent to landfill.

## **11. Equalities**

- 11.1. An equalities impact assessment was completed in January 2022 which considered the impact of adopting wheeled bins for both residual and recycling waste.
- 11.2. The assessment identified all groups across the Southend-on-Sea City area and a range of options to support these groups in accessing and participating fully in the services offered.
- 11.3. Overall the impact was positive with the use of wheeled bins supporting people with storing and moving their waste more easily.
- 11.4. A range of Policies will be adopted to support a range of groups (e.g. assisted collection policies and larger household policy) including tailored

communications and better access to report issues and book services via improved technology and dedicated Council phone line.

- 11.5. A further Equalities Impact Assessment will be completed once the new service options are finalised.

## 12. Consultation

- 12.1. No consultation has been completed as there is no legal duty to consult.

## 13. Appendices

- 13.1. **Appendix 1:**

Wheeled Bin Suitability Criteria Policy

## 14. Report Authorisation

<b>This report has been approved for publication by:</b>		
	<b>Name:</b>	<b>Date:</b>
S151 Officer	Joe Chesterton	17 January 2024
Monitoring Officer	Kim Sawyer	16 January 2024
Executive Director(s)	Alan Richards	17 January 2024
Relevant Cabinet Member(s)	Cllr Meg Davidson	17 January 2024

## Wheeled Bin Suitability Criteria Policy

### **1.0 New Standard Recycling and Waste Collection Service Methodology will be one only of the following options;**

- 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**

<b>Collection Methodology type (A or B)</b>	<b>ALL bins 180 litre in size (Single bin – 49cm(w) x 72(d)</b>	<b>All bins 240 litre in size (Single bin – 59cm(w) x 74cm(w)</b>
<b>Option A – twin stream (3 bins)</b>	147cm (width) x 72cm (depth)	177cm (width) x 74cm (depth)
<b>Option B – comingled (2 bins)</b>	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 communal bin facilities which will continue to be emptied on a weekly schedule or as demand requires.

2.3 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.

2.4 Properties will be assessed for their suitability by the new Waste Collection Contractor using agreed Wheeled Bin Suitability Criteria, as listed in 2.6. The assessment will take place in advance of the new services being rolled out, and each household will be informed of the decision in advance by letter.

2.5 There will be an appeal process in which a household may contact the Council to challenge the decision taken. Householders will be required to confirm how they do not meet the criteria for an appeal to be considered.

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 these 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 Appeal Process**

3.1 All properties whether initially assessed as being suitable or unsuitable will have the right of appeal.

3.2 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, which could require a secondary assessment of the property.

3.3 Use of an electronic form would be the most favourable option. Arrangements would be made for those without IT access or not computer literate to make contact via the call centre.

3.4 Exceptions will be managed via the appeal 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.