

**GENERAL PUBLIC SERVICES AND COMMUNITY SAFETY COMMITTEE – 13  
NOVEMBER 2014**

**PART I - NOT DELEGATED**

**5. ENVIRONMENTAL PROTECTION FEES AND CHARGES  
(DCES)**

**1. Summary**

1.1 To recommend to Members Environmental Protection fees and charges for 2015/16.

**2. Details**

**2.1 Trade Refuse & Recycling**

2.1.1 The current fees and charges for trade refuse collections are shown as Appendix A. These were agreed by Executive Committee on 14 October 2013. Members will note that the charges for recycling are 50% less than for trade, which is partly to encourage recycling and also takes into account the fact that the businesses are not paying disposal fees, inclusive of Landfill Tax, which is currently £108 per tonne.

2.1.2 Now that the Council has an agreement in place with Pearce Recycling Ltd, for the reprocessing of co-mingled dry recyclate (cans, plastics (excluding soft), glass, paper, cardboard, cartons and aluminium foil), we can now offer co-mingled trade recycling collections to businesses. This is a staffing resource-intensive exercise and it stands to reason that, as businesses increase the amount they can recycle, they will decrease the amount of residual waste that they dispose of, thereby requiring smaller residual waste bins to be delivered, in addition to larger recycling ones. Invoices are sent out on a 6-monthly basis and each invoice will need to be changed to reflect the respective business's adjusted costs.

2.1.3 In practice, each of the 640 businesses that we collect trade waste from will need to be visited and their needs assessed. Although this work will be prioritised for January 2015, it is unlikely to be completed in time for the sending out of invoices on 1 April 2015. It is therefore recommended that invoices be altered, with effect from 1 October 2015 and that this is explained to them at the time of visiting. For this reason, it is only recommended to invoke an inflationary increase of 2.5% to each charge, other than the ones outlined in 2.14 below.

2.1.4 Members will note that there is a cost of £90 for 50 trade waste sacks. These are only supposed to be given out to businesses which have access problems and cannot accommodate a wheeled bin. However many businesses argue that they need them because they do not generate much refuse.. Each bag can hold 120 litres of waste and they therefore receive a cheaper means of disposal, which may not cover costs. Collection of the bags can cause problems, in particular when they get split open and create litter. It is therefore recommended that the price of 50 sacks be increased to be the same as those for a 140 litre bin i.e. £158.75.

2.1.5 On occasions, the Council receives requests to alter trade waste contracts. This may be to change the name of a proprietor, or when a business wishes to reduce its costs. Some companies regularly change their contracts and for this reason, it is recommended that a £20 administration fee be levied each time a request is made to alter the contract details. This charge will only apply when

the request is initiated by the business i.e. not when the Council is initiating service changes i.e. moving to co-mingled recycling.

2.1.6 The trade waste collection service should always at least break even and ideally bring a profit. Officers believe that although implementing significantly reduced recycling charges may reduce income to the Authority, this reduction in income will be more than compensated for by the decrease in residual waste disposal charges payable by the Council (currently at £108 per tonne), together with any operational savings. The service, particularly in its infancy, will be regularly monitored and reviewed to ensure that it is operating at a profit and if necessary a further report will be brought back to the Committee to review the charges.

## 2.1.7 **Food Waste Collections in Schools**

2.1.7.1 Since the Council has started offering separate food waste collections to householders, several schools have contacted officers to ask if they too can receive them. As the scheme is in its infancy and crews have been struggling to complete existing rounds, whilst they get to learn the systems, officers have been advising schools that they will have to wait until February (after Christmas catch up) before joining the scheme.

2.1.7.2 Traditionally, schools have been offered recycling free of charge. However, officers have concerns about the large quantity of food collected from schools, particularly in the light of the free school meals initiative for children under the age of seven. If food waste were to be collected free of charge from schools and other educational establishments, it would mean that they could reduce down their trade waste bill substantially. This may impact on budgets, bearing in mind that trade waste must break even. For this reason, officers recommend charging schools for food waste collections at the agreed recycling rate for business i.e. 50% of the trade waste bill. This should still incentivise schools to participate, as it would be a cheaper solution than simply disposing of it. The charges could then be reviewed, when officers have a clearer understanding of the tonnages and volumes involved.

## 2.2 **Contaminated Bins in Flats**

2.2.1 If a bin in a domestic property is deemed contaminated, the householder is asked to remove the contamination before the bin is next collected. This is harder to manage in flats, as the person contaminating the bin cannot be easily identified. Therefore, once the crew identify on Livetrack that the bin has been contaminated, an enforcement officer visits to try and find evidence (letters etc) of who has been doing so. If they cannot, the Management Company or Housing Association is contacted and asked to pay £10 to have the bin emptied as trade waste. They are then able to levy an additional charge on their householders, through the annual management fee.

2.2.2 Although the £10 charge covered the collection and disposal cost of the bin, it does not cover the enforcement officer's time in visiting the site. Recycling used to only be offered in 240 litre bins at flats and now many have larger ones for the collection of co-mingled plastics. It is therefore recommended that the fees increase as shown in the table below:

Size of Bin	Recommended cost of Emptying
240 litre	£20
660 litre	£50
1100 litre	£75

2.2.3 It should be noted that, now recycling is co-mingled, contamination should reduce and therefore these charges will not increase income, but will at least ensure that all costs associated with contamination of bins are covered.

## 2.3 **Clinical Waste**

2.3.1 It is difficult to gauge the market. The fees and charges were increased for 2011/12 by 60% and there has been no increase to fees and charges since this date. The service currently breaks even, with income generated from commercial customers covering the costs of domestic clinical waste collections. A fee increase of 4.8% has already been built into the budget for next year, but officers believe that an overall increase of 10% can be justified, which would increase income to the Authority by £5,000 (over and above the budgeted 4.8%), if numbers of customers remain the same.

## 2.4 **Special Collections**

2.4.1 In 2014/15, the Council increased its fees for special collections from £27.50 for 3 items to £45 for 3 items, which brought it in line with other neighbouring authorities (see Appendix B). Since then, the number of special collections booked per annum has reduced by almost 20%. This was in line with the projected budget increase made at the time, however it is recommended that the fees for special collections are not increased again in 2015/16.

## 2.5 **Caddy liners**

2.5.1 The Council currently purchases caddy bags at a cost of £1.60 per roll and they are then passed onto outlets who sell them at £2.50, the incentive for selling them being that they retain the 90p profit. This means that the council only retains the profit from those caddy bags sold at Three Rivers House. There are costs associated with officers delivering these bags to the outlets and it is therefore suggested that the Council could sell the caddy bags to each outlet for £2.20 and ask them to sell them for £3.00. The Council sells approximately 10,000 caddy bags per year and therefore this would generate an income to the Authority of approximately £5,000.

2.5.2 The Council is receiving requests from residents to supply corn starch bags which fit the kerbside caddies. Advice being given at the current time is to use the smaller liners in the kitchen caddy and then empty these regularly into the kerbside caddy. The Council could however also sell these larger bags. The bags can be purchased for £2.25 for 50 and therefore it is proposed that the Council sells them for £3.75 per roll, with the vendor retaining 90pence per roll and the Council 60 pence. It is difficult to estimate how much income this would generate, but if numbers sold are similar to the kitchen caddies, it could be as much as £5,000.

## 3. **Options/Reasons for Recommendation**

3.1 When setting fees, a balance needs to be struck between maximising income and ensuring that no existing potential customer chooses to seek alternative arrangements. Officers believe that the suggested arrangements above will do this as far as it is possible to predict at this stage.

## 4. **Policy/Budget Reference and Implications**

4.1 The recommendations in this report are not within the Council's agreed policy and budgets.

5. **Financial Implications**

5.1 The table below shows the predicted (increase)/decrease in budgeted income to the Council, should Members agree the recommendations.

<b>CASH IMPLICATION</b>	<b>Current Year 2014/15 £</b>	<b>2015/16 £</b>
Clinical Waste		(5,000)
Contaminated Bins (Trade)	0	0
Special collections	0	0
Kitchen caddy liners	0	(5,000)
Kerbside caddy liners	0	(5,000)

6 **Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Customer Services Centre, Communications & Website, and Health & Safety Implications**

6.1 None specific.

7. **Risk Management and Health & Safety Implications**

7.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

7.2 The subject of this report is covered by the Environmental Protection service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

7.3 The following table gives the risks if the recommendations are agreed, together with a scored assessment of their impact and likelihood:

<b>Description of Risk</b>		<b>Impact</b>	<b>Likelihood</b>
1	Increased charges result in decreased uptake of services and lower overall income	II	E

7.4 The following table gives the risks that would exist if the recommendation is rejected, together with a scored assessment of their impact and likelihood:

<b>Description of Risk</b>		<b>Impact</b>	<b>Likelihood</b>
2	Charges do not rise adequately to cover costs	II	B

7.5 Of the risks detailed above 1 and 2 are already managed within the Environmental Protection Service plan.

7.6 The above risks are plotted on the matrix below depending on the scored assessments of impact and likelihood, detailed definitions of which are included in the risk management strategy. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood are plotted in the shaded area of the matrix. The remaining risks require a treatment plan.

Likelihood ↑	A						Impact V = Catastrophic IV = Critical III = Significant II = Marginal I = Negligible	Likelihood A = >98% B = 75% - 97% C = 50% - 74% D = 25% - 49% E = 3% - 24% F = <2%
	B		2					
	C							
	D							
	E		1					
	F							
			I	II	III	IV		
Impact →								

7.7 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of treatment plans are reviewed by the Audit Committee annually.

## 8. Recommendation

8.1 That the report be noted and any comments referred to the Policy and Resources Committee to then make any comments to Council.

To Council:

- 8.1.1 Trade waste and recycling fees are increased by 2.5%.
- 8.1.2 Schools be charged for food waste collections at the agreed rate for recycling i.e. 50% of trade waste costs.
- 8.1.3 The charges for contaminated bins in flats be increased to those shown in the table in paragraph 2.2.2.
- 8.1.4 The charges for trade clinical waste collections be increased by 10%
- 8.1.5 No increases be made to the charges for special collections.
- 8.1.6 The charge for sale of kitchen caddy liners be raised to £3.00, with the Council retaining 60 pence for each roll sold.
- 8.1.7 The Council introduces liners for kerbside caddies and sells them for £3.75 per roll of 50.

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## Background Papers

None

## Appendices/Attachments

- Appendix A – Trade Waste Collection Charges
- Appendix B – Special Collection Fees and Charges

## APPENDIX A – Trade Waste and Recycling Charges

### Standard Commercial waste collection

Container Size	Equivalent Sacks	Six Monthly charge	Weekly Charge
140 litre	1	£ 158.53	£ 6.10
240 litre	3	£ 178.76	£ 6.88
360 litre	4	£ 236.09	£ 9.08
660 litre	7	£ 313.66	£ 12.06
1100 litre	11/12	£ 416.79	£ 16.03

Trade Sacks\* for customers with access problems

50 sacks £ 90.00

### Charge for second and more collections

Container Size	Equivalent Sacks	Six Monthly charge	Weekly Charge
140 litre	1 1/2	£ 148.40	£ 5.71
240 litre	3	£ 168.64	£ 6.49
360 litre	4	£ 225.98	£ 8.69
660 litre	7	£ 303.55	£ 11.68
1100 litre	11/12	£ 407.17	£ 15.66

One-off charge for returning bins £50

Extra collection charge £15 (plus weekly charge)

Excess will be charged at the weekly charge (if done on collection day)

## Recycling Containers

### Co-mingled recycling

#### Weekly

Container Size	Equivalent Sacks	Six Monthly charge	Weekly Charge
140 litre	1 1/2	£ 79.27	£ 3.05
240 litre	3	£ 89.38	£ 3.44
360 litre	4	£ 118.05	£ 4.54
660 litre	7	£ 156.83	£ 6.03
1100 litre	11/12	£ 208.40	£ 8.02

### Fortnightly

Container Size	Equivalent Sacks	Six Monthly charge	Fortnightly Charge
140 litre	1 1/2	£ 39.64	£ 1.53
240 litre	3	£ 44.69	£ 1.72
360 litre	4	£ 59.03	£ 2.27
660 litre	7	£ 78.42	£ 3.02
1100 litre	11/12	£ 104.20	£ 4.01

### Charity Shops and Schools Waste

Container Size	Equivalent Sacks	Six Monthly charge	Weekly Charge
140 litre	1 1/2	£ 138.29	£ 5.32
240 litre	3	£ 145.02	£ 5.58
360 litre	4	£ 185.50	£ 7.13
660 litre	7	£ 215.86	£ 8.30
1100 litre	11/12	£ 222.18	£ 8.55

### Charge for second and more collections Waste

Container Size	Equivalent Sacks	Six Monthly charge	Weekly Charge
140 litre	1 1/2	£ 128.17	£ 4.93
240 litre	3	£ 134.91	£ 5.19
360 litre	4	£ 175.39	£ 6.75
660 litre	7	£ 209.12	£ 8.04
1100 litre	11/12	£ 211.60	£ 8.14

### Charge for business where property is used for domestic and commercial purposes

Container Size	Equivalent Sacks	Six Monthly charge	Weekly Charge
140 litre	1 1/2	£ 135.51	£ 5.21

240 litre	3	£ 155.01	£ 5.96
360 litre	4	£ 214.27	£ 8.24

**Charge for second and more collections**

Container Size	Equivalent Sacks	Six Monthly charge	Weekly Charge
140 litre	1 1/2	£ 125.67	£ 4.83
240 litre	3	£ 145.31	£ 5.59
360 litre	4	£ 178.73	£ 6.87

Charge for Charities/ school fetes (one-off events)

Delivery and collection Charge                      £40  
Then add

Container Size	Weekly Charge	
140 litre	£            5.32	per bin
240 litre	£            5.58	per bin
360 litre	£            7.13	per bin
660 litre	£            8.30	per bin
1100 litre	£            8.55	per bin

Recycling bins will be free of charge, unless they contain refuse upon removal in which case charges above apply

**Please note:**

All prices do not include VAT  
All prices include bin hire



**APPENDIX B**

**Comparison of Special Collection Fees & Charges**

SPECIAL COLLECTION FEES	
East Herts	Maximum 4 items (over 4 quote provided) 1 item = £23.00; 2 Items= £33.50; 3 Items = £43.50 4 Items= £54.00
	No Concessions
St Albans	£25 up to 6 items (inc white goods) Piano = £58.75 More than 6 Items = Quote (no concessions)
	Free if on Benefits
Hertsmere	£45 for 3 Items and £10 per item up to max of 5 items
	No concessions
Watford	up to 3 Items = £27.50; White Goods per Item = £27.50 TV/Elec per Item = £30.00 Other bulky/garden clearance = £70.00
	on benefits all costs half price
Dacorum	Up to 3 Items = £24.00 (£18 on benefits) Up to 6 items= £34.50 (£26 on benefits) over 6 + Quoted
Broxbourne	1 Item = £20 (benefits £15) 2 Items = £30 (benefits £22.50 3 Items = £45 (benefits 33.75) 1/2 Van = £59 3/4 Van = £74 Full Van = £95
Welwyn & Hatfield	Up to 4 items = £30 (£15 benefits) White Goods = £30 per Item (no concessions) Indoor Collection = £17 charge
Stevenage	Up to 6 Items = £45 (£22.50 on benefits)
North Herts	1st Item = £23.50 then £11.80 per item (Benefits 1st Item= £23.50 then £5.90 per item)