
Report to Council

Date of Meeting: 18 May 2023

Subject: Household Waste and Recycling Collection Policy

Report by: Strategic Director (Place)

1.0 Purpose

- 1.1 On 19 August 2021 the Council declared a climate emergency, recognising that climate change is one of the most serious challenges facing communities in Clackmannanshire, and agreed to develop a comprehensive Climate Change Strategy that will deliver a framework to ensure that all strategic decisions and budgets are in line with a shift to net zero greenhouse gas emissions by 2045.
- 1.2 On 11 August 2022 the Council agreed to reduce net greenhouse gas emissions to zero by 2040 in respect of its own operations. The management of waste constitutes a large proportion of the Council's own emissions and is integral to achieving these targets, as highlighted in Figure1.
- 1.3 A 'Strategic Waste Management Update' report was presented to Council on 16 December 2021 which updated Members on national changes in waste collection and disposal which are being brought about in order to end the practice of sending biodegradable municipal waste to landfill and to contribute to climate change targets, ensuring that Scotland's waste is managed in a sustainable way. The paper provided details of a review and options appraisal of the Council's household waste collection service to be undertaken by consultants funded by Zero Waste Scotland (ZWS).
- 1.4 A further report was brought before Council on 11 August 2022 and a joint procurement with Stirling Council for a waste disposal solution that ensures compliance with the aforementioned landfill ban was approved.
- 1.5 This report now outlines proposed changes to the Council's household waste and recycling collection service with direct reference to the options appraisal undertaken. To reduce carbon emissions, changes have been designed to prompt behavioural change amongst residents, driving improvements in recycling performance and resulting in a reduction of non-recyclable waste arising.

- 1.6 The proposed changes will ensure compliance with the Code of Practice (CoP) for Household Recycling in Scotland and future proof the Council's waste and recycling operations against further anticipated legislative and policy changes.

2.0 Recommendations

- 2.1 The Council agrees
 - 2.1.1 to adopt the following proposed changes to its household waste and recycling collection service - Option 3 of the options appraisal exercise:
 - 2.1.2 to introduce a new grey wheeled bin to households for the separate collection of paper, card and cardboard for recycling and for this bin to be emptied 4 weekly.
 - 2.1.3 to retain the existing blue wheeled bin for the separate collection of metal cans, plastic bottles, pots, tubs and trays and cartons for recycling and for this bin to be emptied 4 weekly.
 - 2.1.4 to empty the existing green wheeled bin for non recyclable waste 4 weekly.
 - 2.1.5 Garden and food waste collections to remain unaltered.

Considerations

- 3.1 The Waste service touches the lives of everyone who lives in Clackmannanshire. It is a multi million pound business that has to operate in a modern way embracing high standards of health & safety, quality management performance and protecting and enhancing the environment.
- 3.2 The Council has statutory responsibility for both waste collection and waste disposal. The Waste service collects waste from the 25,000 households in the County, as well as from schools, public buildings and local businesses. It also operates the Forthbank Household Waste Recycling Centre.

Current Recycling Performance and Future Targets

- 3.3 The Council achieved a recycling rate of 55.4% in 2019 (pre COVID), 48.6% in 2020 (during COVID) and 50% in 2021 (post COVID). These figures include kerbside collections, glass and textiles collected at bring sites and recycling at Forthbank Recycling Centre. According to official SEPA data, in 2021 the highest performing authority in Scotland achieved a recycling rate of over 58%, whilst Clackmannanshire Council was ranked 11th out of 32 for performance.
- 3.4 Zero Waste Scotland research states:

"It is often 'easier' to throw things away than recycle or reuse them, the cost incentives for consumers to recycle are weak and householders remain confused about what materials can be recycled. Whilst kerbside recycling

services are available to most households, over half of what households put into their refuse bins (green bins in Clackmannanshire) could indeed be recycled using existing recycling services”.

- 3.5 It is imperative that the Council further improves its recycling performance, as well as to comply with the numerous government targets listed below :
- Minimum of 70% recycling of **all** (not just household) waste by 2025
 - Minimum of 60% recycling of household waste by 2020, progressing towards a 65% municipal waste target by 2035 in line with EU targets.
 - 33% reduction of food waste, against a 2013 baseline, by 2025
 - 15% reduction of all waste, against a 2011 baseline, by 2025
 - Maximum 5% of all waste to landfill by 2025
 - Biodegradable waste to landfill ban by 01 January 2026
- 3.6 It is clear from the Scottish Government’s Circular Economy Bill consultation that they are proposing the introduction of powers for Scottish Ministers to set financial incentives to meet targets, or penalties should these targets not be met.
- 3.7 The Government is also proposing to take powers to enable Scottish Ministers to place additional requirements on local authorities regarding household collection services and to develop statutory guidance for provision of high-performance household waste services in different contexts. This is likely to lead to the Council having to comply fully with Scotland's Household Recycling Charter and supporting Code of Practice on a mandatory basis.
- 3.8 There are financial implications of not reducing the amount of residual waste sent for disposal due to the higher cost of re-processing residual waste.
- 3.9 Compliance will require significant changes to Council collection services and behavioural change from residents. This will be achieved through building upon the previous successful changes implemented in household waste collections via good quality communications, education and working in partnership with our communities. Residents expect changes to improve recycling performance.

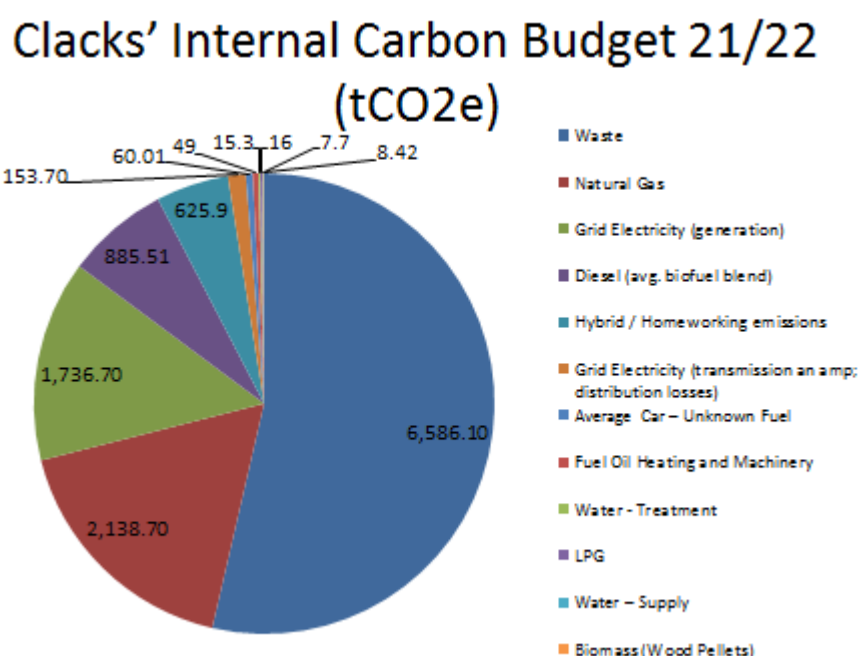
Carbon Emissions

- 3.10 The Council unanimously approved a new target to reach net zero emissions for its own operations by 2040 at its meeting on 11 August 2022. Given the local authority’s role in collecting and disposing of a range of municipal wastes, reducing the emission intensity of this process is crucial to achieving the new target.
- 3.11 Further enhancement of the Council’s recycling rate therefore constitutes a strong opportunity to build on this success and to continue to reduce our emissions while contributing to the net zero goals.
- 3.12 A greater recycling rate also improves resource efficiency and contributes to a transition towards a circular economy where materials are recycled as

opposed to the traditional approach of making items, using them and then throwing them away.

- 3.13 The waste emissions in the pie chart at Figure 1 are calculated in relation to the treatment and disposal of waste, using a formula that is used by public bodies to estimate the emission intensity of different waste types. Emissions from vehicle journeys to collect waste from households are included in the diesel part of the pie chart. Increased recycling and a reduction in mileage associated with the collection of waste will lead to a commensurate reduction in emissions.

Figure 1



- 3.14 The treatment of waste is the single biggest contributor to the Council's greenhouse gas emissions, therefore the recommendation to increase our recycling rate represents a significant opportunity to reduce carbon.

Household Recycling Charter and Code of Practice

- 3.15 The Council signed up to the Household Recycling Charter in 2017. The aim of the Charter is to provide consistent recycling services across Scotland to make recycling easier for householders across the country. The Code of Practice (CoP) Household Recycling in Scotland sets out a number of requirements that signatories are required to follow to maximise the quality and quantity of recycling.
- 3.16 One requirement is that fibres (paper, card and cardboard) and containers (metal cans, plastics and cartons) are collected separately for recycling. Collecting paper, card and cardboard separately from other recycling will ensure it stays clean and dry and can be fully recycled. With the use of a single blue bin for all recycling the Council is not currently compliant with the Charter. This must change, indeed compliance is likely to become a legal

requirement under the forthcoming extended producer responsibility (EPR) for packaging, and this will necessitate the introduction of another container.

- 3.17 Collecting paper separately from other recycling also makes financial sense as the sorting costs are significantly lower than when fibres and containers are mixed and the quality of paper, card and cardboard is higher, as the material is kept clean and dry, and it will consequently attract a better price.

Options Appraisal of the Waste and Recycling Collection Service

- 3.18 ZWS provided funding for an external assessment of Clackmannanshire Council’s kerbside waste collection service in 2021. The options appraisal carried out assessed the impact of the introduction of a deposit return scheme (DRS) on single use drinks containers, which is due to go live on 01 March 2024. The modelling presumed 90% capture of targeted materials (PET plastic, glass, steel and aluminium), diverting 668 tonnes from recycling (the blue bin) and 321 tonnes from residual waste (the green bin). It also looked at alternative ways of delivering kerbside collection services by providing cost, operational and performance information. Four different collection scenarios were modelled and the performance that the systems are estimated to deliver (informed by benchmarking exercises undertaken), the resources required and the financial costs of each option were evaluated.
- 3.19 In line with evidence across the UK, the options appraisal showed that restricting residual waste capacity remains one of the most effective ways to encourage householders to use the recycling services available to them. This in turn leads to a reduction in carbon emissions.
- 3.20 According to Waste Resources Action Programme (WRAP) local authorities who provide less weekly residual containment capacity tend to show higher yields of dry recycling, higher recycling rates and lower residual waste yields.¹

Table 1 – Options considered

Waste Containers (Bins/Caddies)	Option 1: 3-weekly collection of all bins	Option 2: 3-weekly residual and alternating fortnightly recycling	Option 3: 4-weekly residual and alternating fortnightly recycling	Option 4: 3-weekly residual and weekly kerbside sort recycling with boxes
Existing Grey Caddy (Food waste)	Weekly	Weekly	Weekly	Weekly
New Wheeled Bin (Paper, card and cardboard)	3-weekly	4-weekly	4-weekly	Weekly in boxes
Existing Blue Wheeled Bin (Metal cans, plastic BPTTF*, cartons)	3-weekly	4-weekly	4-weekly	Weekly in boxes

¹ <https://wrap.org.uk/resources/report/factors-influencing-recycling-performance>

Waste Containers (Bins/Caddies)	Option 1: 3-weekly collection of all bins	Option 2: 3-weekly residual and alternating fortnightly recycling	Option 3: 4-weekly residual and alternating fortnightly recycling	Option 4: 3-weekly residual and weekly kerbside sort recycling with boxes
Existing Green Wheeled Bin (Residual waste)	3-weekly	3-weekly	4-weekly	3-weekly
Existing Brown Wheeled Bin (Garden waste)	3-weekly	3-weekly	3-weekly	3-weekly

**bottles, pots, tubs, trays and film.*

3.21 All options assume separate collection of fibres and containers for recycling to ensure CoP compliance. Options 1 to 3 assume use of wheeled bins and existing vehicles for the collection of recycling. Option 4 assumes the use of boxes and new, stillage type vehicles which facilitate kerbside sorting of recyclables by collection crews. Food and garden waste collections remain unchanged in every case.

Table 2 – Advantages and disadvantages of each option

The 4 options are set out in comparison to the current status quo position and to enable each option to be assessed against the others

	Option 1: 3-weekly cycle for all bins	Option 2: 3-weekly residual and alternating fortnightly recycling	Option 3: 4-weekly residual and alternating fortnightly recycling	Option 4: 3-weekly residual and weekly kerbside sort recycling with boxes
Kerbside recycling rate, relative to 2021 baseline of 50%	+ c5%	+ c5%	+ c10%	+ c12%
Carbon emissions saved*	-45 tonnes CO2e	-47 tonnes CO2e	-453 tonnes CO2e	-514 tonnes CO2e
Budget Implication	Increased cost circa £100k	Potential reduced cost circa -£50k	Potential reduced cost circa -£93k	Increased cost circa +£250k

	Option 1: 3-weekly cycle for all bins	Option 2: 3-weekly residual and alternating fortnightly recycling	Option 3: 4-weekly residual and alternating fortnightly recycling	Option 4: 3-weekly residual and weekly kerbside sort recycling with boxes
Advantages/ Disadvantages	<p>Carbon emission reductions are very low.</p> <p>Smaller increase in recycling rate.</p> <p>2 extra vehicles required.</p> <p>Maintains existing flexible fleet.</p> <p>Maintains existing blue bins.</p> <p>Implementation timescales could be adversely impacted by delay in delivery of new vehicles due to global supply chain issues.</p> <p>Compatible with Stirling Council's kerbside recycling services.</p> <p>Residents need to accommodate an additional wheeled bin.</p> <p>Residents need to put bins out less often. Wastes properly contained in bin. No risk of litter.</p> <p>No increased H&S risk with another bin.</p>	<p>Carbon emission reductions are very low.</p> <p>Smaller increase in recycling rate</p> <p>No extra vehicles required</p> <p>Maintains existing flexible fleet</p> <p>Maintains existing blue bins</p> <p>Can be implemented quickly (only bins to procure).</p> <p>Compatible with Stirling Council's kerbside recycling services.</p> <p>Residents need to accommodate an additional wheeled bin.</p> <p>Residents need to put bins out less often. Wastes properly contained in bin. No risk of litter.</p> <p>No increased H&S risk with another bin.</p>	<p>Significant carbon reductions.</p> <p>Big increase in recycling rate.</p> <p>No extra vehicles required.</p> <p>Maintains existing flexible fleet.</p> <p>Maintains existing blue bins.</p> <p>Can be implemented quickly (only bins to procure).</p> <p>Compatible with Stirling Council's kerbside recycling services.</p> <p>Residents need to accommodate an additional wheeled bin.</p> <p>Residents need to put bins out less often. Wastes properly contained in bin. No risk of litter.</p> <p>No increased H&S risk with another bin</p>	<p>Significant carbon reductions.</p> <p>Big increase in recycling rate.</p> <p>8 new specialist vehicles required.</p> <p>Loss of flexible fleet and operational efficiencies.</p> <p>Blue bins would need to be retrieved and scrapped.</p> <p>Implementation timescales likely to be adversely impacted by delay in delivery of new vehicles due to global supply chain issues.</p> <p>Incompatible with Stirling Council's kerbside recycling services - would require new transfer loading arrangements at Forthbank.</p> <p>Residents need to accommodate (at least) two new boxes.</p> <p>Inconvenience for householders with weekly box collections. Boxes (with detached lids) increase risk of litter.</p> <p>Potential increased H&S risk for crews with boxes - manual handling, repetitive strain & musculo-skeletal injuries & claims.</p>

	Option 1: 3-weekly cycle for all bins	Option 2: 3-weekly residual and alternating fortnightly recycling	Option 3: 4-weekly residual and alternating fortnightly recycling	Option 4: 3-weekly residual and weekly kerbside sort recycling with boxes
	Small increase in staffing levels. Additional cost.	No impact on staffing levels. Cost neutral initially with potential to realise some small savings in longer term.	No impact on staffing levels. Cost neutral initially with potential to realise considerable collection efficiencies and savings in longer term.	Significant increase in collection staff required. Significant additional costs.

*The methodology of carbon reduction is based upon the proprietary Hermes waste collection model. This model is in an in-depth total capture of carbon dioxide equivalent² (CO₂e²) of each of the processes and materials involved in the authority's waste and recycling services.

Vehicle emissions, including kerbside collections and onward transport to waste treatment facilities. This includes any depots/transfer stations on the way to the waste treatment facility, but not beyond the facility; **Treatment emissions** e.g. including direct emissions released during the process and indirect emissions from process energy consumption, and; **Emissions avoided** through recycling and the generation of energy. Recycled materials displace virgin material consumption and energy generation at treatment centres displaces primary energy generation, avoiding the emissions caused by these activities. Here, negative emissions values indicate a net GHG benefit, i.e., a reduction in overall CO₂e in the atmosphere as a result of the activity*

3.0 Conclusion

Summary of Options

- 3.1 **'Do Nothing' Option- Not proposed** for the reasons set out in sections 3.6 to 3.8 above.
- 4.2 **Option 1 – Not proposed** achieves only a small improvement in recycling performance and hence reduction in carbon emissions. It requires additional vehicles and staff, which increase costs and could cause significant delays to implementation.
- 4.3 **Option 2 – Not proposed** achieves a small improvement in recycling performance and hence reduction in carbon emissions, with a small cost saving.
- 4.4 **Option 3 – Proposed** achieves a recycling performance which is only slightly less than for Option 4 and a large reduction in carbon emissions. This option

² CO₂e is a metric used to compare emissions of various GHGs, based on their global warming potential. Using this methodology, all GHGs can be added together and meaningful comparisons can be made between them.

is more cost effective, simpler to introduce and operate and does not present additional health and safety issues. It has the largest recycling improvement by cost benefit ratio. Also, residents will continue to receive a fortnightly recycling collection service

- 4.5 This option replicates the service operated by both Falkirk and Stirling Councils, whereby waste and recycling is collected using 4 wheeled bins and residual waste is collected 4 weekly. Alignment with Stirling's waste and recycling collection service is important as Clackmannanshire Council shares a waste transfer station with Stirling at which waste is amalgamated before being hauled to market. A combined tonnage of recyclates will help the Council achieve the best market price.
- 4.6 The reduction in the collection frequency of the residual waste wheeled bin from 3 to 4 weekly by Falkirk Council in 2016 led to a 20% reduction in residual waste yields and a 15% increase in recycling yields. This was also accompanied by an increase in food waste yields of approximately 15%. This improvement in performance illustrates what can be achieved by marginally reducing residual waste capacity further.
- 4.7 This option will enable the collection of additional materials for recycling e.g. soft plastic packaging (plastic bags, wrappers, pouches etc.), to be included in the metal cans, plastics and cartons bin in future when kerbside collection of these materials becomes compulsory, as part of the minimum standards described elsewhere in this paper.
- 4.8 As long as all waste is contained in the green bin and lids are kept closed there will be no public health implications such as flies and odours to consider. Furthermore, there is no reason why any green bin should contain food waste, which is collected separately on a weekly basis.
- 4.9 **Option 4 – Not proposed** in theory achieves the highest recycling performance and biggest reduction in carbon emissions, but introduces significant health & safety risks with the manual handling of boxes. It incurs considerable increased vehicle and staffing costs and would involve procurement of a new fleet of vehicles which would require major capital investment and cause significant delays to implementation.
- 4.10 **Conclusion.** Option 3 is the recommended option.
- 4.11 If Council agrees to this recommendation, an additional grey wheeled bin would be introduced to collect paper, card and cardboard separately for recycling. The existing blue wheeled bin would then be retained for metal cans, plastics and cartons collection.

Mitigating Measures to Assist Households in Meeting the Challenge

- 4.12 If households use every bin as intended then they will manage with 4 weekly refuse collections, given the wide range of recyclables that the Council collects. At the same time, it is appreciated that the introduction of another wheeled bin and reduction in collection frequency of residual waste will pose challenges to some households more than others. The Waste service will be able to accommodate and manage such cases via the following means and in line with the Council's Household Waste and Recycling Collection policy.

Bin Capacity

- 4.13 Larger households containing 6 or more permanent residents, those with medical needs and those having 2 or more children in disposable nappies would have the opportunity to apply for additional residual waste capacity. This approach is supported by the Environmental Health Team.
- 4.14 This would prompt direct, personal engagement in the form of a home visit from an Officer to undertake a waste audit. Practical advice about which items should be placed in each bin and how to conserve bin capacity by e.g. crushing plastic bottles and flattening cardboard will be provided.
- 4.15 In every case, householders would have to demonstrate that they are using all the recycling services available including food waste collections before their application was approved.

Accommodating an Additional Bin

- 4.16 Collections of residual waste from flats would remain weekly. Householders could be encouraged to share bins with neighbours (e.g. two single person households living next door to each other) where appropriate and the introduction of communal bins would be considered on a case by case basis, dependent upon property type.
- 4.17 Smaller households could be allowed the opportunity to have a smaller rather than standard sized additional bin or even to downsize all of their bins if it would allow them to physically accommodate them on their property more easily.
- 4.18 The Waste service is currently trialling a collection of Waste Electric and Electronic Equipment (WEEE) in Dollar using a wheeled bin located at The Hive. If the trial is a success this model could potentially be replicated across Clackmannanshire for the recycling of small electrical items.
- 4.19 The Council segregates an extensive range of different materials for recycling at Forthbank Recycling Centre. Plans for collecting items such as furniture on site for re-use, working in partnership with CTSI, are well advanced. The facility has had an extensive recent upgrade to encourage householders to recycle and supports moving to Option 3. This is further supported by the availability of 30 glass banks and 25 textiles banks sited across Clackmannanshire making it easier for residents to recycle these materials, offsetting the impact of the decrease in collection frequency of the green bin.

Communications

- 4.20 In order to drive recycling performance towards the 70% target the Council must focus on the behavioural change of residents. Direct engagement with residents and the capacity to respond to any queries or concerns about the new service will be key to success. To support this change a comprehensive communications strategy will be developed which will include targeted campaigns to provide information to residents on the transition to the new service as well as the practicalities of recycling.
- 4.21 Based on the level of activity required to ensure that this considerable information and behaviour change campaign is delivered successfully to reach

all our communities, the Waste service will lead on the production and delivery of a communications and engagement strategy for the service change, as well as the development of all communications and campaign materials. They will be supported by ZWS staff resource plus input from the in-house communications team.

- 4.22 The campaign will promote recycling and ensure clear and concise information is available to help communities understand the impending service changes. The strategy will involve using all channels to reach diverse audiences, including web, social media, and direct communication with individuals and community organisations. This will include attending local meetings and events in order to directly engage with residents about the new service, answering any queries that arise.
- 4.23 ZWS have created a range of leaflet templates and guidance to help local authorities communicate with households specifically about changes to waste and recycling collection services that relate to implementation of the CoP and to the reduction of frequency of residual waste collections. The intention is for the Council to fully utilise this support, which will mean that demand for the in house communications team resource will be kept to a manageable level.
- 4.24 The Waste team will continue to work collaboratively with schools and other Council services such as Property and Housing to change behaviours of staff and residents alike to maximise recycling rates.
- 4.25 It is anticipated that the service change will lead to an increase in telephone calls to the Council, particularly during key stages of the service change. An additional staff member will be recruited to work within the Customer Contact Centre on a 3 month fixed term contract, commencing 2 weeks in advance of 'go live' with the new service. This will provide the capacity to deal with all additional calls generated by the service change.

Project Timescales

- 4.26 It is intended that implementation of the new service will take place in October 2023.
- 4.27 This will enable new wheeled bins to be procured and the communications strategy to be properly developed and delivered.

5.0 Sustainability Implications

- 5.1 There are considerable carbon benefits to be achieved with an increase in recycling performance and a reduction in the amount of residual waste sent for disposal. The separate collection of fibres and containers should enable access to more local outlets, thereby reducing the carbon impact of the haulage of recyclables and also providing Community Wealth Building opportunities. The reduction in collection frequency of residual waste will also result in a reduction in vehicle emissions.

6.0 Resource Implications

- 6.1 A report was approved by Council on 11 August regarding the procurement of a 10-15 year residual waste treatment contract that ensured compliance with the ban on the landfilling of biodegradable municipal waste from 1 January

2026. This contract will not stipulate delivery of a minimum tonnage and so the Council has every financial incentive moving forwards to maximise recycling and reduce the tonnage of residual waste it sends for disposal.

- 6.2 Recycling, once containers and fibres are collected separately, will always be cheaper than the cost of disposal of residual waste to either landfill or waste to energy. Currently the Council pays a gate fee for the sorting of its co-mingled recycling. By comparison, Stirling Council generates a small income from the sale of its recyclables. There is no reason why Clackmannanshire Council cannot benefit from a similar contractual arrangement because all of the Council's kerbside collected recyclable wastes are delivered to a Stirling Council waste transfer station. It should be noted that market prices fluctuate for collected materials, particularly at the moment given the state of the world economy, and therefore the level of income that could be generated is very difficult to predict and wouldn't be known with certainty until contracts are awarded.

7.0 Financial Details

Capital Costs - Recycling Improvement Fund (RIF)

- 7.1 The Scottish Government launched the £70m 5 year RIF in 2021 to provide opportunities for capital funding for local authorities to improve recycling infrastructure and services.
- 7.2 The Council submitted an application to the RIF to cover the capital costs involved with the implementation of the waste collection service changes proposed in this report. These costs include the purchase and delivery to individual households of new wheeled bins, the purchase of communal bins to facilitate recycling at flats and short term storage of bins awaiting delivery if own premises cannot be utilised. The total value of the bid is £583,890. The production and delivery of communications materials i.e. leaflets and calendars were not able to be included in the bid.
- 7.3 The bid was approved in March, with the full amount of funding applied for being awarded to the Council. ZWS require confirmation that the Council will accept the funding and progress with its plans by 23 May 2023.

Revenue Costs

- 7.4 There are one-off implementation costs that will be incurred in year 1 of the project, however these are being met by either existing budgets or efficiency savings. These include:
- One off additional collections to ease the transition between the existing waste and recycling collection regime and the new, to ensure that households don't go an extended period of time between collections.
 - Additional staff resource in the Customer Contact Centre in the form of a Customer Services Advisor at Grade 4 for 3 months.
 - Printing of leaflets and calendars re: service changes and their delivery to households, as well as resources such as pull up banners, posters, flyers

and a gazebo for use at events and meetings, as well as paid for adverts on social media potentially.

- 7.5 Option 3 provides net savings of £40,000 in Year 1. From Year 2 we would anticipate estimated savings of £93,000 pa. Further potential savings may be achievable in the medium term. Estimates have been made for the first and second year of operations, however these can be affected by external factors such as volatility of recycle markets and hence the value of the newly separated recyclables. These will be fully confirmed and quantified once contracts are awarded, following a competitive procurement process.

Staffing

- 7.6 There will be year 1 costs associated with the implementation of Option 3, however these will be met from subsequent efficiency savings and additional income.
- 7.7 To support the recommendations within this report the Waste service will require an element of service redesign. There is currently a service redesign process ongoing and once concluded, this will enable staff to have increased responsibilities to support this key service change.
- 7.8 The service redesign is subject to ongoing consultation process with Trade Unions and staff.
- 7.9 It is proposed that additional staff resource in the form of a Customer Services Advisor on a Grade 4 is recruited on a fixed term or agency basis to help ensure the successful implementation of the new service. The postholder would be recruited to work in the Contact Centre for 3 months, starting in post 2 weeks in advance of 'go live', handling enquiries relating to the service changes.

Financial Summary

- 7.10 Option 3 year 1 total costs and associated savings are detailed below. Year 1 position returns a saving of £40,000 whilst from year 2 we expect to see a recurring saving of c£93,000.

Table 3

2023/24 Changes (Year One)	Costs	Impacts	Savings/ Income
Staffing (additional collections, weekend working at events, a Customer Services Advisor.)	c£18,000	To support the implementation of the new collection arrangements	-
Printing and separate delivery to households of communications materials i.e. 'warm up' postcard and information leaflet/calendar.	c£35,000	To support the implementation of the new collection arrangements	-

New structure roles and responsibilities	-	Net reduction in staffing costs.	£13,000
Procurement of new outlets for recyclables	-	Reduction in gate fee or generation of income from sale of separately collected fibres and containers.	£80,000
Total costs	£53,000	Total savings	£93,000
		Net Saving 23-24	£40,000

Finance Details

- 7.11 The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes
- 7.12 Finance has been consulted and has agreed the financial implications as set out in the report. Yes

8.0 Exempt Reports

- 8.1 Is this report exempt? Yes (please detail the reasons for exemption below) No

9.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

- (1) **Our Priorities** (Please double click on the check box)

- Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all
- Our families; children and young people will have the best possible start in life
- Women and girls will be confident and aspirational, and achieve their full potential
- Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies** (Please detail)

10.0 Equalities Impact

10.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes No

11.0 Legality

11.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

12.0 Appendices

12.1 None.

13.0 Background Papers

13.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

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