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(Tel: 01443 864420 Email: [sullie@caerphilly.gov.uk](mailto:sullie@caerphilly.gov.uk))

**Date: 30th March 2023**

To Whom It May Concern,

A multi-locational meeting of the **Cabinet** will be held in Penallta House, and via Microsoft Teams on **Wednesday, 5th April, 2023 at 1.00 pm** to consider the matters contained in the following agenda. You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided on request.

Members of the public or Press may attend in person at Penallta House or may view the meeting live via the following link: <https://civico.net/caerphilly>

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Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy Harrhy'.

**Christina Harrhy**  
CHIEF EXECUTIVE

## AGENDA

|                                     | Pages |
|-------------------------------------|-------|
| 1 To receive apologies for absence. |       |
| 2 Declarations of Interest.         |       |

A greener place Man gwyrdach



Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on the agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

3 Cabinet held on 22nd March 2023. 1 - 4

To note the Cabinet Forward Work Programme.

4 Cabinet Forward Work Programme. 5 - 8

To receive and consider the following reports on which executive decisions are required: -

5 A469 Troedrhifwuch Funding Requirement. 9 - 14

6 Sustainable Communities for Learning Band B Proposal - Update Trinity Fields School. 15 - 20

7 Waste and Recycling Strategy. 21 - 76

**Circulation:**

Councillors C. Andrews, S. Cook, E. Forehead, N. George, P. Leonard, S. Morgan, C. Morgan, J. Pritchard, J. Simmonds and E. Stenner

And Appropriate Officers

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# Agenda Item 3



## CABINET

### MINUTES OF THE MULTI-LOCATIONAL MEETING HELD AT PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON WEDNESDAY 22ND MARCH 2023 AT 1PM

#### PRESENT:

Councillor S. Morgan – Chair

#### Councillors:

J. Pritchard (Cabinet Member for Prosperity, Regeneration and Climate Change), S. Cook (Cabinet Member for Housing), N. George (Cabinet Member for Corporate Services and Property), P. Leonard (Cabinet Member for Planning and Public Protection), C. Morgan (Cabinet Member for Waste, Leisure and Green Spaces) and E. Stenner (Cabinet Member for Finance and Performance).

#### Together with:

C. Harry (Chief Executive), D. Street (Corporate Director Social Services and Housing), R. Edmunds (Corporate Director Education and Corporate Services)

#### Also in Attendance:

S. Harris (Head of Financial Services and S151 Officer), R. Tranter (Head of Legal Services and Monitoring Officer), L. Lane (Head of Democratic Services and Deputy Monitoring Officer), K. Peters (Corporate Policy Manager), A. Cullinane (Senior Policy Officer), M. Headington (Green Spaces and Transport Services Manager), L. Donovan (Head of People Services), S. Pugh (Head of Communications) E. Sullivan (Senior Committee Services Officer).

## RECORDING AND VOTING ARRANGEMENTS

The Leader reminded those present that the meeting was being live streamed, and a recording would be made available to view via the Council's website, except for discussions involving confidential or exempt items. [Click Here To View](#).

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. Morgan, E. Forehead, J. Simmonds and M.S. Williams (Corporate Director Economy and Environment)

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest received.

### **3. MINUTES – 8<sup>th</sup> MARCH 2023**

RESOLVED that the minutes of the meeting held on the 8<sup>th</sup> March 2023 be approved as a correct record.

### **4. CABINET FORWARD WORK PROGRAMME – TO NOTE**

Cabinet was provided with the Cabinet Forward Work Programme, which detailed the scheduled reports until 26<sup>th</sup> July 2023.

Following consideration and discussion, it was moved and seconded that the Forward Work Programme be noted. By a show of hands this was unanimously agreed.

### **5. STRATEGIC EQUALITY PLAN ANNUAL REPORT 2021-2022**

Consideration was given to the report which sought to update Cabinet on the progress made during the financial year 2021-2022 against actions in the Council's current Strategic Equality Plan 2020-2022.

Cabinet noted that the Council has a statutory duty to produce an annual report on equalities issues, the requirements are very detailed as to what relevant information must be included in order to ensure that the Equality and Human Rights Commission are provided with full evidence of the Council's compliance and commitment with its statutory duties and must be published by the 31<sup>st</sup> March the following year.

Cabinet was referred to section 5.3, 5.4, 5.5 and the case studies at section 5.6 of the Officer's report which detailed consultation and engagement exercises undertaken, provided a brief snapshot of key decisions and the many significant calendar dates that were marked and celebrated in the borough over the last year. These included Pride Cymru, Mental Health Awareness Week, Dementia Action Week, Diwrnod Shwmae and Armed Forces Day events.

Cabinet sought clarification as to the way in which training and awareness raising events were delivered and noted how the Strategic Equality Plan linked in with other strategies such as the Workforce Development Strategy. Cabinet also noted the ways in which Syrian and Afghan Refugees were being supported by the Council through the third-party provider Displaced People in Action to secure a variety of training opportunities, including transitioning existing qualifications to UK equivalent.

Cabinet placed on record their thanks to Anwen Cullinane for all her hard work and in particular her efforts in organising the Pride Caerffili event in June.

Following consideration and discussion, it was moved and seconded that the recommendations contained in the Officer's report be approved and by way of Microsoft Forms and verbal confirmation this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report the annual monitoring and improvement report be approved for publication on the Council's website by the 31 March deadline.

## **6. PUBLICATION OF GENDER PAY GAP DATA 2022 – EQUALITY ACT 2010 (SPECIFIC DUTIES AND PUBLIC AUTHORITIES) REGULATIONS 2017**

Consideration was given to the report which sought Cabinet approval for the publication of the Authority's Gender Pay Gap Written Statement 2022.

Cabinet noted that the gender pay gap did not stem from paying male and female employees differently for the same or equivalent work but was the result of the roles in which male and females currently work and the salaries that these roles attract and was more reflective of the causes of gender pay gap at a societal level. Most posts in the lower quartile being part time posts, continue to predominantly attract female applicants, due to the choice that women often make in terms of caring roles and family responsibilities.

Cabinet was assured that the Council's HR policies were open to males and females equally and provided staff with flexibility in terms of work/life balance whilst ensuring the delivery of services to its residents.

Cabinet also noted the positive impact of the foundation living wage on the mean and median figures.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved and by way of Microsoft Forms and verbal confirmation this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report the written statement attached at Appendix 1 detailing gender pay gap data for publication on the Council's website and the Government website online using the gender pay gap reporting service be approved.

## **7. GRASS CUTTING REGIMES**

Cabinet noted that the report had been considered by the Environment and Sustainability Scrutiny Committee on the 7<sup>th</sup> February 2023 and had been the subject of an All Members Seminar on the 24<sup>th</sup> October 2022.

Consideration was given to the report which sought Cabinet approval to amend grass cutting regimes across the county borough to enhance and promote biodiversity. Cabinet noted that allowing specific areas across the county borough and roadside verges to flourish would not only enhance the local environment but also assist in fulfilling the Council's statutory biodiversity duty and assist in its response to Climate Change and the Climate Change Emergency declared in 2019.

Cabinet noted that Officers would develop pro-active press releases to update Members and residents of the revised arrangements and the areas left to flourish would be actively monitored at various stages during the growing season to assess their suitability and to gauge success accordingly.

Cabinet further noted that the proposed approach would also contribute to the Decarbonisation Action Plan by reducing the use of petrol and diesel through reduced mowing and the carbon emissions associated with that but also the potential significant emission reductions in travelling to and from individual sites. The report set out eight areas as examples where an estimated annual saving of 8,616kgCO<sub>2</sub>, could be achieved. The promotion of grasses and wildflowers in this way also offers the potential for additional carbon sequestration.

Cabinet welcomed the report and its recommendations and the vital impact that this small change would make in terms on climate change and were pleased to note that the proposal had received cross-party support at Scrutiny.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved and by way of Microsoft Forms this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report: -

1. The recommendations made by the meeting of the Environment and Sustainability Scrutiny Committee on the 7th February 2023 as detailed in section 11 be noted.
2. The approach adopted during the 2021/22 cutting season as the standard going forward in relation to our highway verges and by-pass routes where mowing is kept to a minimum, in accordance with Traffic Wales guidance be approved.
3. The Council's commitment to the UK wide 'No Mow May' campaign and formal grass cutting does not commence until June with the exception of designated areas to include visibility splays and sight lines on highways; margins and access on footways/cycle routes; sports grounds; urban areas such as housing estates, municipal parks, older person accommodation, cemeteries; play/recreational public open spaces, which are maintained at the current cutting frequencies be approved.
4. The initial list of areas nominated by both relevant officers and local members within their respective wards as set out in Appendix 1, which could be allowed to flourish during the summer period be endorsed.
5. The Authority continues to provide wildflower seed packs to community groups on request as set out in Paragraph 5.11 of the report.

The meeting closed at 13.40 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held on 5<sup>th</sup> April 2023

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CHAIR

**Cabinet Forward Work Programme – 30th March 2023**

| Meeting date:       | Report title:  | Key issue:  | Report author:                | Cabinet Member:        |
|---------------------|--|---|-------------------------------|------------------------|
| 05/04/2023<br>13:00 | Draft Waste Strategy   | For Cabinet to agree the draft Waste Strategy.  | Marcus Lloyd                  | Cllr. Chris Morgan     |
| 05/04/2023<br>13:30 | A469 Troedrihwfuwch  | To seek Cabinet approval on an implementation plan to undertake a significant highway repair to the A469 north.   | Mark S Williams; Marcus Lloyd | Cllr. Julian Simmonds  |
| 05/04/2023<br>13:40 | Update on the Trinity Fields Band B project  | To provide Cabinet with an update on the Trinity Fields Band B project and to seek Cabinet approval on the additional budget required to deliver the project.   | Andrea West                   | Cllr. Carol Andrews    |
| 19/04/2023<br>13:00 | Additional Support delegation  | To endorse the proposed arrangements for the delegation of additional support funding to schools.   | Sarah Ellis; Keri Cole        | Cllr. Carol Andrews    |
| 19/04/2023<br>13:10 | Review of the Local Public Convenience Strategy  | To seek Cabinet approval for the Council's updated Local Public Convenience Strategy following a review and public consultation.  | Rob Hartshorn                 | Cllr. Philippa Leonard |
| 19/04/2023<br>13:20 | Multi-functional Cadet and Sports Pavilion at Morgan Jones Park and Parc Penallta Visitor Centre | To update Cabinet regarding the inability to progress previously approved proposals to build a multi-functional cadet / sports pavilion at Morgan Jones Park and a Visitor Centre at Parc Penallta and to seek Cabinet approval to implement alternative schemes at both locations and to release previously approved capital contributions back to the Authority's capital reserves. | Rob Hartshorn                 | Cllr. Chris Morgan     |
| 19/04/2023<br>13:30 | Suspension of Housing Repair Grants  | To determine whether Housing Repair Grants should be reinstated following their suspension during and post covid.   | Nick Taylor-Williams          | Cllr. Shayne Cook      |
| 19/04/2023<br>13:40 | Cwm Ifor Solar Farm Additional Cost Report   | This report seeks Cabinet approval for the additional costs of £180,000, to take the Cwm  | Paul Cooke & Anna Lewis       | Cllr. James Pritchard  |

**Cabinet Forward Work Programme – 30th March 2023**

| Meeting date:       | Report title:  | Key issue:   | Report author:             | Cabinet Member:        |
|---------------------|--|--|----------------------------|------------------------|
|                     |  | Ifor Solar Farm project to full business case, to be taken from previously earmarked service revenue reserves within the Decarbonisation Strategy funding allocation.  |                            |                        |
| 03/05/2023<br>13:00 | No items currently scheduled.  |  |                            |                        |
| 17/05/2023<br>13:00 | Court House Car Park, Blackwood – variation of parking charges   | To seek Cabinet approval to vary the parking charges in Courthouse Car Park, Blackwood to allow up to 1 hour parking free of charge for all users.   | Dean Smith; Marcus Lloyd   | Cllr. Julian Simmonds  |
| 17/05/2023<br>13:10 | Review of Licensing fees for Dog Breeders, Scrap Metal Dealers and Activities involving animals (Pet sales) 2023.  | The authority has a statutory duty to administer certain licences, registrations and permits and to set fees to recover the cost to the Authority in providing the service. The majority of Licensing fees are set by the two Licensing Committees with the exception of these fees which are the responsibility of the Executive. | Lee Morgan                 | Cllr. Philippa Leonard |
| 17/05/2023<br>13:20 | Proposed changes to the operation of the Welsh Church Acts Fund and the small Grants to the Voluntary Sector Fund. | To make changes, following a review by the Grants to the Voluntary Sector Advisory Panel, and recommend delegation to the Section 151 for future changes.  | Vicki Doyle/Stephen Harris | Cllr. Eluned Stenner   |
| 17/05/2023<br>13:30 | Exempt item - Proposed Mineral Working and Restoration of Bedwas Tips - extension of exclusivity agreement.        | Exempt item subject to Public Interest Test  | Marcus Lloyd               | Cllr. Julian Simmonds  |
| 31/05/2023<br>13:00 | No items currently scheduled.  |  |                            |                        |



**Cabinet Forward Work Programme – 30th March 2023**

| Meeting date:       | Report title:   | Key issue:   | Report author:  | Cabinet Member:       |
|---------------------|---|--|---|-----------------------|
| 14/06/2023<br>13:00 | Violence at Work Policy   | To approve version 4 of the Violence at Work Policy.   | Emma Townsend; Lynne Donovan  | Cllr. Nigel George    |
| 14/06/2023<br>13:10 | Youth Forum priority issues for the coming year.                    | Members of the Youth Forum will be requesting Cabinet support to resolve young people's priority issues 2023/24, including the key priority issue - life skills - we need more opportunities to learn new skills including living independently, budgeting, car maintenance and British Sign Language.   | Clare Ewings, Community Education Manager (Participation and Inclusion) Keri Cole | Cllr. Carol Andrews   |
| 14/06/2023<br>13:20 | Welsh Language Standards Annual Report 2022-23                      | To consider the Welsh Language Standards Annual Report.  | Anwen Cullinane/ Sue Richards   | Cllr. Nigel George    |
| 14/06/2023<br>13:30 | Corporate Plan (including Well-Being Objectives) 2023 to 2028       | To consider the Councils Corporate Plan and Well-being objectives 2023 to 2028   | Christina Harry; Ros Roberts  | Leader; Cllr. Stenner |
| 28/06/2023<br>13:00 | Local Housing Market Assessment and the Welsh Government Prospectus | For Cabinet to discuss and approve the Local Housing Market Assessment and the Welsh Government Prospectus. Welsh Government requires all Local Authorities to undertake a Local Housing Market Assessment and a Prospectus. The documents set out the requirement for housing within the county borough and is utilised to inform the LDP, the allocation of Social Housing Grant and the Council's own Caerphilly Homes development programme. | Nick Taylor-Williams; Jane Roberts-Waite  | Cllr. Shayne Cook     |
| 28/06/2023<br>13:20 | Development and Governance Strategy                                 | The establishment of the development strategy which details the principles, practices and governance arrangements which are needed to facilitate, enable and support the   | Nick Taylor-Williams; Jane Roberts-Waite  | Cllr. Shayne Cook     |

**Cabinet Forward Work Programme – 30th March 2023**

| Meeting date:       | Report title:  | Key issue:  | Report author:             | Cabinet Member:       |
|---------------------|--|---|----------------------------|-----------------------|
|                     |  | new build objectives of Caerphilly Homes now and in the future. It will tackle the challenges, the development process, development programme and strategic priorities. |                            |                       |
| 28/06/23<br>13:40   | Waste Strategy   | For Cabinet to consider the outcome of the public Consultation and approve the final Waste Strategy.  | Marcus Lloyd; Hayley Jones | Cllr. Chris Morgan    |
| 12/07/2023<br>13:00 | No items currently scheduled.  |   |                            |                       |
| 26/07/2023<br>13:00 | Annual Corporate Safeguarding Report plus the Annual Safeguarding Management Information Report. | To seek approval of the Annual Safeguarding reports.  | Gareth Jenkins             | Cllr. Elaine Forehead |
| 26/07/2023<br>13:10 | Day Services   | For Cabinet to consider and approve the new proposed Day Services Model.  | Jo Williams                | Cllr. Elaine Forehead |



## CABINET – APRIL 5<sup>TH</sup> 2023

**SUBJECT: A469 TROEDRHIWFUWCH FUNDING REQUIREMENT**

**REPORT BY: CORPORATE DIRECTOR FOR ECONOMY AND ENVIRONMENT**

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### **1. PURPOSE OF REPORT**

- 1.1 To seek Cabinet approval for Capital funding of £935k to allow progression and development of the detailed design and budget estimates for the next phase of the A469 Troedrhifuwch highway improvement.

### **2. SUMMARY**

- 2.1 Following the closure of the A469 in 2014 option analysis for alternative routes suggested a funding requirement of some £80m was required to construct a new section of highway. A feasibility report was presented to Welsh Government and it was requested that an extensive review of the existing carriageway condition was undertaken before any commitment to road diversions would be considered.
- 2.2 An initial study undertaken in 2016 indicated the likelihood that the failure mechanism of the road appeared to be a deep seated slip failure. Following further movement during Storm Dennis in early 2020, a resilient roads grant bid allowed for a more extensive site investigation. This investigation indicated that the depth and extent of the disturbed area within the landslip was not as great as that initially indicated, although the road cannot be fully opened without remediation works. Progress in 2020/21 identified potential solutions and outline proposals were developed in 2021/22. Early in 2022 Welsh Government decided to review any future development as part of a wide ranging national Roads Review. To mitigate delays CCBC funding of £300k was utilised in 2022/23 to commission a consultant to review the preferred designs and undertake WeLTAG Stage 1&2 reports, ecological surveys and commence land negotiations. Given further stability issues, it is suggested that securing funding to allow the development of the outline design of the preferred solution is a priority for 2023/24 to enable a final design to be completed and a works contact procured.
- 2.3 There is no current funding in place to take forward the project in 2023/24. A bid to the WG Resilient Roads Fund (RRF) was submitted in early February 2023 for £835k (CCBC have offered a circa 10% in principle matchfund i.e. £100k). On 14th February 2023 WG announced the outcome of its roads review and has agreed to support the

works to the A469 although no sum has been confirmed (this may be confirmed when the resilient roads fund grant awards are announced in the next 2-3 months).

- 2.4 Given the fact that the WG resilient roads fund (RRF) grant awards have not yet been announced, to support the further works necessary, it is recommended that Cabinet approves that total funding of £935k be set aside from Capital Earmarked Reserves. This funding will allow the project to continue to move forward in the short term (2023/24) and will permit monitoring and design works to continue.

### **3. RECOMMENDATIONS**

- 3.1 That Cabinet approves funding of £935k from Capital Earmarked Reserves to allow the project to continue to progress at pace in 2023/24 to ensure that additional monitoring is undertaken and design works are completed.
- 3.2 Should the RRG grant bid for £835k be approved in the coming weeks/months, it is recommended that Cabinet approve that the £835k is earmarked as match funding for the next RRF bid (in late 2023/24) for construction.
- 3.3 That officers bring forward further reports for Cabinet consideration once the design has progressed sufficiently to inform the works programme and to update Cabinet on any implications associated with that works programme.
- 3.4 That officers develop a detailed communication plan to ensure local residents and key stakeholders are fully engaged and informed throughout the development and implementation of this project.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To enable the development and implementation of the highway repairs required along the A469 Troedrhifwuch.

### **5. THE REPORT**

- 5.1 The A469 road between New Tredegar and Pontllytyn is a major link to the A465 Heads of the valley Trunk Road and a vital link for communities to the A4049 strategic highway to the south. In February 2014 accelerated movement resulted in the A469 between New Tredegar and Pontllytyn being closed for three months causing significant disruption to utility services, businesses, schools and residents in the area.

Funding was secured from the Welsh Government to undertake a highway resilience feasibility options appraisal study which was completed in July 2016.

The study concluded that the geotechnical risk for the site was likely to remain high and that it would be difficult, due to the size and scale of the stabilisation works required, to protect the highway from future movement. The study also looked at alternative route options to divert the A469 away from the slip area with overall costs estimates ranging from £60 million to £80 million. The study recommended further investigations to fully understand the nature and magnitude of the geotechnical risk posed by the landslip and that further investigations would be required.

5.2 Following storm Dennis in February 2020 further accelerated movement resulted in raised concerns about the overall stability of the highway corridor. As a precautionary measure the carriageway was reduced to a single lane under temporary traffic light control to reduce live and dynamic loading on the slip area. Funding was immediately secured under the resilient roads fund grant to allow further detailed investigation of the slip area. External geotechnical consultants were engaged to undertake an extensive and detailed site investigation to understand the nature and full extent of the slip, determine the current stability of the site and consider any options available to stabilise the area in both the long and short term.

5.3 From the site investigation, the consultants have been able to determine the current state of the slip in terms of stability. The minimum factor of safety that would be considered acceptable in situations like this is 1.3 and preferably 1.5 to ensure continued stability. The factors of safety calculated for the current situation range from 0.36 to 1.26, where anything below 1 indicates an active slip.

The analysis indicates that the general slip area is fluctuating above and below the equilibrium factor of safety of 1. It further indicates that external factors such as excessive rainfall and ground water can cause a reduction in the slip factor of safety and trigger movement. This is also further compounded by heavy dynamic and static loading from vehicle traffic.

Contrary to the 2016 study the findings from this most recent and more extensive investigation suggests that there are options available that can be implemented, which would ensure the integrity/stability of the highway corridor in both the short and long term.

5.4 The site investigation results and analysis have demonstrated that the slip area is currently in a cyclic state of periods of stability and instability. The periods of instability are typically triggered by some external factor such as extremes of weather (heavy rainfall) and to a lesser extent dynamic and static load changes. It is for this reason that maintenance works have been undertaken on several occasions to seal the surface cracking in the carriageway and footway to reduce the ingress of water through the surface, although this does not address the ground water issue. It is also the reason why temporary traffic management has been installed to limit traffic to the north bound lane which both reduces the dynamic and static loading by slowing vehicles down and reducing their number in the area at any one time.

While the foregoing actions go some way towards reducing the extremes of the triggered movement they in no way prevent it and as such the current restrictions in terms of single lane running and reactive repair will need to remain in place for the foreseeable future.

5.5 The recent site investigation study has demonstrated that there are economic solutions for stabilising the existing highway corridor, as opposed to the 2016 study which suggests otherwise. The next stage is to develop the design further to arrive at a final solution which can then be taken forward to procurement and construction phases.

5.6 Although the Roads review has agreed to support the works to the A469 there is no current funding confirmed by Welsh Government. To progress with the project further funding needs to be secured that will finance ongoing commitments and support future resilient roads bids.

5.7 An external consultant is already engaged to resource the project with project management support from the Engineering Projects Group. The current expenditure programme planned for 2023/24 is estimated at £935k as follows:

- Surveys £150k
- Design £600k
- Land Purchase £50k
- Accommodation Works £10K
- Project Management £100k
- Monitoring and Evaluation £15k
- Promotion £10k

5.8 The key milestones for the project delivery include:-

- Geotechnical Due Diligence Report Completed May 2020
- Highway Stabilisation Estimate Report Completed June 2021
- Extended Phase one habit surveys Completed Nov 21.
- Options Assessment Report Completed May 22
- Traffic Modelling to feed into WelTAG completed Jan 22.
- Landslip ecological appraisal v3 completed May 2022
- Landslip reptile survey report v1 Completed August 2022
- Landslip Peregrine Survey Report v1 Completed September 2022
- Ground Investigation Report – WYG (Final Version) issued Nov 2022
- WelTAG stage 1 & 2 completed December 2022
- Land Acquisition negotiations with Land Agent started November 2022.
- Detailed Design (external consultant appointed) November 22 to Spring 2024
- Procurement of Construction Contractor Summer 2024
- Construction Autumn 2024 currently estimated at 1 to 2 years

5.9 The current Resilient Roads funding bid submitted in February 2023 projects expenditure outcomes for the whole project. Should the bid be successful it is expected that funding for subsequent years will be forthcoming. The costs to date together with predicted costs within the funding bid are detailed below:-

|              |   |   |
|--------------|---|---|
| PRE 2022/23  | - | £723k (Actual costs)                                  |
| 2022/2023    | - | £294k (Actual costs)                                  |
| 2023/2024    | - | £935k (Current bid)                                   |
| 2024/2025    | - | £9620k (Estimated costs based on current information) |
| 2025/2026    | - | £4220k (Estimated costs based on current information) |
| 2026 onwards | - | £45k (Estimated costs based on current information)   |

## Conclusion

Given the specialist nature of the proposed engineering solutions a phased approach to procurement is suggested which is dependant on the outcomes of the survey work and further investigations.

The draft programme of works for 2023/24 includes:

- Ground investigation and reporting

- Borehole monitoring
- Drone survey
- Road repairs and CCTV survey
- Installation of an advanced warning system to include additional inclinometers and an automatic movement warning system to send alerts which turn traffic lights red to ensure the safety of road users,
- Ecology surveys
- Design prepared ready for procurement.
- Contractor procurement ( 2024/25)

An experienced consultant is already involved in the above activities although we may have to re-tender the design depending on any changes required following the most recent investigation results.

## **6. ASSUMPTIONS**

- 6.1 No assumptions have been made or were thought necessary.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 The IIA review has supported the need to reopen the road identifying wide ranging positive effects for all road users in doing so. Not progressing with the proposal could have negative impacts as the road could eventually fail and could close off or isolate communities.

### **[Link to Integrated Impact Assessment](#)**

## **8. FINANCIAL IMPLICATIONS**

- 8.1 The cost breakdown for the period 2022 to 2026 is outlined in 5.9 above.
- 8.2 There is no current funding in place to take forward the project in 2023/24. A bid to the WG Resilient Roads Fund (RRF) was submitted in early February 2023 for £835k (CCBC have offered a circa 10% in principle match fund i.e. £100k). On 14<sup>th</sup> February 2023 WG announced the outcome of its roads review and has agreed to support the works to the A469 although no sum has been confirmed (this will be confirmed when the resilient roads fund grant awards are announced in the next 2-3 months). If the £835K Welsh Government funding is granted, the surplus Capital approved by Cabinet could be utilised to match fund the next Resilient Roads Fund grant bid (for 2024/25).

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications associated with this report.

## **10. CONSULTATIONS**

10.1 The views of consultees have been incorporated and addressed within the report. There were no views which differ from the recommendations.

## 11. STATUTORY POWER

11.1 The recommendation to fund the design options addresses the authority's statutory duty to maintain the highway in a safe condition and promotes the well-being of our future generations.

Author: Chris Adams, Highway Engineering Group Manager

Consultees: Christina Harray, Chief Executive  
Mark S. Williams, Corporate Director for Economy and Environment  
Councillor Julian Simmonds, Cabinet Member for Highways and Transportation  
Councillor Tudor Davies, Chair of Environment and Sustainability Scrutiny Committee  
Councillor Adrian Hussey, Vice Chair of Environment and Sustainability Scrutiny Committee  
Local Members: Councillor Eluned Stenner, Cllr. Mark Evans, Cllr David Harse, Cllr Mansel Powell, Cllr Carl Cuss, Cllr R. Chapman  
Stephen Harris, Head of Financial Services and S151 Officer  
Rob Tranter, Head of Legal Services and Monitoring Officer  
Marcus Lloyd, Head of Infrastructure  
Lynne Donovan, Head of People Services





## CABINET - 5TH APRIL 2023

**SUBJECT: SUSTAINABLE COMMUNITIES FOR LEARNING BAND B  
PROPOSAL - UPDATE TRINITY FIELDS SCHOOL**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE  
SERVICES**

### 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to update Cabinet Members in relation to the Welsh Government's Sustainable Communities for Learning Band B Programme in respect of Trinity Fields School and Resource Centre.
- 1.2 The Project is seeking to build a new two storey extension within the curtilage of the existing Trinity Fields School and Resource Centre to accommodate an additional 80 places plus additional facilities. The current building will also receive a proportion of remodelling, refurbishment, and condition improvements to offer a whole school solution.
- 1.3 Cabinet Members are asked to approve that an additional £1,380,783 is set aside from the Authority's Place-Shaping Reserve in respect of the increased financial contribution required to complete the proposal for Trinity Fields School and Resource Centre as part of the Sustainable Communities for Learning Band B programme.

### 2. SUMMARY

- 2.1 Cabinet approved on the 5<sup>th</sup> October 2022 a revised proposal for a new two storey extension onto the existing Trinity Fields School and Resource Centre to accommodate 80 additional pupils with extra facilities for use by the school and wider community which is now progressing at pace.
- 2.2 Officers have undertaken a scoping exercise for a delivery partner and have progressed, using the SCAPE Framework, the appointment of Wilmot Dixon as our Delivery Partner.
- 2.3 A Pre-Construction Services Agreement (PSCA) will need to be signed by both the Authority and Willmott Dixon prior to the anticipated Ministerial approval of the Full Business Case by Welsh Government to ensure delivery of the project in time for the planned occupation date.

- 2.4 Welsh Government and Members have previously agreed in principle to earmark a total of £12,588,573 for the Trinity Fields School expansion, with a Welsh Government contribution of £9,441,429 (75%) and the Authority's contribution within this sum of £3,147,143 (25%).
- 2.5 The £12,588,573, was based on cost standards calculated in line with the Welsh Government Building Bulletin 104 which provides the building area formulae recommended for special schools and as such was not market tested.
- 2.6 The impact of inflation and other market forces on the construction sector, together with some additional enhancement works to the existing school building, have increased the total cost of the project to £18,111,704.
- 2.7 The project has been developed to ensure a cohesive whole school solution to include a new build extension element costing £13,811,704 and condition improvements to the existing school building costing £4,300,000.
- 2.8 As a result, there needs to be an increase of £5,523,131 of funding for the project overall. This will mean a revised Welsh Government contribution of £13,583,778 (75%) and a revised contribution from Caerphilly of £4,527,926 (25%).
- 2.9 Members are asked to approve an additional £1,380,783 be set aside from the Authority's Place-Shaping Reserve, on top of the £3,147,143 previously agreed.

### **3. RECOMMENDATIONS**

- 3.1 Cabinet Members are asked to agree:
  - a) A further £1,380,783 be set aside from the Authority's Place-Shaping Reserve to fund the cost of the expansion of Trinity Fields School and Resource Centre

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To ensure Cabinet Members are updated on the progress of the Welsh Government's Sustainable Communities for Learning Band B Programme in respect of the expansion proposal for Trinity Fields School and Resource Centre.
- 4.2 To ensure that funding is available to meet the additional costs of expanding the school.

### **5. THE REPORT**

#### **5.1 Band B**

- 5.1.1 The key aims of the Sustainable Communities for Learning Band B investment programme, outlined by Welsh Government, are:

- *Investment Objective One* - to provide efficient and effective educational infrastructure that will meet current and future demand for places

To include:

- The right number of places for the delivery of Welsh and English medium education
  - Addressing sufficiency issues where relevant
  - Reducing in Backlog maintenance costs for schools
  - Working towards Net Zero Public Sector Buildings in line with Welsh Government Carbon Reduction Commitments
- *Investment Objective Two* – to optimise the use of infrastructure and resources, to deliver public services for our communities.

This will include:

- Flexibility of our assets so that space and facilities available for our stakeholders are maximised.

## **5.2 Trinity Fields School and Resource Centre**

- 5.2.1 Cabinet approved on the 5<sup>th</sup> October 2022 a revised proposal for a new two storey extension onto the existing Trinity Fields School and Resource Centre to accommodate 80 additional pupils with extra facilities for use by the school and wider community which is now progressing at pace.
- 5.2.2 Officers have undertaken a scoping exercise for a delivery partner.
- 5.2.3 In order to meet the challenging timescales and complexities of the project the Council are proposing to utilise the SCAPE Construction Framework.
- 5.2.4 SCAPE is a direct award framework designed to accelerate essential projects and deliver them to the highest possible standard.
- 5.2.5 The Council has the ability to direct award under the SCAPE framework and will utilise Willmott Dixon as our Delivery Partner due to the value of the school being within the £7.5m - £75m category.
- 5.2.6 In accordance with the terms of the framework, this decision is based on previous and current experience of successful delivery of projects of a similar scale, complexity and sector specialism with Willmott Dixon, for example: Islwyn High School circa. £24 million; Idris Davies 3-18 School circa. £8.5 million; and more recently the Council's Housing Programmes via Welsh Government's Innovative Housing Programme funding.
- 5.2.7 Welsh Government and Members have previously agreed in principle to earmark a total of £12,588,573 for the Trinity Fields School expansion, with a Welsh Government contribution of £9,441,429 (75%) and the Authority's contribution within this sum of £3,147,143 (25%).
- 5.2.8 However, as reflected within a feasibility study undertaken by Willmott Dixon, market forces have resulted in significant inflationary increase within the construction sector since initial project inception.
- 5.2.9 The total cost of the project is now £18,111,704, this is as result of the new extension and significant additional investment into the refurbishment and remodelling of the

existing school site, such as a new roof and internal upgrades. Therefore, there is an overall project increase of £5,523,131, with a revised Welsh Government contribution of £13,583,778 (75%) and revised Authority contribution of £4,527,926 (25%).

- 5.2.10 Members are asked to approve an additional £1,380,783 be set aside from the Authority's Place-Shaping Reserve in order to meet the additional financial contribution.
- 5.2.11 A Full Business Case has been submitted to Welsh Government and is currently being scrutinised by its Business Case Scrutiny Group and Programme Investment Panel. The increased costing identified in 5.2.9 has been indicated in the Full Business Case as part of this process.
- 5.2.12 A Pre Construction Services Agreement (PSCA) will need to be made before the anticipated Ministerial approval of the Full Business Case from Welsh Government to ensure delivery of the project in time for the planned occupation date.

### 5.3 **Conclusion**

The proposal for Trinity Fields School and Resource Centre has progressed through the Statutory process as outlined by the School Organisation Code 2018 and has progressed through the planning application and procurement process.

The overall costs have increased as a result of Global supply chain issues, inflation and market forces.

To meet these additional costs and ensure this exciting project can be delivered, Cabinet are asked to approve an additional £1,380,783 from the Authority's Place-Shaping Reserve.

## 6. **ASSUMPTIONS**

- 6.1 It is assumed that the increase in project cost for the Authority will be no more than £1,380,783 in order to complete the project.
- 6.2 It is assumed that the completion date of September 2024 for the extension is achievable. However, refurbishment of the existing building will likely be after September 2024 and will be managed in conjunction with all parties.

## 7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 An Integrated Impact Assessment for this proposal was undertaken and updated as part of the School Organisation Code 2108 and consultation process and is published on the Council's website.

**Link to full Integrated Impact Assessment**

## **8. FINANCIAL IMPLICATIONS**

- 8.1 Welsh Government and Members have previously agreed in principle to earmark a total of £12,588,573 for the Trinity Fields School expansion, with a Welsh Government contribution of £9,441,429 (75%) and the Authority's contribution within this sum of £3,147,143 (25%).
- 8.2 However, currently market forces have resulted in significant inflationary increase within the construction sector along. This has been kept under close review and has been reflected within the updated project costs and feasibility study undertaken by Willmott Dixon.
- 8.3 The revised total cost of the project is now £18,111,704. An increase of £5,523,131 for the project overall and a revised Welsh Government contribution of £13,583,778 (75%) and revised Authority contribution of £4,527,926 (25%).
- 8.4 It is proposed that an additional £1,380,783 be set aside from the Authority's Place-Shaping Reserve in order to meet the additional financial contribution.
- 8.5 Any unspent allocation will be returned to the Authority's Place-Shaping Reserve.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications to the recommendations of the report at this time.

## **10. CONSULTATIONS**

- 10.1 The draft report was distributed as detailed below. All comments received have been reflected within the report.

## **11. STATUTORY POWER**

- 11.1 School Organisation Code 2018 (Welsh Government)  
School Standards & Organisation (Wales) Act 2013

Author: Andrea West, Sustainable Communities for Learning Manager

Consultees: Christina Harrhy, Chief Executive  
Richard Edmunds, Corporate Director of Education and Corporate Services  
Dave Street, Corporate Director, Social Services  
Mark S Williams, Corporate Director for Economy and Environment  
Councillor Carol Andrews, Cabinet Member for Education and Communities  
Councillor Teresa Parry, Chair of Education Scrutiny Committee  
Sue Richards, Head of Transformation  
Steve Harris, Head of Financial Services and S151 Officer  
Keri Cole, Chief Education Officer  
Sarah Ellis, Lead for Inclusion and ALN  
Sarah Mutch, Early Years Manager  
Paul Warren, Strategic Lead for School Improvement  
Jane Southcombe, Financial Services Manager  
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Steve Pugh, Corporate Communications Manager  
Liz Lucas, Head of Customer and Digital Services  
Ian Evans, Procurement and Information Manager



## CABINET - 5<sup>TH</sup> APRIL 2023

**SUBJECT: WASTE AND RECYCLING STRATEGY**

**REPORT BY: CHIEF EXECUTIVE**

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### 1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval for the Authority's draft Waste and Recycling Strategy 2023-2028.
- 1.2 To seek approval to undertake a 6 week public consultation on the proposed strategy and the associated service change options.

### 2. SUMMARY

- 2.1 Members are fully aware of the changes to our climate. Both UK and Welsh Government have set challenging climate change targets and the Council too has declared its own Climate emergency. The need to adapt our behaviours and practices both individually, organisationally and collectively is well rehearsed through these policy positions.
- 2.2 Set within this wider environmental context the Welsh Government have set an overall zero waste target by 2050 and challenging recycling targets for Councils. The current statutory target of 64% is already in place and a further 70% recycling target by 24/25. The Council's recycling performance is currently at 59% well below the levels required to achieve the statutory targets set by Welsh Government. This means that the Authority is at considerable risk of facing significant fines for not achieving the required performance targets. Presently, Caerphilly has the highest level of residual waste per person in Wales and a recent study of our waste arisings confirm that almost half of the contents of our residual waste (refuse) bin contains recyclable material. Dialogue with the Minister for Climate Change and senior officials in Welsh Government has led to a request for the Authority to submit a Waste & Recycling Strategy which is a document demonstrating how the Council and its residents are going to work differently to improve our performance. The proposed strategy document contains a wide range of measures focussing upon the waste hierarchy of Reduce, Reuse and Recycle.
- 2.3 The Council's proposed Waste and Recycling Strategy – "To 70% and beyond" (Appendix 1) sets out the significant changes we are looking to implement in order to meet the Welsh Government statutory recycling targets of 70% and beyond, with an overall aspiration to attain the higher level recovery targets and become an exemplar

local authority in the recycling sector.

2.4 The strategy focuses upon three key elements of interventions:

1. Diverting more recyclable materials from the residual waste stream.
2. Expanding recycling collection through new segregation streams, to ensure more material is collected and is of a higher quality.
3. Improving the performance, offer and overall resident experience at our household waste recycling centres (HWRCs).

### **3. RECOMMENDATIONS**

3.1 To consider and approve the proposed draft Waste and Recycling Strategy for public consultation.

3.2 A further report is presented to Cabinet following the public consultation.

3.3 That Environment and Sustainability Scrutiny Committee is asked to establish a Task and Finish group to help develop the necessary policies and procedures to support the waste strategy.

### **4. REASONS FOR THE RECOMMENDATIONS**

4.1 To ensure Caerphilly is able to achieve the required Welsh Government statutory recycling target of 70% in 2024/25.

4.2 To ensure Caerphilly is best placed to move beyond the required 2024/25 recycling target of 70% in subsequent years and be best placed to work towards the zero waste 2050 Welsh Government aspiration.

4.3 If no improvement is made in recycling performance the authority could be subject to Welsh Government infraction penalties of around £2M for not meeting statutory recycling performance targets.

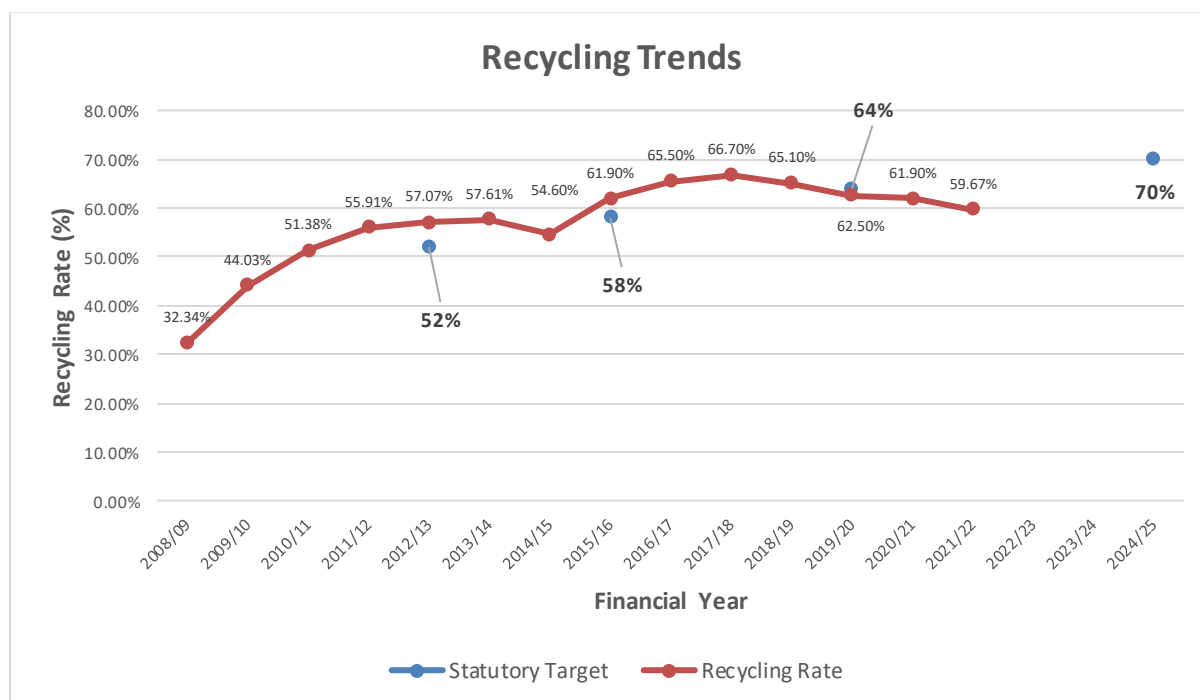


## 5. THE REPORT

5.1 The Welsh National Waste Strategy, Towards Zero Waste was launched on 21 June 2010. The strategy set out a series of challenging statutory recycling targets for Local Authorities to deliver. These are as outlined below:

|  | 2010/12 | 12/13 | 15/16 | 19/20 | 24/25 |
|--|---------|-------|-------|-------|-------|
| <b>Min. levels of reuse &amp; recycling/composting (or AD)</b>   | 40%     | 52%   | 58%   | 64%   | 70%   |
| <b>Min. proportion of reuse/recycling/composting from source separation*</b>                           | 80%     | 80%   | 80%   | 80%   | 80%   |
| <b>Max. level of landfill</b>  | -       | -     | -     | 10%   | 5%    |
| <b>Max. level of energy from waste</b>   | -       | -     | 42%   | 36%   | 30%   |
| <b>Min. levels of preparing for reuse (excluding Waste Electrical and Electronic Equipment (WEEE))</b> | -       | 0.4%  | 0.6%  | 0.8%  | 1.0%  |

5.2 Caerphilly's recycling performance is outlined below alongside the Welsh Government statutory targets. As Graph 1 illustrates, Caerphilly has historically performed well against Welsh Government targets however, over the last 3 years recycling performance has declined. Performance for 2019/20 of 62.51%, 2020/21 of 61.90%, and 2021/22 of 59% all fell below the statutory target of 64%.



- 5.3 Through the Waste (Wales) Measure 2010, the Welsh Government (WG) made recycling targets from 2012-13 and beyond, statutory targets. This status allows Welsh Government to levy financial penalties against Council's that fail to achieve them. The statutory targets are weight based and have increased gradually over time. In the current national Welsh Government waste strategy "Beyond Recycling - A Strategy to make the Circular Economy in Wales a reality", the Welsh Government has stated they will work with Local Authorities and other key partners to develop further future recycling targets in line with their pathway to zero waste, with the ultimate aim of achieving 100% recycling by 2050. Welsh Government indicate that they will put in place further minimum statutory recycling targets for Local Authorities beyond 2025, potentially at a level of 80% by 2033.
- 5.4 It is clear, that in order to meet the current recycling statutory targets and those in future, we must change our current approach. In order for Caerphilly to achieve the required recycling performance a number of changes to service provision is needed, alongside a comprehensive and tailored approach to communication and engagement in order to assist behavioural change.
- 5.5 It has been identified that this can be addressed with a phased approach with the more immediate short term quick wins being proposed to be delivered during Autumn 2023.

### **Phase 1 – Autumn 2023**

#### **a) Service enhancements at the Household Waste Recycling Centres (HWRC'S)**

##### **Proposal - Appointment service to facilitate access to the HWRC services**

- 5.5.1 This initial proposed service change involves the introduction of an appointment service in order for residents to access the network of Household Waste Recycling Centres (HWRC's). The Authority presently operates 6 sites 363 days of the year (noting that most of our neighbouring Authorities provide only 1 or 2 sites).
- 5.5.2 An appointment service for residents to access HWRC's is in place at Council areas across the country and offers a range of benefits, including a personally allocated time slot and safe space for a resident to drop off their waste and recyclable materials without the need to queue.
- 5.5.3 It also allows for site attendants to be prepared to offer individual support with advice, guidance and assistance with sorting and offloading.
- 5.5.4 An appointment service helps to reduce traffic build ups as presently the sites are susceptible to congestion at peak times of the week and busy parts of the respective seasons.
- 5.5.5 In short the appointment service creates a safer place for both residents to drop off and staff to work and operate machinery. The sites would have a controlled flow of users and this helps with planning movements of skips and containers from sites to the various recovery facilities and final disposal outlets.
- 5.5.6 Moreover, an appointment system will undoubtedly help control the levels of misuse we are presently experiencing from people living outside our County Borough which is likely to increase as neighbouring Councils further tighten their policies around refuse collection. It will also greatly assist with the redirection of significant amounts of builders and rogue trader waste that is still entering our HWRC sites despite our best

endeavours to stop this particular practice.

Proposal – Pre-sort all waste at the HWRC's

- 5.5.7 In order to improve our performance we recognise that we have to reconfigure the layout of our HWRC sites to make it easier to recycle and not so easy to simply throw everything into the general waste skip. It is proposed to provide more skip containers for a wider range of recyclable materials (carpets, mattresses etc.) and this coupled with a requirement to pre-sort all waste upon arrival at the site will assist with the achievement of improved recycling and recovery rates.
- 5.5.8 The need to pre-sort all waste would be explained at the appointment booking stage and site attendants would verify that residents, on arrival, had pre-sorted their waste before being allowed to proceed to the HWRC tipping points. Attendants will offer residents assistance with this upon arrival at the sites.

**5.6 b) Reconfiguration of Kerbside Collection Services.**

Proposal – reduce the frequency of visits per year to empty residual waste (refuse) bins.

- 5.6.1 A recent detailed compositional analysis of our residual waste has told us approximately 50% of the waste in the residual waste bin can be recycled. This option has already been implemented by many of our neighbouring Councils with the aim of increasing participation in the recycling collection services. From experience of other Welsh Local Authority's and further afield, reducing the frequency of residual waste collections offers clear evidence that residents do make significant efforts to take recyclable material out of their residual waste bin and place it in the more appropriate food/dry recycling containers which would continue to be collected weekly.
- 5.6.2 Food waste and dry recycling would remain at weekly collections and an appropriate communications campaign would accompany the service change to promote these continued weekly collections.
- 5.6.3 However, we are seeing those Councils that have already embedded 3 weekly residual collections, are now considering a further change to 4 weekly collections in order to achieve 70% recycling and beyond.
- 5.6.4 With this change alone, and assuming that the majority of residents will not contaminate their brown recycling wheeled bins, an improvement of up to 6.76% is predicted if the 4 weekly option was selected and just over a 4% improvement if the 3 weekly option was chosen.
- 5.6.5 The performance differential, the number of changes to the service for our residents, as well as implementation costs are matters we must consider carefully, alongside the need to increase our recycling performance from 59% to 70% within a very tight timeframe over the next 18 months or so.
- 5.6.6 Introducing this change would be complimented by a change to present collections rounds as the fleet would be servicing zones in a convoy operation. Improved logistics, lends itself to a reduction in missed collections, complaints and a more fuel efficient and decarbonisation friendly service. This will also allow us to synchronise all collection services so that the majority of residents can benefit from all their bins, caddies, containers and bags etc. being picked up on the same prescribed day.

## 5.7 **c) Delivery of Ancillary Services**

Whilst the implementation of a three or four weekly residual waste collection (refuse) service could be considered a challenge for some, we recognise that there are certain groups with protected characteristics who will require additional/special assistance to deal with the type and amount of waste generated.

### 5.7.1 Proposal – Absorbent Hygiene Product Collection

This will require the provision of a new collection service for Absorbent Hygiene Products (AHP). This will be a request based service and residents will be assessed on their individual circumstances. It is proposed that colour coded bags are provided as this aligns with how other Authorities operate this system effectively. This new weekly collection service is proposed should the 4 weekly residual waste collection service be favoured.

### 5.7.2 Proposal – Additional bin capacity

Additional recycling bins and food waste caddies will be provided free of charge to those who require additional recycling capacity. Additional residual bin capacity will only be offered following an individual assessment. It is expected that the number of additional residual bins provided would be minimal.

Furthermore, it is proposed to offer composting bins at a subsidised rate in order to encourage the re-use of garden waste.

## 5.8 **d) Delivery of Bio Bags**

### 5.8.1 Proposal – to provide free food waste bio-degradable liners

Presently the amount of food waste recycled per head of population is within the bottom quartile performance across Wales. Participation levels in the weekly food waste caddy emptying service are low across the county borough and this is reflected in the tonnage sent to the anaerobic digestion compared to the amount still being placed in wheeled refuse bins.

We recognise the importance of diverting this food waste out of the wheeled refuse bins and into the food waste caddies. To facilitate an increase in participation it is proposed to offer one year's worth of bio bags free of charge (with a review thereafter) to all residential properties so that householders can readily take part in the presently underused weekly collection service. We will, initially, deliver to every property 6 months-worth of bio-bags together with a complimentary information pack to show how and what to recycle.

During the second part of the year residents will be able to collect additional bio bags (free of charge) from our network of Council buildings situated across the County Borough.

The supply of bio-bags to all residents is estimated to increase participation in the food waste recycling caddy emptying service and in turn, contribute to an improvement in recovery rate of around 1%.

## 5.9 e) The use of Digital Technology

In line with the corporate digitisation strategy we are looking to maximise opportunities to work smarter and this will focus upon i) developing an appointment system for residents to access the HWRC sites ii) incorporating technology into the collection vehicles to help record data on overall participation rates and matters requiring further action. This technology will provide live links to the back office functions, allowing officers to respond proactively rather than reactively.

Digital technology will help target areas for improvement and a targeted and individual approach to education and communication at the kerbside and this will result in an estimated recovery rate improvement of around 1%.

## 5.10 **Phase 2 – late 2023/24**

5.10.1 The second phase proposals will include consideration of:

- The kerbside collection of dry recyclables and associated infrastructure requirements,
- Garden waste collection service
- Trade waste collection
- Household Waste Recycling Centres Review
- An education campaign to champion waste minimisation

These options will be considered at a later date in detail and will be subject to associated public consultation and captured within future reports to Cabinet.

5.10.2 The introduction of an appointment service to access the HWRC sites complimented by the introduction of pre-sort requirements is estimated to achieve an increase in recovery rates of up to 3%.

## 5.11 **Communications and Education**

5.11.1 To achieve success we need to work with our communities to encourage participation and further educate residents about CCBC's circular economy and how through individual actions, taken collectively, can make a positive and significant impact towards considering our waste as a valuable resource.

5.11.2 We recognise our previous approach to communication has not been targeted to individuals or sustained over the long term. The importance of timely and appropriate communications and engagement cannot be underestimated in order to drive the behavioural changes that we are seeking.

5.11.3 To gain a deeper insight into the behaviours and perceived barriers at a local level to recycling, the Council has embarked upon a data gathering programme, using the principles of behavioural psychology to inform a far reaching, targeted and sustained communication, engagement and behavioural change programme.

5.11.4 The Communications strategy will be multifaceted and will include a range of methods to ensure the largescale re-education programme is complimented by targeted campaigns using real time data and behavioural change techniques.

5.11.5 Following the focussed re-education and engagement programme, the Council will consider a formal targeted enforcement programme if deemed necessary.

#### 5.12 **Elected Member Involvement**

It is suggested that Members are involved in shaping the policies and procedures that are necessary to support the waste strategy. It is therefore proposed that a scrutiny Task and Finish group is established consisting of up to a maximum of 10 Members with all Scrutiny Committee Members invited to express an interest. The group will report to the Environment and Sustainability Scrutiny Committee or a Joint Scrutiny Committee meeting, with its finding and recommendations.

#### 5.13 **Gauging Public Opinion**

As previously stated, we cannot do this alone and the support and participation of our residents is essential. It is important that our residents shape the proposals therefore it is proposed to undertake a far-reaching consultation process on the proposals.

The consultation process will utilise a range of systems to ensure that the consultation process is fair, equitable and representative. The 6 week consultation will commence 6<sup>th</sup> April 2023 and a further report will be considered by the Council's joint scrutiny and Cabinet thereafter.

#### 5.14 **Performance impact**

The cumulative impact of the Phase 1 proposals, supported with the comprehensive communication and engagement programme, is estimated to result in an overall improvement in recycling/recovery rates of up to 12 % (based upon 4 weekly residual collection) and up to 9% (based upon 3 weekly collection). With the current recycling/recovery rate at approximately 59%, these additional improvements can move us towards the required 2024/25 target of 70% and beyond.

### 6. **CONCLUSION**

The Council's Waste and Recycling service needs to improve and the service changes proposed will help us realise the next statutory target and beyond. Whilst there are challenges to delivering such wide-ranging changes, we are not alone as this is a task faced by most of the Councils across Wales and many are currently planning similar service changes. However, the added challenge we have is that we have a big leap to make in terms of improving our recycling performance in a relatively short period of time. Ultimately, we can only achieve this working with our residents. Our Team Caerphilly approach will help us deliver our ambition of being an exemplar recycling Council and importantly taking positive action now to preserve the Caerphilly of tomorrow.

The proposed Phase 1 improvements will assist in achieving the required 2024/25 WG recycling performance target of 70%. The Phase 2 proposals will further enhance the performance to assist in moving beyond 70% and working towards the proposed 2050 zero waste target.

Indications are that the three weekly collection changes will not achieve the required Welsh Government performance target, whereas the four weekly collection option is likely to ensure the Welsh Government performance target of 70% in 2024/2025 will be achieved.

## 7. ASSUMPTIONS

Throughout all the proposals it has been assumed that the necessary assumptions in behaviour changes and participation rates are realised. The projected forecasts associated with the estimated improvements proposed have been reviewed and verified independently by WG commissioned consultants.

## 8. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 8.1 The respective IIA forms have been drafted and can be found via the links below. They provide contingency arrangements to meet the needs and aspirations of our residents with protected group characteristics and special requirements. These will be further refined following consideration of the public consultation feedback.

[Link to IIA-form-waste-strategy-report](#)

[Link to IIA-form-hwrc-booking-system-a-pre-sort](#)

## 9. FINANCIAL IMPLICATIONS

- 9.1 There are considerable financial implications associated with the delivery of the draft Waste & Recycling Strategy. The 2023/24 budget for this area is circa £12 million. Indicative costs and potential savings, **based on the 4 weekly residual collections**, are detailed in the following tables and indicate a £979,000 saving: -

### Indicative Costs – 4 Weekly Collection

| Description  | One-off Costs<br>£000's | Annual Costs<br>£000's |
|--|-------------------------|------------------------|
| Increase in Dry Recycling costs arising from redirected residual waste   | -                       | 521                    |
| Increase in Green Recycling costs arising from redirected residual waste | -                       | 205                    |
| Increase in Food Recycling costs arising from redirected residual waste  | -                       | 60                     |
| Additional staff for Absorbent Hygiene Product (AHP) collection service  | -                       | 288                    |
| Three new vehicles for AHP collection service                            | 300                     | -                      |
| AHP Liners   | -                       | 42                     |
| Digital technology for HWRC appointment system and in-cab system         | 45                      | 131                    |
| Provision of food liners for food waste                                  | 158                     | -                      |
| Additional staff at Household Waste Recycling Centres (HWRC's)           | -                       | 263                    |
| Rebranding of vehicles and equipment                                     | 84                      | -                      |
| Communications campaign – promotion, letters, leaflets etc.              | 57                      | -                      |
| Fixed-Term Communications Officer  | 47                      | -                      |
| <b>TOTAL: -</b>  | <b>691</b>              | <b>1,510</b>           |

### Potential Savings – 4 Weekly Collections

| Description   | Potential Annual Savings<br>£000's |
|---|------------------------------------|
| Projected reduction in residual waste tonnage   | 1,601                              |
| Reduction in tonnage through implementation of black bag ban (pre-sorting of waste at HWRC's) | 888                                |
| <b>TOTAL: -</b>   | <b>2,489</b>                       |

9.2 Indicative costs and potential savings, **based on the 3 weekly residual collections**, are detailed in the following tables and indicate an £882,000 saving: -

### Indicative Costs – 3 Weekly Collection

| Description   | One-off Costs | Annual Costs |
|---|---------------|--------------|
|   | £000's        | £000's       |
| Increase in Dry Recycling costs arising from redirected residual waste                      | -             | 311          |
| Increase in Green Recycling costs arising from redirected residual waste                    | -             | -21          |
| Increase in Food Recycling costs arising from redirected residual waste                     | -             | 44           |
| Additional staff for Absorbent Hygiene Product (AHP) collection service and Disposal (106K) | -             | 288          |
| Three new vehicles for AHP collection service   | 300           | -            |
| AHP Liners  | -             | 42           |
| Digital technology for HWRC appointment system and in-cab system                            | 45            | 131          |
| Provision of food liners for food waste   | 158           | -            |
| Additional staff at Household Waste Recycling Centres (HWRC's)                              | -             | 263          |
| Rebranding of vehicles and equipment  | 84            | -            |
| Communications campaign – promotion, letters, leaflets etc.                                 | 57            | -            |
| Fixed-Term Communications Officer   | 47            | -            |
| <b>TOTAL: -</b>   | <b>691</b>    | <b>1,058</b> |



### **Potential Savings – 3 Weekly Collections**

| <b>Description</b>  | <b>Potential Annual Savings</b> |
|---|---------------------------------|
|   | <b>£000's</b>                   |
| Projected reduction in residual waste tonnage   | 1,038                           |
| Reduction in tonnage through implementation of black bag ban (pre-sorting of waste at HWRC's) | 902                             |
| <b>TOTAL: -</b>   | <b>1,940</b>                    |

- 9.3 Whilst there will be significant annual costs arising from the proposed changes in the draft Waste & Recycling Strategy, it is anticipated that these will be offset by savings through reductions in residual waste tonnages and the pre-sorting of waste at HWRC's. As mentioned above, these figures are indicative at this stage, and will be refined over the coming months. Depending on what decisions are ultimately made the ongoing net financial impact will be factored into the budget setting process for the 2024/25 financial year.
- 9.4 Projected one-off costs as detailed above total £691k, and these will need to be funded through the use of reserves. Firm funding proposals will be presented to Cabinet in a future report.
- 9.5 It is important to stress that the council will face potential WG financial penalties for not achieving recycling targets, equating to £200k for each percentage point below target. Current performance is circa 60% with the 2024/25 WG target being 70%. This 9% below the future target could result in an annual financial penalty of £1.8m.

### **10. PERSONNEL IMPLICATIONS**

- 10.1 The proposals in this report would mean changes to the Waste service including the frequency of some waste collections and the use of the HWRC's. However, none of these changes would result in reduced numbers of staff within the service.
- 10.2 Following feedback from Members and the public as part of the consultation exercise, a workforce plan to support service delivery will be developed, which will be fully costed and included in the report to Cabinet. HR and the Trade Unions will be engaged in this process.

### **11. CONSULTATIONS**

- 11.1 The draft Waste & Recycling strategy is written against the context of ongoing conversations the council has held with residents through its engagement programme 'The Caerphilly Conversation'.

In November/December 2022, the Council commenced a phase of engagement called 'What matters to you?'. 93% of respondents agreed that waste collection and recycling services should continue to be a priority when planning council services and budgets for 2022/23 and beyond. Through that same engagement activity, 86% of respondents felt that waste collection and recycling services was as important or more important to

them than 12 months ago. Insight from the 'What matters to you?' phase also suggested that residents appreciate the simplicity of our current recycling system in place. In addition, an online 'quick poll' sought additional views on waste and recycling during January 2023. Key insights from this poll, which received 2,632 responses included:

- 11.1.1 79% of respondents said they recycle food waste at the kerbside. From those respondents who don't currently recycle food waste, their reasons for not doing so were primarily that they compost any food waste, they don't waste any food, they don't like the smell/feel its unclean or they don't have any liners to place inside the caddy.
- 11.1.2 99% of respondents said they regularly recycle using their brown bin/recycling box/recycling bags at the kerbside.
- 11.1.3 73% of respondents said they regularly make use of the green/garden waste recycling service. From those respondents who don't, their reasons for not doing so were primarily that they don't have any garden waste/a garden or that they use the service but seasonally (not year-round).
- 11.1.4 Summary Reports for the 'What matters to you?' November/December 2022 engagement phase and the 'Caerphilly Conversation – budget setting 2023/24' engagement programme can be found at [www.caerphilly.gov.uk/caerphillyconversation](http://www.caerphilly.gov.uk/caerphillyconversation).

## 11.2 Internal Consultation:

- 11.2.1 A meeting with Trade Union (T U) colleagues took place on 22<sup>nd</sup> March 2023. The proposals detailed in the proposed waste strategy were broadly accepted on the understanding that the proposed changes were not intended to reduce the workforce, although some "repurposing" of existing roles may be required. As the workforce plan is developed, T U colleagues will continue to be engaged throughout.
- 11.2.2 A meeting of the operational workforce took place on 23<sup>rd</sup> March 2023 to discuss the key proposals detailed within the draft waste strategy. The proposals were broadly supported. There was also unanimous acceptance and understanding of the need to change, with an expectation that the current operational challenges associated with the current operating model would be addressed.
- 11.2.3 A meeting of the Joint Scrutiny Committee took place on 27<sup>th</sup> March 2023 to consider the draft waste strategy and the key proposals contained within it. The comments raised and discussed at the meeting are detail in Appendix 2.

## 11.3 Public Consultation- gauging public opinion:

As previously stated, we cannot do this alone and the support and participation of our residents is essential. It is important that our residents shape the proposals and as such it is proposed to undertake a far-reaching consultation process, The planned 6 week consultation will run for a six week period currently proposed from 6<sup>th</sup> April 2023 until 19<sup>th</sup> May 2023. Residents will be invited to offer their views in a variety of ways:

- 11.3.1 A survey will be available on the council's website [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk). It will be available online and in printed copy. Hard copies will be available from all libraries across the county borough and returned via libraries or through the post.
- 11.3.2 A series of informal face-to-face drop-in sessions for residents will be arranged at libraries across the borough. Three online face-to-face sessions will also be scheduled. As far as possible, these sessions will be held on different days of the week and different times of the day, including early evening, to enable as many people as possible to attend. They will also be planned to coincide with times of highest footfall at individual libraries.
- 11.3.3 A dedicated meeting of the Viewpoint Panel. The Viewpoint Panel is a group of residents who are regularly invited to get involved in the council's engagement and consultation activities. Anyone who is a resident of the county borough can join.
- 11.3.4 Online engagement opportunities through the council's new digital engagement platform.
- 11.3.5 Targeted engagement with stakeholders and seldom heard groups – identification of these was supported through the development of in-depth integrated impact assessments (IIAs) for the draft proposals.
- 11.3.6 Upon conclusion of the consultation a further report will be considered by the Council's Joint Scrutiny Committee and Cabinet thereafter.

## **12. STATUTORY POWER**

- 12.1 The Waste Framework Directive and the subsequent Waste (Circular Economy) (Amendment) Regulations 2020

Author: Rhodri Lloyd, Principal Waste Management Officer/Marcus Lloyd, Head of Infrastructure

Consultees:

- Christina Harrhy, Chief Executive
- Cllr. Chris Morgan, Cabinet Member for Waste, Leisure and Green Spaces
- Cllr Sean Morgan, Leader of Council
- Mark S. Williams, Corporate Director for Economy and Environment
- Hayley Jones, Waste Strategy and Operations Manager
- Stephen Harris, Head of Financial Services and S151 Officer
- Rob Tranter, Head of Legal Services and Monitoring Officer
- Dave Roberts, Principal Group Accountant
- Cath Forbes-Thompson, Scrutiny Manager
- Liz Lucas, Head of Customer and Digital Services
- Rob Hartshorn, Head of Public Protection, Community and Leisure Services
- Lynne Donovan, Head of People Services
- Steve Pugh, Communications Manager
- Sarena Ford, Communications Manager
- Hayley Lancaster, Transformation Manager, Engagement
- Neil Funnell, GMB
- Paul Gage, GMB
- Lianne Dallimore, Unison

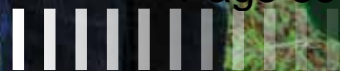
Juan Garcia, Unison  
Rosie Lewis, Unison  
Gary Parr, Unite  
Alan McCarthy, Unite

Appendices:

- Appendix 1 CCBC Draft Waste & Recycling Strategy to 70% and Beyond
- Appendix 2 Joint Scrutiny comments 27<sup>th</sup> March 2023



CAERPHILLY COUNTY BOROUGH COUNCIL  
DRAFT **WASTE AND RECYCLING STRATEGY**  
2023-2028



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*TO 70% AND BEYOND* 



0% 10% 20% 30% 40% 50% 60% **70%** 80% 90% 100%

|           |   |           |
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# FOREWORD



**Councillor Chris Morgan**

Cabinet Member for Waste, Leisure and Green Spaces

**F**or many years, Caerphilly County Borough Council has gained a positive reputation for being a high performing recycling authority. However, over recent years, our performance has slipped and despite some interventions, our performance has continued to drop over the past three years. Since the Covid pandemic, we have seen a significant change in behaviours and we are now producing and reporting much higher quantities of residual (non-recyclable) waste. At present, we have the highest level of residual waste per person in Wales.

Whilst we accept our current collection system is simple to operate and favoured by our residents, it is clear the current model of delivery is no longer fit for purpose, both environmentally and financially. We have challenging national recycling targets set by Welsh Government, and the wider climate change and decarbonisation agendas, set by both UK and Welsh Governments. Furthermore, as a council we have declared our own climate emergency.

We collect over 29,000 tonnes of residual waste from properties each year and we know that over 40% of the waste that is currently placed in residual bins, can be recycled, or composted. Our recovery rates for food waste collection are presently the lowest in Wales and this too, is playing a significant part in our overall current "below target" recycling performance.

This strategy sets out plans on how we aim to drive up our recycling performance and our wider green credentials, taking us back to where we belong, as one of the highest performing waste authorities in Wales.

This strategy also reaffirms our commitment to achieving the Welsh Government's statutory recycling targets and sets our intention to move beyond them, supporting our transition to net zero Carbon by 2030.

The strategy focuses upon three key elements of interventions:

- 1. Diverting recyclable materials from the residual waste stream.**
- 2. Expanding recycling collection through new segregation streams, to ensure the material collected is of a higher quality and a valuable resource.**
- 3. Improving the performance, offer and overall resident experience at our household waste recycling centres (HWRCs).**

We have many challenges ahead, but working together with our residents, we will improve our performance through a combination of changing our collection methodology and adapting our collective behaviours.

I am confident that *Team Caerphilly* will mobilise, bound together with a shared purpose, towards making our county borough cleaner and greener, for today and for our future.





# INTRODUCTION

**This strategy sets out the significant changes we intend to implement in order to increase overall recycling performance across Caerphilly county borough.**

The strategy sets out our position within a national context. It outlines the current service offer and key areas we need to improve and change which include reducing our municipal waste arisings, through a change in the frequency of residual waste collection, improving food waste capture and participation, introducing new measures at household waste recycling centres and exploration of varying collection methods for recycling to improve material quality. It is important to understand the size, scale, and complexity of the challenges ahead.

The strategy explores key areas of data to set out our current performance as well as setting out the rationale for the interventions proposed.

It is also important to highlight the success of the many interventions made to date, to improve recycling rates. Clearly this demonstrates our ongoing commitment to improvement and innovation.

We are acutely aware that we face a unique set of challenges in Caerphilly. We are also mindful that to make sustainable change, we need our residents to work with us and importantly, understand why each of us needs to adapt our behaviours. To understand forensically, the

motivations and barriers to recycling, we have commissioned behaviour change experts to cross match quantifiable waste data provided by WRAP consultants (Waste and Resources Action Programme).

We intend to use this combined valuable suite of evidence to create and design bespoke recycling service changes underpinned with bespoke behaviour change campaigns.



It is clear the council cannot do this alone. A collective effort from all stakeholders and the wider community is essential to achieving sustained success, and within this strategy we have set out our plans for strengthening those key relationships.

Overall, the strategy highlights our current position, the challenges ahead, proposed interventions, overall timescales and key milestones towards achieving the 70% recycling target and importantly, moving beyond it.



# AIMS AND OBJECTIVES

**The overarching aim of the Waste and Recycling Strategy is to offer a roadmap for Caerphilly county borough council to meet the Welsh Government statutory recycling targets of 70% and beyond, with an overall aspiration to become the highest performing local authority area in the UK.**

As well as improving recycling performance, we aim to reduce the overall amount of waste produced, as well as maximise the amount of waste that can be reused, in accordance with the reduce, reuse, recycling hierarchy. This strategy supports the Council's Corporate Plan, decarbonisation aspirations, climate emergency commitments and circular economy ambitions.

To achieve the aims of the strategy, the following key objectives have been set:

- Reduce overall municipal waste arisings (and the amount of residual waste requiring disposal).
- Encourage and maximise waste reduction, repair and reuse.
- Optimise our contribution to renewable energy initiatives through increased public participation in the food waste recycling collection service.
- Improve the quality of (dry) recyclable material collected at the kerbside and capture priority materials.
- Increase participation in food waste recycling (and overall organic waste recycling).

- Increase the opportunities for residents and communities to recycle.
- Develop and enhance our household waste recycling centres (HWRCs) and reuse infrastructure to stimulate the circular economy in Wales.
- Reduce the council's use of single use plastics and encourage others to do the same.
- Make use of all available data, to develop targeted actions to further enhance performance.
- Explore further possibilities of working collaboratively with Welsh councils in the realm of recycling.



The following table outlines focussed actions designed to ensure all objectives are met:

**Table 1: Key Objective and Associated Actions**

| Objective  | Actions  |
|--|--|
| <p><b>Reduce Municipal Waste Arisings.</b></p>                                       | <p>Reduce the frequency of residual waste collections to 4 weekly (whilst providing additional support for those with special circumstances (including households that produce Absorbent Hygiene Products (AHP) such as disposable nappies and incontinence products).</p>   |
|  | <p>Implement a range of measures across HWRCs to maximise recycling, including improved face to face engagement with residents, the introduction of a booking system, a 'pre-sort' requirement and a mixed bag waste ban.</p>  |
|  | <p>Work with WRAP to review the collection and disposal opportunities available to our residents for garden waste.</p> <p>Areas to be considered include:</p> <ul style="list-style-type: none"> <li>● Charge for kerbside collection of garden waste</li> <li>● Undertake kerbside collections in the growing season only</li> <li>● Develop and promote home composting</li> </ul> |
| <p><b>Encourage and maximise waste reduction, repair and reuse.</b></p>              | <p>Promote our existing network of reuse and repair facilities.</p>  |
|  | <p>Explore and secure opportunities to provide more facilities for reuse, repair and borrow. Develop and promote the network of facilities available.</p>  |
|  | <p>Explore and secure outlets for those difficult to recycle components of the waste stream, working with local authority/regional groups/ collaborate with private sector and third sector organisations to develop sustainable reprocessing markets.</p>   |
| <p><b>Optimising our contribution to renewable energy initiatives.</b></p>           | <p>Enhance the recovery of methane capture from our organic waste arisings through increased food waste participation rates.</p>   |
|  | <p>Introduce reconfigured/optimised collection service routes that are more fuel efficient, effective and timely for residents and operatives. As well as a phased introduction of green vehicles.</p>   |
| <p><b>Improve the quality and amount of dry recycling collected at kerbside.</b></p> | <p>Using technology within the cab to target our engagement and education activity, using a range of advisory literature/graphics to reiterate what, and how to recycle.</p>   |
|  | <p>Implement a whole population communications and engagement campaign, including articles in bespoke waste editions of the council's newsletter (Newsline).</p>   |
|  | <p>A change to our existing residual and recycling collection.</p>   |
|  | <p>Explore opportunities to negotiate improved contract recovery rates and endeavour to secure alternative service providers, outlets and end markets for our dry recycling.</p>   |
|  | <p>Review the latest Welsh Government/WRAP Compositional Analysis of our waste arisings and maximise the use of the data.</p>  |

| Objective  | Actions  |
|--|--|
| <p><b>Increase participation in the food waste recycling service (and overall organic waste recycling).</b></p>          | <p>Using data captured from the behavioural study, bags/food waste liners and other interventions will be considered to increase food waste recycling participation, supported with a communications campaign to emphasise the importance of food waste recycling for the environment, climate mitigation and energy security.</p> <ul style="list-style-type: none"> <li>● <i>Mash for Cash</i> initiative regular monthly prizes</li> </ul> <p>Other seasonal campaigns:</p> <ul style="list-style-type: none"> <li>● Pumpkin Recycling</li> <li>● Christmas Recycling</li> <li>● <i>Feed me till I want no more</i> to coincide with the Six Nations 2023</li> <li>● <i>World Champion Recyclers</i> to coincide with the Rugby World Cup 2023</li> </ul> <p>Regular articles within bespoke editions of Newline, including <i>Manage your Wasteline</i> explaining what happens to our food waste and the benefits of its recovery locally, nationally and globally.</p> <p>Compliment this awareness raising programme with a series of dovetailed messages on Food Waste Minimisation using the <i>Love Food Hate Waste</i> campaign and narrative with a local flavour.</p> <p>Review the latest WG/WRAP compositional analysis of our waste arisings, and our current recycling contracts and maximise opportunities to improve recovery rates.</p> <p>Maximise the use of intelligence from the behaviour change study.</p> |
| <p><b>Increase the opportunities for the community to recycle.</b></p>   | <p>Maintain and enhance the network of 'recycle on the go' facilities across the County Borough (targeting high profile locations for visitors, commuters, and shoppers to recycle).</p> <p>Enhance the recycling offer at our corporate establishments and educational premises and capture better quality feedstock.</p>   |
| <p><b>Develop and enhance our infrastructure to stimulate Resource Efficiency and the circular economy in Wales.</b></p> | <p>Review our existing HWRC offer to ensure it is fit for purpose to support the maximisation of reduce, reuse and recycling opportunities.</p> <p>Continue existing processing partnerships and contracts, such as <i>Prosiect Gwyrdd</i>.</p> <p>Take an active role to support the <i>Dyfodol Gwyrdd Glan/Clean Green Future</i> collaborative partnership for Welsh Local Authorities and materials such as Absorbent Hygiene Products.</p> <p>Enhance and acquire sites to support our overall infrastructure needs.</p>  |

| Objective  | Actions   |
|--|---|
| <p><b>Reduce the use of single use plastic.</b></p>  | <p>Enhance the profile of our Plastic Free Town status at Caerphilly Town and promote activities associated with reuse and refill.</p>  |
|  | <p>Develop more Plastic Free Towns across the county borough.</p>   |
|  | <p>Deliver a programme of amnesty events for exchange of single use carrier bags for free 'bags for life'. Amnesties to be staged at supermarkets, town centres and corporate events.</p>   |
|  | <p>Enhance and promote the local public facilities for recovery of soft plastics/single use plastic.</p>  |
| <p><b>Increase recycling and food waste from businesses within the county borough.</b></p>     | <p>Planning and implementation of actions to comply with the requirements of the Business, Public and Third sector recycling regulations that are scheduled to be introduced 1st October 2023.</p>  |
|  | <p>We are currently collecting 3217 tonnes of commercial waste, of which 2200 is residual, so we need to explore opportunities to recycle more of this waste mass.</p>  |
| <p><b>Increase engagement and education with the public, community groups and schools.</b></p> | <p>Consult with residents regarding our proposed collection changes.</p>  |
|  | <p>Implement a comprehensive education programme to support increased participation and engagement with recycling and most notably the food waste service.</p>  |
|  | <p>Promote the network of reuse and recycling facilities available locally for our residents.</p>   |
|  | <p>Develop representative task groups to work on environmental and waste resource management matters, including our school community.<br/>'It's our future please don't throw it away' principle still applies.</p>   |
|  | <p>Work with the council catering service to improve the capture of recycling from the school community waste stream.</p>   |
| <p><b>Make use of all available data, to develop targeted actions.</b></p>                     | <p>Use the findings of the compositional analysis to further refine specific materials to target.</p>   |
|  | <p>Undertake a behavioural analysis to establish the barriers and motivations towards recycling.</p>  |
|  | <p>Monitor participation to inform targeted education and enforcement activity, via the use of in-cab technology and other sources of data, based on the principal of educate first.</p>  |
| <p><b>Collaborative working on recycling markets.</b></p>                                      | <p>Explore and secure reprocessing outlets and develop regional contracts specifically for the range of difficult to recycle/specialist materials (wood, mattresses, textiles, electrical goods, etc.). Working in partnership with other local authorities and organisations including Welsh Government's DYFODOL Team, ERP, Resource Efficiency Wales, the third sector and the private sector.</p> |



# NATIONAL CONTEXT

**T**he Caerphilly Waste and Recycling Strategy is aligned to several key Welsh and European policies and legislative drivers linked to sustainable development, tackling climate change and enabling improved environmental outcomes.

These include but are not limited to:

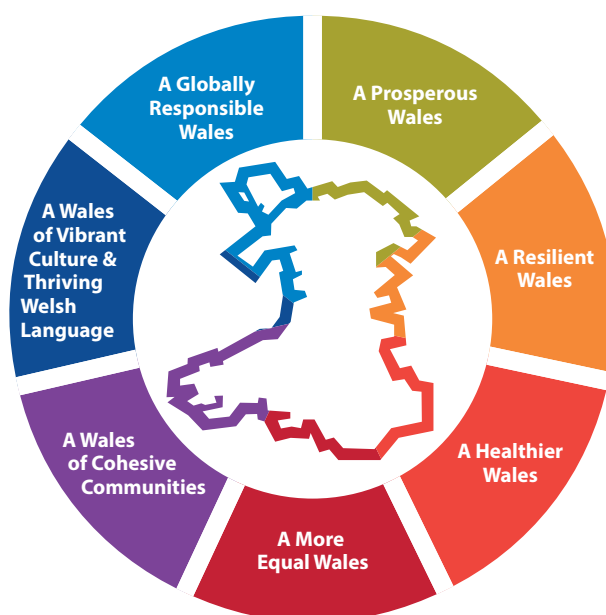
- EU Waste Framework Directive.
- The Waste (England and Wales) Regulations 2011.
- Towards Zero Waste: Our Waste Strategy, 2010.
- Waste (Wales) Measure 2010.
- Wellbeing of Future Generations (Wales) Act 2015.
- Environment (Wales) Act 2016.
- EU 2030 Climate Framework.
- Climate Change Strategy for Wales.
- Waste (Circular economy) (Amendment) Regulations 2020.
- Beyond Recycling A Strategy to make the Circular Economy in Wales a reality, 2021.
- Extended Producer Responsibility Regulations.
- Deposit Return Scheme Regulations.
- Proposals for enforcing Business, Public and Third Sector Recycling Regulations, Consultation Document (released November 2022).
- The Environmental Protection (Single-use Plastic Products) (Wales) Bill, 2022.

The Strategy has been further shaped by major national events including the Coronavirus Pandemic, which has impacted the way waste is produced and managed.

## 4.1 THE WELLBEING OF FUTURE GENERATIONS ACT, 2015

In 2015, the Welsh Government published the Wellbeing of Future Generations Act (Wales). The Act places a duty on all public bodies in Wales to ensure that they are working to improve the economic, social, environmental, and cultural wellbeing of Wales.

### The Act puts in place 7 wellbeing goals



Additionally, there are 5 ways of working that public bodies need to think about how they have applied the sustainable development principle. This Strategy demonstrates how the five ways of working have been embedded throughout our strategic intent and overall approach to recycling and waste management across the county borough.

To demonstrate our commitment to the 5 ways of working, we will seek to ensure that we:

- Work to **prevent** any increase in waste arisings, and engage with our communities to maximise waste reduction, reuse and recycling.
- Look to embed **long-term** thinking about the role of recycling and waste management and its impact on our planet.
- **Integrate** the Strategy and its actions with other Council strategies, the ongoing work of our partners and other organisations to address the climate emergency.

- Continue to work in partnership and **collaborate** with our partners across the region to develop innovative approaches towards waste prevention and recovery.
- **Involve** our local communities in shaping our services and to engage with them throughout, reinforcing the importance of their role in helping us deliver the overall aims and objectives of the strategy.

#### 4.2 THE NATIONAL WASTE STRATEGY

The Welsh National Waste Strategy, *Towards Zero Waste* was launched on 21 June 2010. The strategy set out a series of challenging statutory recycling targets for Local Authorities to deliver. These are as outlined below:

**Table 2: Welsh Government national statutory waste and recycling targets**

|  | 2010/12 | 12/13 | 15/16 | 19/20 | 24/25 |
|--|---------|-------|-------|-------|-------|
| Minimum levels of reuse and recycling/composting (or AD)   | 40%     | 52%   | 58%   | 64%   | 70%   |
| Minimum proportion of reuse/recycling/composting from source separation                            | 80%     | 80%   | 80%   | 80%   | 80%   |
| Maximum level of landfill  | -       | -     | -     | 10%   | 5%    |
| Maximum level of energy from waste   | -       | -     | 42%   | 36%   | 30%   |
| Minimum levels of preparing for reuse (excluding Waste Electrical and Electronic Equipment [WEEE]) | -       | 0.4%  | 0.6%  | 0.8%  | 1.0%  |

Through the Waste (Wales) Measure 2010, the Welsh Government (WG) made recycling targets from 2012-13 and beyond, statutory targets. This status allows Welsh Government to levy financial penalties against Councils that fail to achieve them.

The statutory targets are weight based and have increased gradually over time. In the current national waste strategy *Beyond Recycling A Strategy to make the Circular Economy in Wales a reality*, the Welsh Government has stated that they will work with Local Authorities and other key partners to develop further future recycling targets in line with their pathway to zero waste and achieving 100% recycling by 2050. Welsh Government indicate that they will put in place

further minimum statutory recycling targets for Local Authorities beyond 2025, potentially at a level of 80% by 2033, to support the trajectory to achieve zero waste (100% recycling) by 2050.

Welsh Government have stated that they want to develop future targets collaboratively to ensure they are based on the capability of the services that are being delivered. In response to this, WRAP Cymru and the Welsh Local Government Association are currently undertaking a Performance and Efficiency project analysing the data that is held to help inform future target setting. The Council is actively participating in this project, the results of which will help inform and deliver this Strategy.



### Collections Blueprint

Welsh Government's collection blueprint sets out a recommended service profile for the collection of waste from households, including the following central policies:

- Weekly separate collection of dry recyclables via 'kerbside' sort' with materials being collected separately in boxes and/or in reusable sacks, with two or more boxes provided per household, and recyclables being sorted into separate compartments on the collection vehicle by collection staff at the kerbside during the weekly collection process.
- A separate weekly collection of food waste.
- The use of modern, lightweight, multi compartment vehicles for single pass collection of dry recyclables and food waste.
- Fortnightly collection of residual waste and reduced residual waste capacity, and no side waste policies enforced.



### 4.3 CLIMATE CHANGE

In 2019, Wales became the first UK nation to declare a 'climate emergency'.

In *Beyond Recycling: A Strategy to make the Circular Economy in Wales a reality*, the Welsh Government make it clear that:

***"We are still in the midst of a climate emergency: globally, we are experiencing unprecedented climate events: we are on track from temperature rises above 2°C, one million species are threatened with extinction due to climate change and the overexploitation of natural resources; and there is increasing evidence of the adverse impacts that plastic is having on the environment and living organism. Here in Wales, we are already feeling the effects with flooding and other extremes of weather becoming more commonplace. These challenges bring important opportunities to positively shape our future"***



Climate change is significantly impacted by unsustainable consumption and waste disposal processes. The circular economy approach is key to tackling over consumption, whilst also instigating social and economic improvements for Wales.

In Wales municipal recycling rates have increased from just 4.8% in 1998-1999, to more than 65% in 2021-22. This increase has made a significant difference to emissions, saving around 400,000 tonnes of CO<sup>2</sup> per year from being released into the atmosphere. The Welsh Government has set a target for the country to achieve net zero emissions by 2050 and is investing £2 billion to support communities, businesses, and organisations in their collective efforts to tackle climate change.





# LOCAL CONTEXT

## 5.1 CAERPHILLY COUNTY BOROUGH COUNCIL'S CORPORATE PLAN

Caerphilly county borough council's corporate plan spans the period 2018-2023 and is focussed upon creating a better place to live, work and invest in. An updated version of the plan is due to be considered by Council in May 2023. The draft plan incorporates a specific objective to *maintain a cleaner greener environment* with a specific outcome to achieve Welsh Government's challenging waste and recycling target.

## 5.2 HOUSING AND POPULATION GROWTH

The 2021 Census identifies a population for Caerphilly county borough of 175,900, which is a decline of 2,900 people compared to the 2011 Census. There has, however, been a 2.4% increase in the number of households over the last Census period, with the 2021 Census indicating that there were 76,300 households with at least one usual resident, compared to 74,500 households in 2011.

It is important to note though that whilst the Census data is key to Planning Strategy and Policy, the Authority's Council Tax Team presently account for 80,441 domestic (Council Tax) properties and 5,419 Non Domestic (Commercial) establishments within the county borough.

Welsh Government 2018-based projections, which are trend based, suggest an increase in population of 1% between 2020 and 2035, driven primary by net-migration into the county borough. These projections indicate that the

number of households in Caerphilly county borough will increase by 2,400 between 2020 and 2035, driven largely by an increase in single-person households.

However, it is important to note that Caerphilly's second Replacement Local Development Plan, which is currently being prepared, will seek to make provision for an increase of around 10,700 people (4,100 working age) and 6,750 dwellings over this period, in order to accommodate the Cardiff Capital Region City Deal's aspiration of an additional 25,000 jobs across the region and to reflect the county borough's position within the Cardiff, Newport and the Valleys National Growth Area as set out by Future Wales.

## 5.3 CLIMATE CHALLENGE

In 2019 the Council declared a climate emergency and committed to becoming carbon neutral by 2030. As part of these efforts, a Decarbonisation Strategy has also been adopted which will enhance the Council's work in reducing carbon emissions and investing in efficiency measures across its portfolio. 'Reduce, Produce, Offset, Buy' aims to tackle the climate emergency by reducing the amount of carbon going into the atmosphere, as well as creating financial and social benefits, through reducing energy bills for the Council and its tenants.

Minimizing our carbon footprint will necessitate the delivery of more resource efficient working systems as well as delivering more initiatives that stimulate the circular economy.

Providing cleaner air and improving the quality of the aquatic and terrestrial environments are key objectives that link to the better management of waste. The Authority's Decarbonisation Action Plan includes actions for key service areas to contribute to.

For the Waste Management functions this includes:

- Investigate opportunities for reducing (no gain) final waste disposal systems.
- Life Cycle Analysis design out single use product/packaging.
- Procure goods that are less impacting on the environment.
- Repair First /Recycle last.

The Authority's Decarbonisation Strategy dovetails with the Welsh Government's 'Beyond Recycling' mantra with the core principles centring on:

- **Reduce** the amount of energy we use.
- **Produce** our own green electricity and heat.
- **Offsetting** carbon emissions.
- **Buy** goods with carbon implications in mind, carefully procuring appropriate goods and services.

The Authority's Waste Team has developed a platform upon which to develop its carbon friendly working systems. This includes contracts for the operation of a renewable energy system involving methane capture and recovery from an old brown field (landfill) site and the supply of feedstock in the form of kerbside collected food waste to contribute to a local anaerobic digestion facility (AD). Both projects capture significant quantities of the most powerful and potentially damaging of greenhouse gases with the AD facility presently generating enough power to generate electricity for 2000 households all year round.

## 5.4 CURRENT SERVICE PROVISION FOR RESIDENTS

### 5.4.1 WASTE COLLECTIONS

The Authority provides a range of household waste and kerbside recycling collection offers to residents:

- Weekly kerbside collection of mixed, dry recycling in a brown 240L wheeled bin. Additionally, a small proportion of the county borough utilise 55L boxes and/or single use sacks. First issue and replacement wheeled bins and boxes are supplied to residents at a fee, £27.85 and £6.68 respectively.
- Weekly kerbside collection of food waste using a 23L food waste caddy. Caddies are supplied free of charge with the option of having a small 5L internal caddy in addition to a 23L external caddy. Biodegradable bags are not currently offered to residents, we will continue to promote alternative methods of lining the caddy with paper.
- Garden waste is collected in reusable sacks on a weekly basis. It is co-collected with food waste on a twin pack vehicle. There is no annual charge for garden waste collections, and we collect all year round. First issue and replacement sacks are supplied to residents at a fee of £3.34. There is a limit of 4 sacks per household to effectively manage capacity of the rounds.
- Residual waste is collected fortnightly in a 240L wheeled bin, or a maximum of 4 black bags per fortnight for those who do not want to purchase a wheeled bin. Bin lids must be closed with a supplementary zero side waste policy in place. Additional capacity is available for residents with medical needs, children in nappies or a large family in a single household.
- On request and subject to fulfilling strict eligibility criteria, extra capacity is available for residents producing larger quantities of waste, (family size, medical conditions or nappy waste where 2 or more children are in full time nappies). This waste is collected fortnightly alongside the residual waste collection service.
- A chargeable collection for bulky waste, (i.e. furniture is provided). Collections can be booked up to 30 days in advance. This service is accessed through a self-service online form, face to face appointments or via the telephone to the contact centre. The pricing structure is £17.47 for up to 3 items, £22.93 for 4 items, £28.39 for 5 items and £33.85 for 6 items. More than 6 items require a bespoke

quotation. The pricing structure is subject to ongoing review to ensure the sustainability of the service offering.

**5.4.1.1 Compliance with Collection Blueprint**

The Welsh Government Blueprint relies on the collection of recyclables that are presented part-segregated by residents. The material is then further sorted by operatives at the point of collection. The current co-mingled recycling collection service operated by the Authority is the only element of the collection services that is not blueprint compliant, although other key principles of the blueprint have been adopted i.e., weekly food waste collection and fortnightly residual collection with a no side waste policy.

**5.4.2 HOUSEHOLD WASTE RECYCLING CENTRES (HWRCs)**

Caerphilly has 6 Household Waste Recycling Centres (HWRCs) located across the county borough. These are located in Rhymney, Penmaen (Blackwood), Penallta (Pen-y-Bryn), Full Moon (Cross Keys), Aberbargoed and Trehir (Caerphilly). The total site throughput for the 6 sites for 2021/22 was circa 22,231 tonnes. Residual skip containers from the Authority's 6 household waste recycling centres, street cleansing waste and household bulky



waste are taken to Bryn Recycling for secondary sorting under a framework contract to recover the recyclable element.

Whilst this contract was performing favourably, over recent years the gate fee has gradually increased and our recovery rates have declined from 70% recovery in 2018/19 to 57% in 2021/22. This alone has had a negative effect of circa 1% on our overall recycling rate.

Commercial Waste is not permitted at the sites. A van and trailer permit system is in place for domestic usage. Permits are processed and issued electronically. Those who are not digitally enabled have the option to obtain a printed permit via a face-to-face appointment.

Whilst we continue to invest to improve the infrastructure at the HWRCs, some of the sites have a limited potential to meet the needs and aspirations of our residents and their expectations for a modern resource efficient and friendly service offer. We recognise the need to innovate and re-design our services to ensure we meet future Welsh Government legislative requirements, as well as providing services that are sustainable, efficient and provide social and economic value.

To this end, we have recently applied to Welsh Government for funding to redevelop our busiest Household Waste Recycling Centre at Trehir in the Caerphilly Basin (population catchment 60,000). This site has the potential to offer a modern reuse and recycling facility, where recovery rates are maximised and contribute to the decarbonisation objectives of the Authority and Welsh Government by reducing the amount of car miles travelled, estimated to save over 184,000 car miles per year.

In October 2022, with financial support from Welsh Government, the council opened its first Reuse Shop. Within a short time, this new drop off facility has been successful in the salvage, reuse and resale of more than 13,000 items. As well as generating income levels of approximately £1,000 a week, the amount of waste having to be disposed of has also been reduced.

This facility is centrally located complements our existing Furniture Revival complex in the north of the county borough which specialises in the

collection and resale of reusable bulky household furniture. The two sites form the cornerstones of an evolving reuse and repair network which augurs well for the circular economy locally and across the region and country. These facilities have also created additional employment within the county borough.

#### 5.4.3 COLLECTING TRADE WASTE FROM COMMERCIAL PREMISES

The Authority presently provides a trade waste collection service (sacks and wheeled bins) for 1,176 businesses, and this represents a quarter of the business premises operating across the county borough. The latest annual reporting figure confirmed 3,217 tonnes of waste was collected and disposed of.

Whilst we are awaiting specific figures on this part of the waste stream, we understand that there is scope to improve recovery rates from this part of the waste mass. Whilst Dry Mixed Recycling lends itself quite readily to recycling collections, the food waste generated from food premises is more challenging as the size of food caddies can be impractical for cafés, pubs and restaurants to facilitate.

### 5.5 WHAT HAPPENS TO THE MATERIAL WHEN IT'S COLLECTED OR DISPOSED?

#### 5.5.1 RESIDUAL (REFUSE) WASTE

Caerphilly has a long-term contract partnership with neighbouring authorities as part of the *Prosiect Gwyrdd* consortium to dispose of its residual waste collected from the kerbside. This is a 25-year contract which commenced on 1st September 2015. In 2021/22 33,792.44 tonnes of residual waste was delivered to Viridor as part of this contract. The waste is directly delivered by refuse collection vehicles to the Full Moon Waste Transfer Station, Cross Keys, to be prepared for transporting to an Energy from Waste Facility (EfW) operated by Viridor in Lamby Way, Cardiff. The facility generates 250 GWh of electricity for over 60,000 homes. The energy is generated by thermal treatment of the waste in a controlled system. A by-product of this process is the bottom ash, which can be used as aggregate material as well as transporting metal on to metal processors.



#### 5.5.2 ORGANIC WASTE (FOOD AND GARDEN)

Food waste is taken to a local Anaerobic Digester (AD) operated and controlled by Bryn Power. The AD process breaks down the food without oxygen. Gases are produced and harvested to create heat and electricity, whilst other valuable by products include a liquid bio-fertiliser that can be utilised in agriculture as well as a solid residue soil conditioner that is used by landscape gardeners and local communities in allotment and horticultural projects.

Garden (grass and shrub cuttings, leaves etc.) waste is taken to Bryn Recycling for processing through an open windrow process. The organic waste is shredded, mixed, and placed into windrows. The windrows are turned regularly to improve oxygen, distribute heat to regulate the temperature and distribute moisture. As a result, the process generates soil conditioner and compost that is used by community groups and commercial landscapers.

The current contract for organic waste processing commenced on 1st April 2018 and expires 31 March 2033 with THE option to extend for a further 5 years. In 2021/22 9,676 tonnes of organic waste was collected at the kerbside, which contributed to around 12% of our overall recycling performance.

#### 5.5.3 KERBSIDE RECYCLING COLLECTION (DRY MIXED RECYCLING)

Our kerbside collection vehicles directly deliver over 18,000 tonnes of dry recycling material per annum to the Full Moon Waste Transfer Station, Cross Keys, where it is bulked up and transported to a Material Recovery Facility. This service contributes around 19% of our overall recycling rate. There is currently a short term 2 year contract in place which commenced in December

2021 with an option to extend by a further 2 years. Our mixed dry recycling is managed by brokers, Newport (Shropshire) Recycling, who manage the appropriate treatment and processing of the collected materials. The end reprocessing points vary depending on the market conditions and capacity. Presently, our dry mixed recycling is taken to facilities in West London (Bywaters), Avonmouth (SUEZ) and Shotton (UPM). The dry mixed recycling is sorted both mechanically and manually.

You can find out where your recycling goes at [www.myrecyclingwales.org.uk](http://www.myrecyclingwales.org.uk)

### 5.6 CURRENT PERFORMANCE AND COMPARISONS

Caerphilly’s recycling performance is outlined below alongside the Welsh Government statutory targets.

As Graph 1 illustrates, Caerphilly has historically performed well against Welsh Government targets, however, over the last 3 years recycling performance has declined. Performance for 2019/20 of 62.51% and 2020/21 of 61.90%, both fell below the statutory target of 64%.

On April 1st, 2019, the proof of residency rules was implemented at household waste recycling centres and there is a correlation with the downturn in recovery rate and the introduction of the proof of residency rules.

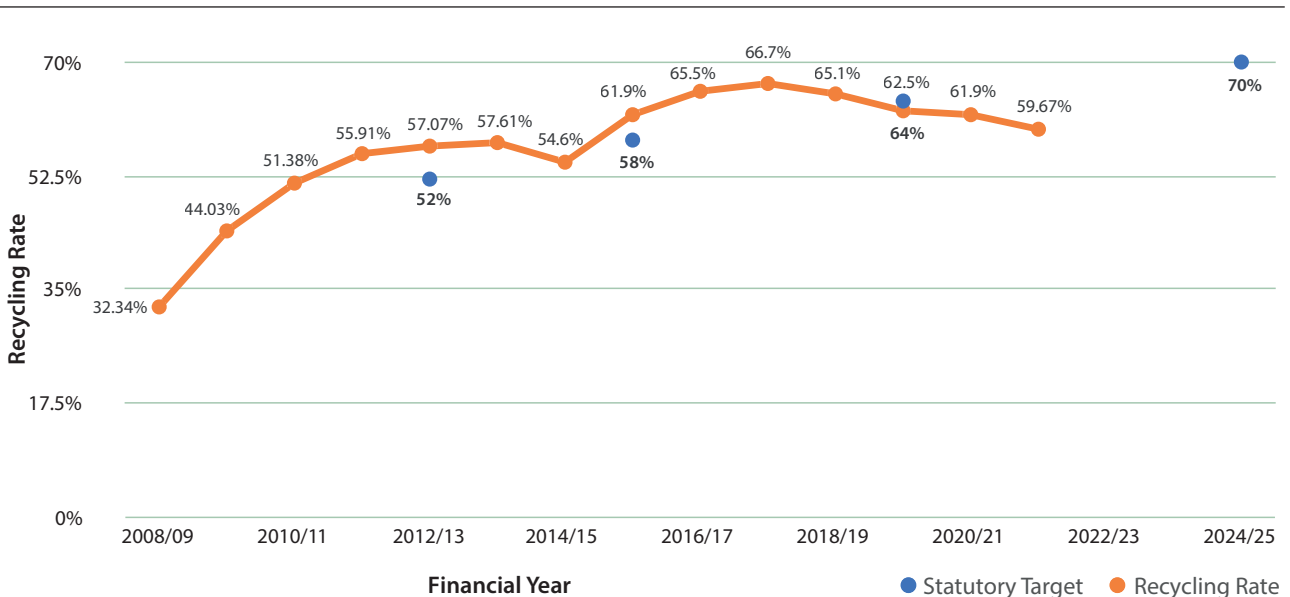
Whilst benefiting from a decrease in waste tonnage into the HWRCs, the recovery rates have fallen proportionately, indicating that the material that was coming to us from cross border contained a significant portion of easy to recycle material. This trend has continued with the continuing enforcement of the rules at the HWRCs.

In 2020/21, whilst we continued to offer the range of kerbside collections, the dry recycling tonnages increased but at the same time the residual tonnage increased considerably too, which compromised our recovery rates. Additionally, in the midst of the pandemic, the limited availability of end markets (notably the textile reprocessing facilities), further affected our recycling endeavours and we also suffered further from the performance of the contractor who delivers a secondary sort service for our HWRC general waste and street cleansing arisings.

There were no performance improvements made during 2021/22, with performance falling a further 2.23% from 2020/21 to 59.68%. During this period, a major fire at our contractor’s multimillion pound MRF facility resulted in the loss of DMR and a reduction of approximately 0.40% on the 2021/22 recovery rate.

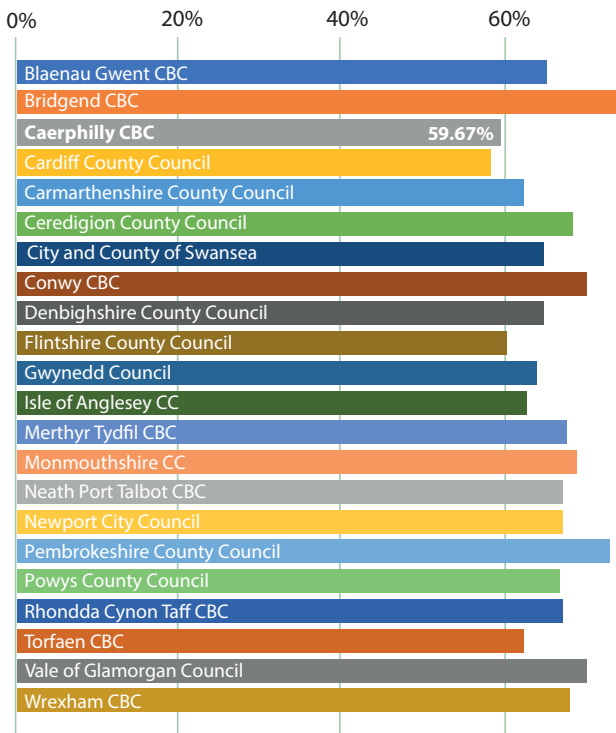
Caerphilly’s performance for 2021/22 alongside other Welsh Local Authorities is illustrated in the graphs on pages 15 and 16.

**Graph 1: Recycling performance trend analysis**



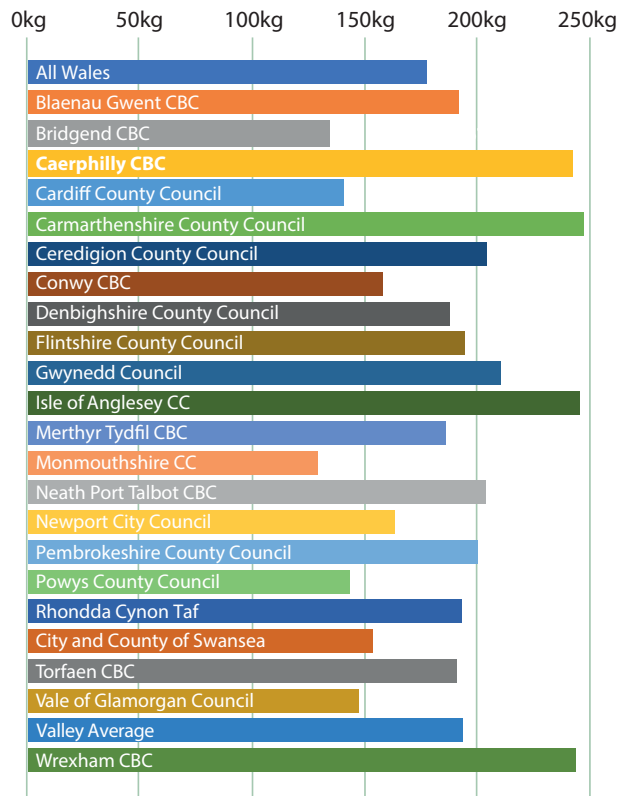


**Graph 2: All Wales Average Reuse, Recycling and Composting Rate 2021/22**



Caerphilly has the third highest level of residual waste per person in Wales at 243kg (all Wales average is 178kg and valley authority average is 194kg). As a percentage the Authority has the second highest overall residual waste rate in Wales at 40.32%.

**Graph 3: All Wales Residual Weights Per Person 2021/22**

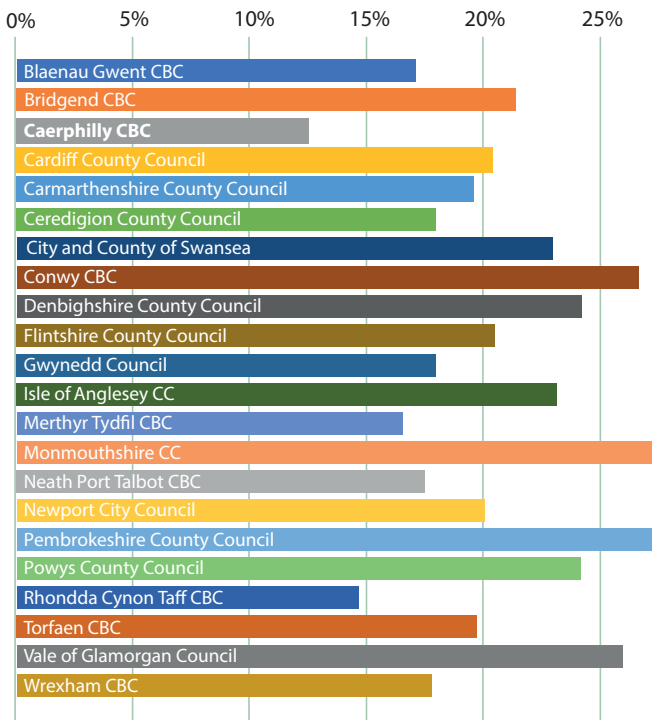


Currently the amount of Dry Mixed Recycling tonnage we capture puts us 4th in the league table and 8th in terms of recovery rates for this portion of the waste mass. However, there is a still more of this material to reclaim and reprocess and the data below confirms another 15% is potentially recoverable from the residual waste mass.

Our organics performance (Graph 4) only contributes 12.53% to our overall statutory recycling target which is the lowest organics capture rate in Wales and an area that needs to be targeted.



**Graph 4: All Wales Organic Rates 2021/22**



**5.7 SO WHAT DOES THIS INFORMATION TELL US?**

One key area for improvement is food waste. We are presently lowest in the performance league table for this fraction. The All-Wales waste arising survey undertaken in May and December have calculated that over a 12-month period, there is potentially 9,105 of food waste to capture in our residual bins.



In November 2022 WRAP Cymru selected consultants SLR to undertake a comprehensive performance assessment of our waste recycling services. The council is working with WRAP and SLR to model some alternative systems that are in operation across the UK that could integrate here. Details of the proposals have yet to be ratified. The results of the work are expected in the New Year.

**All Wales Waste Compositional Analysis**

In 2022 the All-Wales Waste Analysis was commissioned by Welsh Government and WRAP.

The data arising from the summer and winter analysis provides some helpful messages.

**Table 3**

|                                       |        |
|---------------------------------------|--------|
| Tonnes of residual waste              | 29,504 |
| Tonnes of food waste in residual mass | 9,105  |
| Tonnes of recyclate in residual mass  | 4,109  |

This reveals that there is approximately 44% of recyclable material in our residual bins.

Therefore, to improve our overall performance, we need to extract the food waste and recycling material that is currently being presented in the residual waste bin for collection.



### 5.8 SO HOW COULD WE DO THIS?

Many councils have reduced residual (refuse) collections, including Conwy Council and Blaenau Gwent Council.

The data collected from Conwy and Blaenau Gwent provides evidential data that supports the recovery rate we are proposing.

| Date    | Blaenau Gwent      |            | Conwy              |            |
|---------|--------------------|------------|--------------------|------------|
|         | Residual frequency | Recovery % | Residual frequency | Recovery % |
| 2014/15 | 2 Weekly           | 50.3%      | 2 Weekly           | 59.1%      |
| 2015/16 | 2 Weekly           | 48.7%      | 2 Weekly           | 59.7%      |
| 2016/17 | 3 Weekly           | 56.8%      | 3 Weekly           | 62.6%      |
| 2017/18 | 3 Weekly           | 56%        | 3 Weekly           | 63.7%      |
| 2018/19 | 3 Weekly           | 59.3%      | 3 Weekly           | 64.9%      |
| 2019/20 | 3 Weekly           | 65.3%      | 4 Weekly           | 69.3%      |
| 2020/21 | 3 Weekly           | 64.3%      | 4 Weekly           | 70.2%      |
| Current | 3 Weekly           | 64.9%      | 4 Weekly           | 70.2%      |



However, we are aware that Blaenau Gwent cannot attribute any performance benefits directly to reduced residual collection alone, as the change wasn't made in isolation. It was made in parallel with a change to the recycling service collection model, further supported with pre-sorting requirements at their HWRCs a couple of years later. Whereas Conwy's change to residual collection was made in isolation, with no changes made to their overall recycling model.

We have formulated the recovery rate data detailed below using the data we have obtained from the WRAP analysis, supported with other local authority data.

This data suggests a significant increase in our recovery rates could be achieved if we reduce our residual frequency. This is of particular significance as we are within the top 3 highest residual waste tonnages per household.

As our overall tonnage for dry recycling collection is performing very well, our organics data suggest we are very low when compared against the All Wales performance table (bottom third). Moving to either 3 weekly or 4 weekly residual collection, will decrease our residual output and greatly increase our food waste output. Both of which will have a significant effect on our performance figures as demonstrated below:

| Collection         | Recovery Rate           |
|--------------------|-------------------------|
| 2 Weekly (current) | 59.68% (actual 2021/22) |
| 3 Weekly           | 64.06% (potential)      |
| 4 Weekly           | 66.44% (potential)      |





# DELIVERING THE AIMS AND OBJECTIVES OF THE STRATEGY

This section details the actions that will be undertaken to deliver each of the objectives which underpin the strategy.

## 6.1 REDUCING MUNICIPAL WASTE ARISING

### 6.1.1 REDUCE GENERAL WASTE KERBSIDE COLLECTION FREQUENCY

There is a clear link between the reduction of frequency of general waste collections and improved recycling performance. We have assessed the impact of reducing the frequency of collections from 2 weekly to 3 weekly and from 2 weekly to 4 weekly. Noting that for 4 weekly collection additional support for those with special requirements such as households that produce Absorbent Hygiene Products (AHP) would be required, e.g. disposable nappies and incontinence products.

We anticipate that a 4 weekly collection regime would reduce tonnage collected at the kerbside by approximately 11,338 tonnes and provide an increase of 6.76% to our recycling performance. The implementation date for such a service change could be delivered in Autumn 2023. However, this would be preceded by an extensive engagement and communications programme for residents and operational staff. It is important to note that our neighbouring Authorities including Rhondda Cynon Taff, Merthyr, Newport and Cardiff are also planning a collection frequency change.

**Table 4: Comparison of 3 and 4 Weekly Residual Collection Performance**

| Service Change                      | Performance benefits |
|-------------------------------------|----------------------|
| Residual waste frequency (3 weekly) | Additional 4.38%     |
| Residual waste frequency (4 weekly) | Additional 6.76%     |

### 6.1.2 REDUCE GENERAL WASTE TAKEN TO HOUSEHOLD WASTE RECYCLING CENTRES

The current household waste recycling centre's recycling performance is heavily reliant on secondary sort practices which comes at a significant cost. We need to improve the levels of on-site recycling to minimise cost, whilst ensuring we continue to achieve high recovery rates.

The Authority has commissioned a detailed modelling analysis with WRAP to analyse the composition of our general waste containers on our 6 sites to establish best practice on HWRCs across other councils. Additionally, consideration is being given to various options to reduce residual waste, enhance recycling and recovery rates, recognising the impact of proof of residency, acknowledgment of changes to site layouts and the potential for new signage.

It is recognised that the following areas will yield positive results in reducing the levels of general waste taken to our HWRCs.

- Booking system.
- Implement a “pre-sort” requirement (including a mixed waste bag ban policy).

In line with systems utilised by other Local Authorities, the Council is considering a digital booking system to access the network of HWRCs, which would be aligned to the change to residual waste collections. Combined with the introduction of new user stipulations, such as pre-sort waste requirement and mixed waste bag ban policy, this can assist with the control of current levels of misuse, reduce congestion, and facilitate a better overall user experience. These measures should help us improve recovery performance and whilst we are likely to receive a spike in usage, (as a consequence of reduced residual collection frequency), the new stipulations will reduce deposits of residual waste. Furthermore, the combination of measures will deflect a significant amount of commercial waste traffic, which will mainly be redirected to private sector waste disposal outlets and out of our waste stream.



In the short-term, whilst awaiting the report from WRAP, we recognise there are some other interventions that will improve the overall user experience. These include further training for staff to encourage better engagement with service users, improved signage and communication, review of site layouts, and a targeted communication strategy and tighter supervision. Whilst this may not have a direct impact on performance (as the material is currently recovered via a secondary sort) it will lay the foundations for future measures and interventions.

**Table 5: HWRC Proposals and Performance Benefits**

| Service Change                     | Performance Benefits |
|------------------------------------|----------------------|
| Implementation of a Booking system | Additional 1.5%      |
| Pre-sorting requirements           | Additional 1.5%      |

### 6.2 ENCOURAGE AND MAXIMISE WASTE REDUCTION, REPAIR AND REUSE

Repair and reuse are fundamental parts of the circular economy, maximising the lifespan of products to keep them in circulation for longer and increasing their rate of usage, so that the maximum value is obtained from the resources invested in the design, manufacture and distribution of those products.

Moreover, with a cost of living crisis, a repair and reuse enterprise focus has shifted from waste diversion and avoidance as its primary function to supporting our local communities and those who need our services most. This further emphasises the Council’s ethos of having a social and welcoming heart.

Notwithstanding, encouraging waste reduction, repair and reuse is an integral part of the strategy. We will continue to promote our existing network of repair and reuse facilities and explore and secure opportunities to provide more facilities for repair and reuse.

Further potential exists to collaborate with other industry leaders in this space such as *Benthyg Cymru - Wales’ Library of Things* and *Repair Cafe Wales*. A model that allows customers to borrow any item that they need for a small fee, saving money on purchasing and space in their homes.

### 6.3 OPTIMISING OUR CONTRIBUTION TO RENEWABLE ENERGY INITIATIVES

This year we have introduced an incentivisation scheme to reward regular participation in the food waste service and are continuing with participation monitoring for this. We have also commenced a targeted monitoring and engagement initiative to ascertain the reasons for non-participation. A short survey will be

carried out to establish barriers to recycling. This information will then be used to carry out some targeted behaviour change programmes, forming part of the suite of interventions resulting from the PWC behavioural study which has been commissioned.

There is a significant benefit to be had from recycling food waste, as it offers an opportunity through the recycling process, to recover methane from our organic waste and generate electricity. Through increasing participation and encouraging more residents to become involved in this process, we can further maximise the renewable energy benefits recycling food has.

Whilst we continue to promote alternative methods of lining food waste caddies we are also looking to provide free of charge bio-bags to residents to increase participation levels in the weekly food waste recycling service.

We are heavily focused on reconfiguring and optimising our current collection service routes. The aim is to develop routes that are more fuel efficient, effective, and timely for residents and operatives. The routes for the service have been optimised and will be introduced as part of the residual waste frequency changes.

**Table 6: Food Waste Interventions and Performance Benefits**

| Service Change                        | Performance Benefits |
|---------------------------------------|----------------------|
| Food waste liners and incentivisation | Additional 1%        |
| Monitoring/engagement/enforcement     | Additional 1% - 2%   |

**6.4 IMPROVE THE QUALITY OF (DRY) RECYCLABLE MATERIAL COLLECTED AT KERBSIDE**

Whilst general participation levels across the dry recycling collection service are good, the quality of the recycled material is compromised, as it is contained within a closed vessel making a visual inspection difficult. The quality of the material has been problematic for us over previous years and has hindered our ability to obtain an outlet to mechanically sort the material.

This financial and operational risk is being carried by the Council within the context of an increasingly volatile competitive market. This risk must be addressed as part of our overall strategy.

Our recycling collection method does not currently comply with the Welsh Government’s preferred blueprint model which relies on the separate collection of materials at the kerbside.

In December 2022, work began with the government consultants, Waste and Resource Action Programme (WRAP) to identify and model different collection method changes for the Authority and the potential performance benefits yielded from of these changes. Additionally, the latest composition analysis of our kerbside general waste will further assist to inform decisions on how to maximise recycling performance and quality.

One recommendation made by WRAP to improve the quality of materials collected at the kerbside is to change the recycling collection method to multi-stream/source segregation. These methods fall in line with Welsh Government’s preferred collections blueprint. However, a recycling service change is a medium-term consideration that will be analysed in detail.

The Council will also seek to explore opportunities to negotiate improved contract recovery rates and endeavour to secure alternative suppliers and end markets for our dry recycling, as part of this recycling collection assessment, to reduce the risk exposure to the Council.

**Table 7: Recycling Collection Interventions and Performance Benefits**

| Service Change  | Performance Benefits |
|---|----------------------|
| Kerbside sort   | Additional 1% - 2%   |
| Multi-stream  | Additional 1% - 2%   |
| Maintain current system with strict monitoring / behaviour change | Additional 1% - 2%   |

### 6.5 INCREASE PARTICIPATION IN THE FOOD WASTE RECYCLING SERVICE AND THE AMOUNT OF ORGANICS RECYCLED OVERALL

An incentivisation scheme complimented by a specific communications campaign to emphasise the importance of food waste recycling for the environment, climate mitigation and energy security, has already commenced, which includes:

- *Mash for Cash* initiative regular monthly prizes
- Other seasonal campaigns:
- Pumpkin Recycling
- Christmas Recycling
- *Feed me till I want no more* coincide with the Six Nations 2023
- *World Champion Recyclers* coincide with the Rugby World Cup 2023

Targeted monitoring through ‘door knocking’ has commenced and the second phase of this campaign will continue early 2023. The aim of the pilot is to monitor participation, conduct surveys to establish barriers to recycling food waste, which will further inform the behaviour change analysis taking place.

All awareness raising schemes will be complimented with a series of dovetailed messages on food waste minimisation, using the *Love Food Hate Waste* campaign and narrative. Additionally, regular articles will feature in bespoke editions of *Newline*, *Manage your Wasteline*, explaining what happens to our food waste and the benefits of its recovery locally, nationally, globally.

**Table 8: Food Waste Interventions and Performance Benefits**

| Service Change                        | Performance Benefits |
|---------------------------------------|----------------------|
| Food waste liners and incentivisation | Additional 1%        |
| Monitoring/ engagement/ enforcement   | Additional 1% - 2%   |

### 6.6 INCREASE THE OPPORTUNITIES TO RECYCLE ON THE GO (24HRS/365)

The Council already has a network of ‘recycling on the go’ facilities to encourage residents to recycle outside of the home. It is our intention as part of this strategy to enhance the network of these facilities across the county borough (targeting high profile locations for visitors, commuters, and shoppers to recycle).

We will also enhance the recycling offer at our corporate establishments and educational premises (to lead by example) and capture improved quality feedstock. All schools across the county borough have recently been provided with new internal recycling containers to encourage participation and promote awareness. We will continue to review and enhance this provision as part of our overall communications and engagement plans.

### 6.7 DEVELOP AND ENHANCE OUR INFRASTRUCTURE TO STIMULATE A RESOURCE EFFICIENCY AND CIRCULAR ECONOMY IN WALES

The Council works closely with the Circular Economy Division of Welsh Government. The objective is to develop new and modern HWRC provision across the county borough, offering reuse and recycling capacity for a wider range of materials and providing a professional ‘meet and greet’ experience for service users.

An application for funding for the development of Trehir, Caerphilly, is being carefully considered and progressed with Welsh Government.

### 6.8 REDUCE SINGLE USE PLASTIC

Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. In 2022, the Welsh Government introduced *The Environmental Protection (Single-use Plastic Products) (Wales) Bill*. The legislation would mean it is an offence an offence to supply or offer to supply littered and unnecessary disposable single-use plastic products including cutlery, plates, stirrers and drinking straws to consumers in Wales. The legislation would provide local authorities with the power of enforcement.

To reduce single use plastic, the Council will undertake a variety of public engagement and awareness activities including:

- Enhance and promote the local public facilities for recovery of soft plastics/single use plastic.
- Enhance the profile of our Plastic Free Town Status at Caerphilly Town and promote activities associated with reuse and refill.
- Regeneration, Planning and Procurement departments to support and facilitate eco activities at local business premises.
- Incorporate ‘refill station’ at the new interchange at Caerphilly.
- Develop more Plastic Free Towns and Communities across the county borough.
- Deliver a programme of amnesty events for exchange of single use carrier bags for free ‘bags for life’.



### 6.9 TRADE WASTE

The Council presently collects and disposes of 4,356 tonnes of waste from commercial premises, we need to explore the potential to recycle more of this waste mass which in turn could contribute towards our target attainment.

We also need to plan to comply with the requirements of the Business, Public and Third sector recycling regulations that are programmed to come in on 1st October 2023. The proposals are currently being consulted upon with a deadline February 2023. This legislation, if implemented, will set a requirement to separate a wide range of materials. This could place a considerable burden upon the Authority to offer a bespoke source separated collection from trade waste premises. At this stage it is difficult to forecast if this regulation will contribute to an improvement in our recycling figures.

It is proposed to separate the trade waste collection from the residual waste collection and undertake a review of the service.

**Table 9: Trade Waste interventions and performance benefit**

| Service Change                                    | Performance benefits |
|---|----------------------|
| Implementation of separate commercial collections | Additional 1%        |

### 6.10 MAKE USE OF ALL AVAILABLE DATA, TO DEVELOP TARGETED ACTIONS

In order to ensure evidence based decision making takes place, it is important to ensure we have current and varied data that represents the whole service, both quantitatively and qualitatively. We are currently capturing key data on public behaviour around recycling across Caerphilly county borough; a waste compositional analysis; waste collection and HWRC modelling.

It is proposed, during 2023/24, to install digital real-time technology to allow us to gather an accurate and timely picture of participation rates, contamination rates, missed bins, etc. This will further enhance the broad evidence base we already have to further assist our decision-making process and inform our communications and engagement approach.

### 6.11 COLLABORATIVE WORKING ON SECURING RECYCLING MARKETS

The recycling market is hugely volatile and unpredictable, and can pose significant logistical challenges, especially for difficult to recycle materials.

The Council will seek to explore and secure reprocessing outlets and develop regional contracts specifically for the range of difficult to recycle/specialist materials (wood, mattresses, textiles, WEEE etc.). Additionally, develop partnerships with other local authorities and organisations including Welsh Government’s DYFODOL Team, ERP, Resource Efficiency Wales, the third sector and the private sector.



# KEY MILESTONES



**T**o deliver the objectives and overall aim of the strategy, a series of key milestones have been identified. These milestones include key political decision-making timelines, as well as proposed implementation dates of key interventions including the proposed changes to household waste recycling centres, changes to residual waste collection frequency and evaluation and implementation of changes to recycling collection methods.

The tasks are phased to incrementally increase our recycling performance and lay the foundations for further changes. The estimated timeframes capture key elements associated with each milestone, such as consultation and engagement, development of infrastructure, procurement of vehicles/containers and the conclusion and evaluation of data collation and analysis.



**Table 10: Timetable and Key Milestones**

|  |  |
|--|--|
| PWC behavioural analysis   | December 2022 - April 2023                               |
| WRAP options appraisal   | January 2023 - April 2023                                |
| Finalise draft strategy and approach   | January 2023 - February 2023                             |
| Political approval - draft strategy  | February 2023 - June 2023                                |
| Political approval key actions following evaluation of behaviour analysis  | March 2023   |
| Consider the possible roll-out of food waste liners and other interventions  | June 2023  |
| Consideration of options and draft reports following WRAP reports (to also include finalisation of compositional analysis) | April - July 2023  |
| Political decisions on recycling collections following WRAP reports  | July - December 2023                                     |
| Draft/final 2024/2025 budget considerations  | December - February 2024                                 |
| Infrastructure feasibility and delivery  | January 2023 - 2024                                      |
| Mobilisation of move to separate recycling collection  | December 2023 - June 2024                                |
| Implement separate recycling collections   | June 2024 - August 2024 (earliest)<br>June 2027 (latest) |
| Implement HWRC changes   | December 2023 - October 2024                             |
| Implement green waste changes  | June 2024 - August 2024                                  |
| Engagement and communication residual changes  | March 2023 - September 2023                              |
| Residual changes roll-out  | October 2023 - November 2023                             |
| HWRC booking system and pre sort   | September 2023 - November 2023                           |
| Separate trade waste collection implemented  | September 2023 onwards                                   |
| Trade waste review   | January 2024 - March 2024                                |
| Communication and engagement programme   | From January 2023 onwards                                |
| Contract review  | April 2023 - June 2024                                   |
| Review of staffing   | January 2023 - June 2023                                 |
| Evaluation and further refinement  | January 2025 - March 2028                                |



# WORKING WITH STAKEHOLDERS TO DELIVER THE STRATEGY



**M**anaging our waste in a sustainable way is not limited solely to the Council. It is an area that all businesses and residents have a social, moral and financial responsibility to actively contribute towards. As such, we each have a role to play in ensuring our waste is managed responsibly, not only for our benefit but for the benefit of our future generations.

Communication and consultation with relevant stakeholders are key components of this strategy and understanding barriers surrounding recycling behaviour is fundamental to tailoring our services and improving our overall performance.

Working closely with our contractors and liaising with local authorities both nationally and internationally to identify best practice and the exploration towards regional solutions is another key consideration in our journey towards achieving a 70% recycling rate and beyond.

The Council is committed to the involvement of local communities and key stakeholders when making decisions. Opportunities for feedback will be available throughout the duration of this strategy. The Council will continue to involve residents in the key decisions that need to be made in the journey towards the 70% recycling rate and beyond.



## 8.1 BEHAVIOURAL CHANGE STRATEGIES

In the UK, 70% of UK food waste (post-farm gate) comes from households, equivalent to a value of over £14 billion a year and 25 million tonnes of GHG emissions. With that in mind, Caerphilly county borough council will focus a significant resource on improving food waste participation.

Caerphilly county borough council has worked closely with WRAP Cymru for a number of years on behaviour change and recently participated in the UK Food Survey in December 2021.

It is important to note that *The UK Household Food Waste tracking survey Winter 2021: Behaviours, attitudes, and awareness*, highlighted a sharp decrease in reported levels of food waste, due in part to the food consumption and disposal behaviours people adopted during lockdown.





The latest finding, an average of 19.3% is marginally down from June 2021 (19.7%) but still demonstrates that food waste is back in line with the levels recorded in 2018. Based on the latest estimates, almost 3 in 10 UK citizens (29%) classify as having higher levels of food waste.

18 to 34 year olds and those with younger children aged 0-10 years are more likely to classify as having higher levels of food waste. The same is true of those who feel under time pressure, eat more meals out and takeaways, follow a diet (e.g. Atkins, intermittent fasting) and purchase a ready-made food kit or fruit and veg box.

To gain a deeper insight into the behaviours and perceived barriers on a local level, Caerphilly county borough council has engaged with Price Waterhouse Cooper (PWC) to develop a bespoke data gathering programme. A series of engagement sessions, data mapping, and evidence review are underway and the work will culminate in a series of recommendations that will inform the strategy.

Engagement sessions have been undertaken with Authority staff and external organisations representing the private sector and third sector to explore opportunities.

The council will work with partners to develop communication, educational and behavioural change programmes to complement the existing blanket approaches:

- *Mash for Cash* food waste incentive scheme.
- *Love Food Hate Waste*.
- Global Recycling Day.
- *Be Mighty Recycling*.
- Door knocking campaigns.

The interventions will be targeted geographically and according to the segmentation models applied to existing datasets to identify household characteristics that may predict poor compliance.

Following the results of the PWC work, the Council will consider engaging a team of behavioural change advisors who will engage with the local community in encouraging sustainable management. Using the results of the PWC study as well as targeted data from in cab technology, the teams will look at working with residents to reduce municipal waste arisings and improve recycling performance. Whilst this will be an education first strategy, the Council will consider a more formal targeted enforcement programme if deemed necessary.

**Table 11: Food Waste Interventions and Performance Benefits**

| Service Change                        | Performance Benefits |
|---------------------------------------|----------------------|
| Food waste incentivisation and liners | Additional 1%        |
| Monitoring/ Engagement/ enforcement   | Additional 1% - 2%   |

## 8.2 COMMUNICATIONS AND COMMUNITY ENGAGEMENT

Caerphilly council has a proven track record of delivering large scale campaigns to increase recycling participation and reduce contamination levels. These campaigns have been strengthened through working with partners, such as WRAP and Keep Wales Tidy, to broaden our reach and deliver a unified message.

Planned and targeted integrated communications campaigns will play a vital part in driving the behaviour change, in tandem with the changes to the service delivery.

Improved communication cuts across a number of strategy areas and has an overarching impact on service delivery and performance. Using the behaviour change insight, campaigns will be developed on a hyper local level and targeted appropriately depending on the set of perceived barriers or challenges.

- The Council will develop a communications strategy to communicate all elements of fundamental changes.
- Roll out wider community engagement programmes including a door knocking, targeted to low participation areas.
- Strengthen relationships with community and eco groups to deliver key messages and gathering insight.

The targeted campaigns will be underpinned by performance data and participation levels and will be adjusted according to the data during the lifecycle of the campaign.

A key part of effective communication is the wider community engagement. Caerphilly

council is committed to ensuring high quality, citizen focussed services for the communities that comprise our county borough. Meaningful engagement will ensure that we are focussing on further strengthening the relationship between the Council and the community - residents, businesses, voluntary and community groups. All consultation will follow the Council's *Consultation and Engagement Framework 2020-2025*.



## 8.3 WORKING WITH SCHOOLS

Environmental education is provided to children in schools through the National Curriculum. However, the council compliments this with a variety of engagement activities including classroom and assembly workshops, presentations, competitions, and support with litter picking events. The waste management team also participate in the annual *Crucial Crew* event, which is in a multi-agency, interactive, fast paced event for children aged 10 to 11 to discuss personal safety issues.

We have 86 Council maintained schools in Caerphilly county borough, 71 of those schools and 80 canteens participate in the Council's food or recycling services. The remaining schools utilise private contractors.

In 2021/22, 53 schools participated in a battery recycling collection service which is operated by the Council in partnership with the European

Recycling Platform (ERP). The annual competition offers schools the opportunity to compete against each other to win cash prizes.

In 2019/20, the waste team were successful in an application for Welsh Government Circular Economy Funding. Part of the funding was utilised to provide all schools within the borough with internal recycling containers in a bid to further promote and encourage waste segregation and recycling.

Pupils from local schools also played a big role in the opening of the Council's reuse shop and several pupils attended the launch event. Plans are now underway to develop the facility to include an education centre to further strengthen the relationship with schools and provide further opportunities to educate and engage.

The Council recognises the importance of continuing to engage with schools and pupils by creating effective educational programmes to further build upon the strong foundations that have been laid.

### 8.4 WORKING WITH STAKEHOLDERS

A wider sense of responsibility forms a key part of the behaviour change strategy that Caerphilly aims to strengthen.

The authority has cultivated strong partnerships with those who share the vision for improved circular economy and a greener place to live, work and visit.

Established partners include:

- WRAP UK.
- WRAP CYMRU.
- Furniture Revival (Rhymney) part of Groundwork.
- Bryn Group.
- Biffa Waste Services.
- Hazrem
- Waste savers
- Resource efficiency Wales
- Trade Unions
- ERP (recycle our Waste Electrical and Electronic Equipment and fund the school's battery recycling competition).
- University of South Wales.
- Schools and education settings.

The latest addition to join the network is Wastesavers, who have been awarded the contract to run the flagship Penallta Reuse Shop. The reuse shop will enable the resale of household items. Promoting the circular economy of items will also support residents amidst the cost of living crisis.

The Reuse Shop also provides a clear example of fulfilling the 5 ways of working, as set out in the *Future Wellbeing of Generations Act*, by thinking of long-term prevention in terms of allowing accessibility to affordable goods, collaboration with other local authorities for benchmarking and Wastesavers for delivery.

As part of the changes and improvements partners will be consulted and contribute valuable insight to shape service delivery models. Caerphilly will also be seeking to strengthen relationships with partners and develop new ones, with a view to amplifying the role they play in developing strategies and wider campaigns.



### 8.5 SERVICE STANDARDS

The Waste Management Department works to a set of service standards designed to protect public health and maintain and enhance the quality of the local environment. The standards endeavour to meet the needs and aspirations of our residents and comply with the environmental protection and health and safety legislation. The service standards are included as Appendix 2.



# MONITOR, MEASURE AND REVIEW



## 9.1 QUARTERLY REVIEW

This strategy will be reviewed on a quarterly basis to monitor progress against the action plan and key milestones. Officers and elected members will monitor progress against statutory recycling targets and service standards. Officers will work with members of the Environment and Sustainability Scrutiny Committee and Cabinet to ensure members are aware and have the opportunity to examine progress against the actions needed to ensure the objectives of the strategy are met.

## 9.2 KEY PERFORMANCE INDICATORS

We already use a variety of performance indicators to monitor how well our services are performing in meeting the needs of service users and to measure their efficiency and value for money. Throughout the year our various Committees focus on a set of key indicators of performance (KPIs) that relate to the delivery of our priorities. Challenging targets are also set for each indicator, as we have a policy of striving to ensure that the services we provide perform amongst the best in Wales, and our targets are set accordingly.

**Table 12: Service Performance Measures**

| Service Measures  | Frequency |
|---|-----------|
| Municipal waste collected and prepared for re-use/recycling       | Quarterly |
| Average working days to collect bulky waste                       | Quarterly |
| Average working days to clear fly-tipping                         | Quarterly |
| Number of missed waste/recycling collections                      | Quarterly |
| Missed waste/recycling collections as a % of total collections    | Quarterly |
| Vehicle availability % (residual, recycling, green)               | Quarterly |
| Kilogram of resident waste generated per year per person          | Annually  |
| % Highways inspected of a high/acceptable standard of cleanliness | Annually  |
| Public opinion survey   | Biennial  |
| Food waste participation numbers                                  | Annually  |
| Recycling participation numbers                                   | Annually  |

### 9.3 POST SERVICE CHANGE REVIEW

To understand the impact of any service change or enhancement, key metrics will be developed to monitor progress and performance. The information will be captured by the Waste Management Team and reported to the Cabinet Member, Cabinet and Scrutiny committees as appropriate.

For each service change, there will also be a review of the service standards to ensure that their needs are being met.

Table 12 highlights the interventions alongside the anticipated performance increase. These are based on the implementation dates set out in Section 7 Key Milestones and as such may capture part-year impacts.

**Table 12: Interventions and Overall Performance Benefit**

| Year    | Intervention  | Anticipated performance increase (based on a full year) | Projected recycling performance (based on part year) | Projected total recycling performance (annual year forecast) based on latest annual return of 59.68% (21/22) | Projected total recycling performance (part year rate forecast) |
|---------|---|---|--|--|---|
| 2022/23 | Food incentivisation and liners   | 1%  | 1%   | 60.68%   | 60.68%  |
| 2023/24 | Implementation of a booking system at HWRCs   | 1.5%  | 0.75%  | 62.18%   | 61.43%  |
| 2023/24 | Pre-sorting requirements at HWRCs   | 1.5%  | 0.75%  | 63.68%   | 62.18%  |
| 2023/24 | Monitoring/engagement and enforcement - using in cab technology and behaviour change advisors | Between 1% - 2%   | Between 0.5% - 1%                                    | Between 64.68% and 65.68%  | Between 62.68% and 63.18%                                       |
| 2023/24 | Change to 4 weekly residual collection frequency  | 6.76%   | 3.38%  | Between 71.44% and 72.44%  | Between 66.06% and 66.56%                                       |
| 2023/24 | Implement separate commercial service   | 1%  | 0.5%   | 72.44% or 73.44%   | Between 67.06% and 67.56%                                       |
| 2024/27 | Change to the recycling collection method   | 1% - 2%   | Unable to quantify as date outside the timeline      | 1% = 73.44% or 74.44%<br>2% = 74.44% or 75.44%   |   |



# APPENDICES

## APPENDIX 1

### **WRAP, 2022, HOUSEHOLD FOOD WASTE: CAERPHILLY COUNTY BOROUGH COUNCIL**

Project code: PFU-001

Research date: December 2021- April 2022

Date: 05/07/2022

Written by: Marcel Torode & Tom Quedest (WRAP)

This report looks at the composition of food waste in the residual and separate food waste stream, as well as responses to a food waste questionnaire in Caerphilly county borough.

WRAP's vision is a world in which resources are used sustainably.

Our mission is to accelerate the move to a sustainable, resource efficient economy through re-inventing how we design, produce and sell products; rethinking how we use and consume products; and redefining what is possible through re-use and recycling.

Find out more at [www.wrap.org.uk](http://www.wrap.org.uk)

### **1 Introduction**

This report provides a short summary of the detailed waste compositional analysis conducted on behalf of WRAP in Caerphilly. The waste analysis focused on household food waste in the residual and separate food waste stream.

Alongside data from eleven other local authorities, the data presented here will be used to provide a detailed assessment of household food waste in the UK. This will be the most detailed food waste composition study for UK households since 2012/13. This information is invaluable, both nationally and locally, for helping to reduce the amount of food waste by households in Wales and the rest of the UK. It can also support Wales' ambition to eradicate avoidable food waste, halving it by 2025<sup>1</sup> by providing a detailed analysis of the types of food wasted and indicating behavioural drivers in Wales.

The previous study in 2012/13 provided a wealth of information, including:

- Household Food and Drink Waste in the UK 2012.
- Household Food and Drink Waste: A Product Focus.
- Household Food and Drink Waste: A People Focus.

In addition, many other studies have benefited from this data. This insight has been supporting the *Love Food Hate Waste* campaign, changes to the retail environment that can support household food waste prevention (via the Courtauld Commitment) and the design and implementation of behaviour change interventions.

<sup>1</sup> Welsh Government (2021) *Beyond Recycling: A strategy to make the circular economy in Wales a reality*

## 2 Method

### 2.1 Waste Composition Analysis

Data was collected in Caerphilly county borough council between 6th and 17th December 2021 by Resource Futures, a specialist contractor. In total, samples were taken from 151 households, residual waste was presented at 146 households while separate food waste containers were presented at 83 households on the first week of sampling. The same households were revisited on the second week of sampling to collect another set of food waste containers, with 75 households presenting a container.

Household samples were identified using a demographic classification from the Office of National Statistics (Output Area Classification)<sup>2</sup>. Sampling design was undertaken at a UK level to ensure that data collected from all 12 local authorities was proportional to the overall demographic make-up of the UK. As a result, **the samples taken in Caerphilly county borough may not be fully representative of the overall demographic make-up of the local authority.**

A standard category list for sorting food items was agreed between WRAP and Resource Futures, which has been used across all local authorities. This list allows for edible and inedible items to be identified, and a comparison to previous studies<sup>3</sup>.

In the analysis of the food waste data, the percentage composition of different categories has been calculated as well as the kilograms per household per week and per year (kg/hh/wk and kg/hh/yr). High level categorisation has been used to give an overall picture of the composition of the types of food wasted. More detailed categories provide an insight into specific food items and an assessment of the edibility percentage of commonly found items.

### 2.2 Questionnaire

In total, 151 households answered the questionnaire in Caerphilly county borough between 8th November to 3rd December 2021. The questionnaires were carried out by Censuswide, a sub-contractor working with Resource Futures.

Questions were designed by WRAP to enable insights into food waste behaviours and attitudes.

An analysis of all respondents has been carried out here to enable as much of this data to be utilised, rather than only using questionnaires from those households which also took part in the waste composition analysis. Some key questions have been identified and presented in this report.

## 3 Results

### 3.1 Waste Composition Analysis

This analysis indicates that 6.6 kg/hh/wk of residual waste is produced by the 146 households who presented their residual waste container. Food waste made up 25.5% of the residual waste stream which translates to 1.6 kg/hh/wk or 84.4 kg/hh/yr for residents that presented their residual waste container.

Separate food waste collections were set out by 55% of residents (83 hh) in week 1 of sampling, and by 49.7% (75 hh) in week two. For the households that set out their separate food waste container, 3.5 kg/hh/wk of material was collected in these separate collections. Of this, 88.5% was food, which translates to 3.1 kg/hh/wk and 161 kg/hh/yr. Therefore 11.5% of the separate food waste sample was non-food items such as caddy liners and contamination.

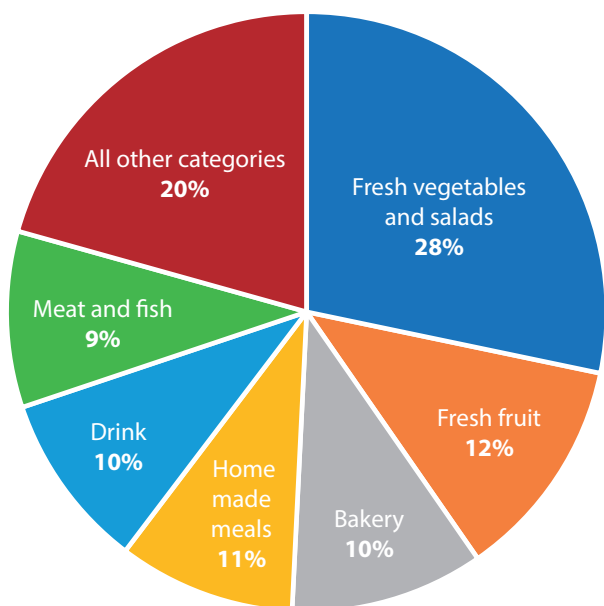
The combined food waste in the residual and separate food waste stream was 3.25 kg/hh/wk, averaging overall the 151 households sampled. Specifically, 50% (1.6kg/hh/wk) of food waste was found in the residual stream with the other 50% collected separately.

The composition of food waste in both the residual and separate food waste stream together shows that by weight fresh vegetables and salads make up the largest proportion of food waste at 28% (Figure 1). The single largest contribution to this category is potato, which make up 15.1% of the total sample (Table 1). The second largest proportion of food waste was fresh fruit making up 12% of all food waste (Figure 1), of which bananas made up the largest contribution (4.1% of the total sample, Table 1).

<sup>2</sup> Office for National Statistics, About the area classifications - ONS

<sup>3</sup> WRAP, 2018, Household food waste: restated data for 2007-2015

**Figure 1: Percentage Composition by Weight of High-Level Food Categories**



**Table 1: The 10 Detailed Categories Making Up the Highest Proportion of Food Waste Analysed**

| Category 2 items                    | Composition  | Edible per category |
|-------------------------------------|--------------|---------------------|
| Potato (all chips in processed)     | 15.1%        | 100%                |
| Standard bread                      | 8.1%         | 100%                |
| Tea                                 | 7.5%         | 0%                  |
| Composite meal                      | 7.0%         | 100%                |
| Poultry (chicken/turkey/duck)       | 4.4%         | 43.9%               |
| Banana                              | 4.1%         | 15.8%               |
| Mixed food from multiple categories | 3.4%         | 100%                |
| Potato (including all chips)        | 2.9%         | 100%                |
| Pork/ham/bacon                      | 2.9%         | 94.5%               |
| Carrot                              | 2.0%         | 75.7%               |
| <b>Total</b>                        | <b>57.3%</b> | <b>73%</b>          |

An additional analysis was also undertaken of the ten detailed categories making up the largest proportion of the food waste stream, looking specifically at their edibility (Table 1). These ten categories make up 57% of all the food waste analysed, with the preliminary analysis indicating that 73% of these food items wasted were edible. Table 1 shows that potatoes make up the largest proportion of the food waste analysed (15.1%). Standard bread (8.1%), tea (7.5%) and composite meals (7%) follow as the next items making up the highest proportion of the analysed food waste. Although providing just a snapshot of the overall edibility of food wasted, this indicates that over half of food thrown away could be avoided.



### 3.2 Questionnaire Responses

Responses to certain questions are presented here to give insight into the attitudes and behaviours of residents.

In Caerphilly county borough, 94% of respondents said that food waste is an important national issue, with 91% saying that everyone has a responsibility to minimise the food they throw away. This indicates that most respondents are engaged with food waste as an issue.

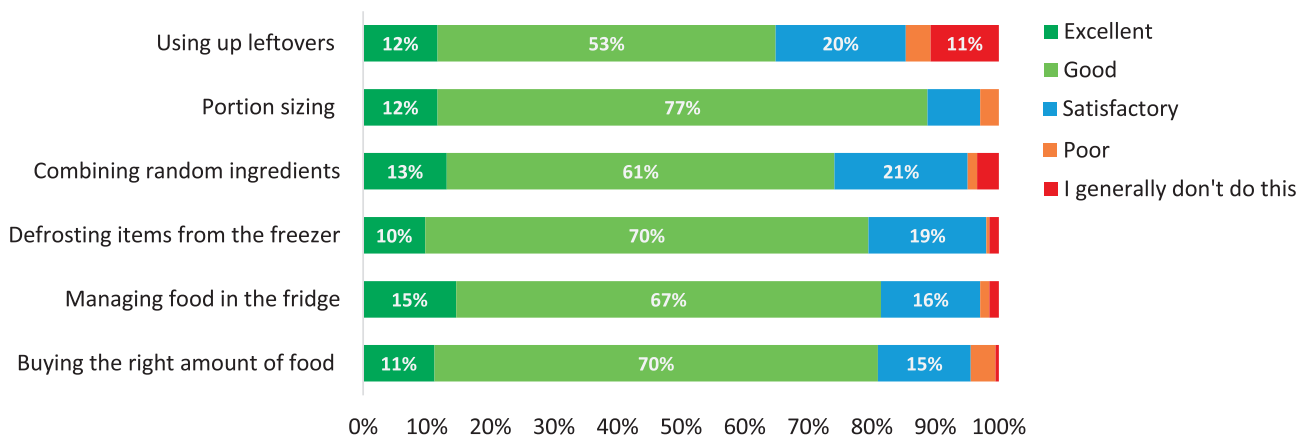
Residents were asked to assess how good they were at performing certain food waste prevention behaviours (Figure 2). All of the behaviours presented in Figure 2 are performed by more than half of residents to a good or excellent level. Further analysis will be undertaken to look at the association between certain behaviours and the food waste produced by a household.

The questionnaire also asked residents how they stored certain items. Potatoes were only stored in the fridge by 7% of residents. As storing potatoes in the fridge has been shown to extend their product life<sup>4</sup>, optimal storage could be encouraged to reduce the waste of this frequently discarded item.

<sup>4</sup> WRAP, 2022, Reducing household food waste and plastic packaging.



Figure 2: Responses to the question 'How good or not would you say you/your household are at each of the following?'



The y axis indicates the behaviour asked about in the question, in the questionnaire a more detailed description was given to residents of the behaviour. The exact percentage is shown for responses with more than 10% of the sample.

#### 4 Summary and Conclusions

The results here provide indicative insights into the amount and type of food waste produced in Caerphilly county borough council. It should be noted that the sample may not be representative of the local authority, as sampling was designed at a UK level.

This study shows that 50% of food waste was collected separately in Caerphilly county borough, which translates to 1.62 kg/hh/wk. This indicates that the separate food waste collections are being utilised well, although they are slightly lower than the Welsh average (1.75 kg/hh/wk)<sup>5</sup>.



Fresh vegetables and salads and fresh fruit make up the largest proportion of food waste, while potatoes make up the largest proportion of the specific food items. Questionnaire responses indicate that residents commonly undertake food waste reduction behaviours. However, potatoes could be stored in the fridge more frequently to increase their product life.



Of the ten specific food items which formed 57% of the food waste analysed, 73% was edible. This indicates that a large proportion of food wasted could be avoided. Given that most residents see food waste as an important issue, this suggests that food waste reduction campaigns would be well received.

<sup>5</sup> Data used from 19/20. 20/21 food waste data was impacted by the coronavirus pandemic with lockdowns increasing meals consumed in homes, subsequently increasing household food waste yields compared to years without a lockdown.

## APPENDIX 2

**SERVICE STANDARDS FOR RECYCLING, REFUSE AND CLEANSING**

- We provide a fortnightly kerbside refuse collection service to all residents within the county borough.
- We provide a kerbside recycling collection service on a weekly schedule to all residents within the county borough.
- We provide a kerbside collection of garden waste up to a maximum of 4 bags free of charge every week of the year.
- We provide a kerbside weekly food waste recycling caddy collection service.
- We offer a bulky garden waste collection service which is a request-based service and is subject to a charge based on the amount of material requiring disposal.
- We offer a fortnightly hygiene collection service alongside the refuse collection on a request basis.
- We offer a fortnightly nappy collection service alongside the refuse collection on a request basis (subject to eligibility criteria - 2 children in full time nappies of pre-school age).
- We offer assisted collections to those residents with disability/physical impairments (request /assessment basis) i.e. a 'pull out' collection service (refuse, recycling food and garden) for residents who are unable to move their own receptacles (subject to eligibility criteria).
- We operate facilities for residents to drop off their household waste and recyclables free of charge at one of our six HWRCs.
- We clean the network of adopted roads and streets all year round. The frequency of visits to an area depends on the land category (in general town centres are visited daily, suburban residential areas weekly, high speed and traffic sensitive roads twice per year) all in accordance with the standards set out in the *Code of Practice on Litter and Refuse*.
- The routine street cleansing patrol involves emptying of litter bins, litter clearance and removal of detritus by physical and mechanical means.



- We undertake a mechanical sweep of the road network to remove detritus from the highway. Each adopted road in the county borough is patrolled by a mechanical sweeper at least twice a year.
- We empty litter and dog waste bins at a frequency of at least once per 10 days although in certain high footfall areas we empty more frequently.
- We respond to service requests promptly and subject to incident assessment we endeavour to clear up/resolve within 5 working days.
- We offer a larger bin to households with 6 or more people permanently living in one household. Residents can swap their 240-litre refuse bin for a 360 litre. Alternatively, residents can keep their 240-litre bin and have an additional 140 litre bin delivered.
- We can on request arrange a collection service to commercial customers operating within the county borough for waste and recycling.
- We provide educational talks/visits to schools, community groups etc. on a request basis.
- We work in partnership with relevant organisations/agencies and volunteers on environmental improvement initiatives where resources are available.

APPENDIX 3

**ACHIEVEMENTS TO DATE**

Our commitment to tackle waste has seen Caerphilly county borough move from a position of recycling less than 5% of municipal waste in 1997/98 to a recycling rate of 59.68% reported in 2021/22. Whilst there has been a slight decline in our performance over recent years due to several factors including the impact of the pandemic, issues with secondary sorting and market volatility we believe we have created a strong foundation for managing and reducing waste arisings in Caerphilly county borough.

Several service changes have been introduced over recent years. These include:

- The introduction of a proof of residency scheme at our 6 HWRCs which has deflected cross border traffic and contributed to a 26% decrease in tonnages received at our HWRC sites (reduce initiative).
- The rejuvenation and transformation of a former industrial unit into a Reuse Shop adjacent a Household Waste Recycling Centre. The Reuse shop has already reused/redistributed 13,696 items in the first 3 months of operation (1/9/22 to 11/12/22). Once this facility becomes more established, we anticipate a further increase in our reuse activity and in turn an improvement of our waste diversion target.
- The introduction of Food Waste Incentive Schemes to continue to help us promote awareness of the importance of recycling this most important of waste fractions.
- The introduction of a digital solution for the bulky collection service.
- The introduction of an improved digital solution for the processing of ancillary service requests (nappies, large family bin, hygiene waste and assisted collection).
- Further refinement of our waste collection rounds through ongoing route optimisation.
- Adoption of the *Be Mighty Campaign* in support of Welsh Government’s aim for Wales to become the world number 1 in recycling. This includes regular multimedia press releases, re-branding of waste collection fleet and the installation of new signage at all 6 HWRCs.
- Regular public engagement events and

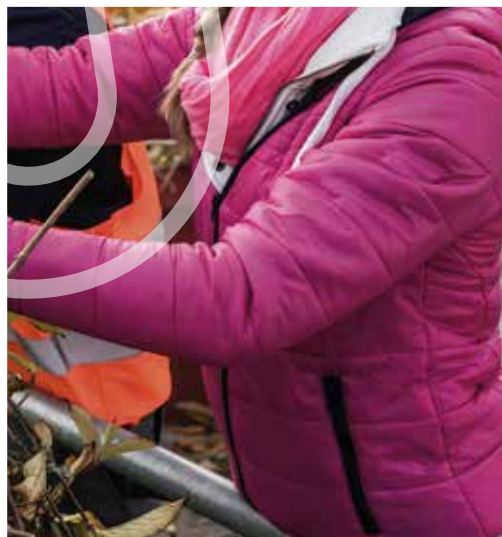
roadshows. The Waste Recycling Advisory Team has set up stall in town centres and supermarkets specifically this year promoting our *Mash for Cash* food waste incentive campaign and recently attended all the Christmas Markets in our towns, villages and community centres.

- Attained funding for the installation of improved signage and layout at Household Waste Recycling Centres to promote the user experience and increase recycling opportunities.
- Obtaining over a million pounds of funding from the Resource Efficiency and Circular Economy Fund. £27,298 received to digitise waste services, £50,000 to upgrade and automate the weigh bridge at full moon waste transfer station, £89,000 to upgrade recycling containers in schools and corporate buildings, £500,000 to develop Penallta Reuse Shop, £500,000 to upgrade and improve the infrastructure across our network of Household Waste Recycling Centres.
- Provision of new recycling containers for all schools.
- Becoming one of only a few local Authorities in the country to run a school collection service for portable batteries and a complimentary competition. Annually, we have 50 - 60 schools participating in the Battery Recycling Initiative. Prizes consist of *Amazon* vouchers provided by the European Recycling Platform (ERP) and are awarded to the winners before the summer break.
- Registration to WARP IT, a WRAP initiative for the reuse/redistribution of office furniture.
- Caerphilly Town is the first in the county borough to be awarded Plastic Free Community status by a national marine conservation charity in recognition of the work it has done to start reducing the impact of single-use plastic on the environment. We plan to roll this out to other towns and communities.
- Commitment made to the Courthald 2030 Agreement.

APPENDIX 4

**FURTHER READING**

*Wales National Waste Composition Initial Results Phase 1, 22 September 2022.*



Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.  
This document is available in Welsh, and in other languages and formats on request.

## Appendix 2

Joint Scrutiny Committee 27<sup>th</sup> March 2023

Members supported and agreed that the authority must make changes to waste collection in order to meet the targets set by Welsh Government and this action needed to be urgently taken in order to prevent non-compliance fines being imposed on the Local Authority.

However, concern was expressed that the failure to meet targets had not been highlighted sooner, rather than rushing through a strategy now without sufficient notice to Members.

Members emphasised that the reducing and reusing message should share equal importance with recycling and asked what if any partnership could be formed with local supermarkets not only in terms of reducing packaging, but also in the way in which perishable foods were packaged in large quantities encouraging people to purchase loose vegetable and fruits in smaller amounts and therefore reduce food waste.

Members highlighted the various references within the strategy to processing via the Bryn Group and raised concerns about the impact of increased heavy vehicle movements through communities where there were already traffic concerns.

Members on the whole did not support the offer of food caddy bags as an incentive to recycle food waste and saw this as an unnecessary expense, particularly as any type of bag can be used for this purpose.

In relation to the 3 weekly collection and the consultation process Members expressed concern that if this was not a realistic proposal then it should not be offered as a consultation option. If Officers were of the opinion that only a 4 weekly collection would ensure that the required targets are reached, then only the 4 weekly options should be offered to residents.

Members sought assurances that if the 3 weekly collection was proven to be the residents preferred option following the consultation, then this would be upheld. There was more support for three weekly collections which it was felt may be more acceptable to the public and there was limited support for four weekly collections.

Members debated the 3 weekly and 4 weekly collection options and concerns were expressed for those with larger families and what would happen to waste once the bin became full and that there was a real risk of increased fly tipping as a result. But supported the proposal to align collection days which they agreed would make it easier for residents.

In relation to Household Waste Recycling Centres, Members felt that the closing of the Penmaen Centre would be counter intuitive when trying to actively encourage the people to recycle.

Members discussed the proposal to introduce a booking system at HWRC, and many concerns were expressed in relation to this and the impact that it would have on those working full time, and that this would again lead to increased fly tipping. Assurances were also sought on identification checks at sites to ensure that people from outside the borough were not using the sites. Members expressed concern that on visits they had made, no checks had been taken. Members queried whether the booking system would mean that later evening appointments would be offered. They also expressed the concern that the booking system could lead to increase road journeys for residents who could not secure appointments at their local site and that this again would have a negative impact in terms of carbon emissions from increased journeys.

Members requested greater details on the rationale for the proposed closure of the Penmaen site.

Members were very supportive of the Education, Engage, Encourage proposals within the strategy and agreed that education and engagement would be key. It was also felt that education and engagement should be extended to involve schools and community groups.

In relation to enforcement, although only considered when all other options had failed, Members agreed that this needed to be clearly defined and that a strategy for enforcement needed to be developed.

Members were pleased to note the proposal to offer nappy/hygiene collection service and queried if there were any proposals to do the same for animal waste.

Members expressed concern that Waste Staff had been subject to abuse when trying to enforce recycling practice.

In relation to the proposal to introduce a task and finish group, Members highlighted that a similar group had been previously established although the outcome of the groups work, and any recommendations made had not been fed back to the Scrutiny Committee and that these should be used as a starting off point should a new group be established.

Members requested sight of the public consultation document before it was circulated.