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**Report to Enterprise and Environment Committee**

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**Date of Meeting: 19 May 2016**

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**Subject: Charter for Household Recycling**

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**Report by: Head of Development & Environment**

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**1.0 Purpose**

- 1.1. The purpose of this report is to invite members to approve signing of the Charter for Household Waste Recycling.

**2.0 Recommendations**

- 2.1. It is recommended that Committee :
- 2.2. Agree to sign the Charter for Household Recycling in Scotland and develop a transition plan and business case to align Clackmannanshire Councils waste management service with the Charter for Household Recycling and supporting Code of Practice.

**3.0 Considerations**

- 3.1. At the meeting of the Enterprise and Environment Committee of 20<sup>th</sup> August 2015 members recommended future adoption of the Charter for Household Recycling.
- 3.2. The Charter for Household Recycling has been developed as a priority workstream of the joint Scottish Government and CoSLA Zero Waste Taskforce.
- 3.3. Following extensive research by Zero Waste Scotland, the Waste Managers' Network and consultation with stakeholders in the public and private sector, the Charter for Household Recycling was agreed by CoSLA leaders at its meeting on 28<sup>th</sup> August 2015. The Charter for Household Recycling is attached to this report as APPENDIX 1.
- 3.4. In a joint letter dated 4<sup>th</sup> February 2016 sent to Council Leaders and to Chief Executives, Richard Lochhead, Cabinet Secretary for Rural Affairs, Food and the Environment and Councillor Stephen Hagan, CoSLA Spokesperson for Development, Economy and Sustainability urged councils to sign up to the Charter for Household Recycling.
- 3.5. The letter further promotes the Charter for Household Recycling as an exceptional opportunity to turn a required service into something that

generates jobs, stimulates economic development and delivers genuine cost savings to councils. The letter is attached to this report as APPENDIX 2.

- 3.6. By signing the Charter for Household Recycling the Council will signal its agreement with the 21 principle commitments of the charter and how it will work to adopt best practice in its dealings with citizens and commercial waste producers and in so doing support Clackmannanshire's drive towards a circular economy.
- 3.7. The Charter for Household Recycling and its accompanying Code of Practice seek to achieve six principle outcomes by designing services that :
  - Achieve high quantities of recycling and minimise non recyclable waste
  - Maximise high quality materials
  - Cost effective services for local government
  - Encourage participation from citizens
  - Keep citizens, staff and contractors safe
  - Support employment

#### **4.0 Implications**

- 4.1. Clackmannanshire's waste management service is already closely aligned with the principles of the Charter for Household Recycling and Code of Practice as a result of close involvement by officers with the process of developing the Charter for Household Recycling and also through the Council adopting its own Zero Waste Strategy 2012-2022 which was agreed in a report to the Enterprise and Environment Committee dated 8<sup>th</sup> November 2012.
- 4.2. The Code of Practice sets out a preferred waste collection method that differs from the three bin system currently used in Clackmannanshire by introducing a fourth bin.
- 4.3. This difference in collection method is principally in the separation of what is currently blue bin comingled recyclable material in a single mixed collection stream into a dual collection stream whereby paper and cardboard are collected separately from plastic packaging and cans.
- 4.4. The recommended Code of Practice method of a dual recycling stream is in recognition that to improve the quality of collected recyclable materials, which in turn affects its price and economic benefit, the paper and card recyclable stream should be collected separately from the plastic packaging and cans.
- 4.5. ***Financial Support***
- 4.6. By signing the Charter for Household Recycling the Council will be offered support by Zero Waste Scotland to develop a business case and cost effective transition plan to meet the objectives of the Code of Practice.
- 4.7. The Scottish Government has signalled there will be financial support for local authorities with this process of transition although no firm financial details will be known until the transition plan has been completed.

- 4.8. Following completion of the transition plan and supporting business case members will be presented with a further report for their consideration of whether such a change would be beneficial before making any decision to change services to align with the Charter for Household Recycling and Code of Practice.

## 5.0 Sustainability Implications

- 5.1. The Charter for Household Recycling in Scotland is fully supportive of the Council's sustainability duties and aspirations.
- 5.2. The Charter for Household Recycling clearly sets out support for a circular economy to ensure that waste is treated as a resource to support sustainable employment and investment in our communities.

## 6.0 Resource Implications

### 6.1. *Financial Details*

- 6.2. The full financial details of implementing the Code of Practice and Charter for Household Recycling are dependant upon the outcome of a transition plan and business case to be developed with support from Zero Waste Scotland.

- 6.3. The Charter for Household Recycling seeks to provide cost effective services for local government and assist with market stability and inward investment in a circular economy.

- 6.4. Finance has been consulted and has agreed the financial implications as set out in the report. Yes

### 6.5. *Staffing*

- 6.6. There are no direct staffing implications in the report Yes

## 7.0 Exempt Reports

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

## 8.0 Declarations

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

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

The area has a positive image and attracts people and businesses

Our communities are more cohesive and inclusive

People are better skilled, trained and ready for learning and employment

Our communities are safer

Vulnerable people and families are supported

- |   |                                     |
|---|-------------------------------------|
| Substance misuse and its effects are reduced                      | <input type="checkbox"/>            |
| Health is improving and health inequalities are reducing          | <input type="checkbox"/>            |
| The environment is protected and enhanced for all                 | <input checked="" type="checkbox"/> |
| The Council is effective, efficient and recognised for excellence | <input checked="" type="checkbox"/> |

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

Clackmannanshire Council Zero Waste Strategy 2012 - 2022

Clackmannanshire Council Sustainability Strategy

**9.0 Equalities Impact**

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

**10.0 Legality**

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

**11.0 Appendices**

- 11.1 Please list any appendices attached to this report.

Appendix 1: The Charter for Household Recycling in Scotland

Appendix 2 Joint letter from Richard Lochhead, Cabinet Secretary for Rural Affairs and Environment, and Councillor Stephen Hagan CoSLA Spokesperson for Development, Economy and Sustainability to Clackmannanshire Council Leader and Chief Executive 4<sup>th</sup> February 2016

**12.0 Background Papers**

- 12.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)  
 Yes  (please list the documents below) No

**Clackmannanshire Council: Zero Waste Strategy 2012 – 2022**

**Author(s)**

<b>NAME</b>	<b>DESIGNATION</b>	<b>TEL NO / EXTENSION</b>
Graeme Cunningham	Environment Manager	2548

**Approved by**

<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
Gordon McNeil	Head of Development and Environment	
Garry Dallas	Executive Director	



**APPENDIX 1**  
**Charter for Household Recycling in Scotland**







# Clackmannanshire Council

www.clacksweb.org.uk

## Charter for Household Recycling in Scotland

This charter is a declaration of our organisation's intent to provide services that deliver local and national benefits, encouraging high-levels of citizen participation in waste prevention, recycling and reuse.

We, as leaders in local government and the main providers of services to households, acknowledge that significant progress has been made in achieving greater value from recycling and reusing household waste over the past 10 years. We also acknowledge that further progress is required to achieve better national and local outcomes.

We welcome the opportunity to make a commitment to our future waste, recycling and reuse services that will build on the progress achieved to date to ensure that waste is considered a resource and our services support sustainable employment and investment within the Scottish economy.

We recognise the opportunities of a more circular economy and better resource management to support sustainable employment and investment in the economy for the benefit of Scotland and its local communities.

We commit:

- To improve our household waste and recycling services to maximise the capture of, and improve the quality of, resources from the waste stream, recognising the variations in household types and geography to endeavour that our services meet the needs of all our citizens.
- To encourage our citizens to participate in our recycling and reuse services to ensure that they are fully utilised.
- To operate our services so that our staff are safe, competent and treated fairly with the skills required to deliver effective and efficient resource management on behalf of our communities.
- To develop, agree, implement and review a Code of Practice that enshrines the current best practice to deliver cost effective and high-performing recycling services and tell all of our citizens and community partners about both this charter and the code of practice.

Signatories

Date: \_\_\_\_\_

Council Leader \_\_\_\_\_

Chief Executive \_\_\_\_\_

Scottish Ministers welcome this declaration and will work in partnership with the signatories and their representatives to support the delivery of these commitments.

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Cabinet Secretary for Rural Affairs, Food and Environment

To achieve this, we will do the following:

### Designing our services

1. We will design our household collection services to **take account of the Code of Practice (CoP)** for the variety of housing types and geography in our community. In doing so, over time, **we will establish common collection systems, as appropriate**, for paper, card, glass, plastics, metals, food and other commonly recycled materials deemed feasible (e.g. textiles, small WEEE, nappies) across Scotland.
2. We will ensure that **all citizens have access to services** for recycling to include paper, card, glass, plastics, metals and food. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are provided with adequate volumes of containers in line with the Code of Practice (CoP).
3. We will ensure that our household collections give **consistent definition of materials** (paper, card, glass, plastics, metals and food) that can be competently recycled in line with the Code of Practice (CoP). Thus, we will eradicate discrepancies on what can and cannot be recycled in different localities across Scotland.
4. We will **reduce the capacity provided for waste that cannot be recycled** to give the appropriate motivation to our citizens to recycle. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are limited to non-recyclable (i.e. black bag/general waste/residual waste) waste volumes in line with the established Code of Practice (CoP).

### Deliver consistent policies

5. We will ensure that our local policies, in line with the Code of Practice (CoP), encourage citizens to recycle by **reducing the collection of waste that cannot be recycled (i.e. excess waste/side waste)**.
6. We will ensure that our local policies **provide citizens with sufficient capacity for their waste**, recognising that some households will produce more waste than others, in line with the Code of Practice (CoP).
7. We will ensure that our local policies **direct our collection crews to not collect containers for waste that cannot be recycled that clearly contain recyclable materials** (including paper, card, glass, plastics, metals and food) in line with the Code of Practice (CoP).
8. Where citizens have not followed our collection advice and policies, we will ensure our **policies for communicating and taking corrective action are delivered consistently** in line with the Code of Practice (CoP).
9. We will ensure that policies for **bulky or excess waste encourage citizens to recycle and reuse, where this is practicable to do so**.

### Operating our services

10. We will **collect household waste when we have said we will** and ensure materials are managed appropriately upon collection.
11. We will manage materials so that the **highest possible quality is attained and we seek to accumulate value** by working with partners to encourage inward investment for our economy.
12. We will **record complaints and alleged missed collections** and ensure that we respond to these in line with the Code of Practice (CoP).
13. We will **listen to special requests or challenges** that citizens are having in relation to household waste collections and ensure that we respond to these in line with the Code of Practice (CoP).
14. We will deliver services so that they **take account of current policies with regards to environmental crime, litter and flytipping** in line with the Code of Practice (CoP).
15. We will deliver services so that our **staff and citizens are not endangered or at risk from harm** in line with the Code of Practice (CoP).

## Communicating our services

16. We will **clearly explain to all citizens** what services we provide by providing information on a regular basis. This will take recognition of different housing types, collection routes and service availability and be as specific to each property as necessary, in line with the Code of Practice (CoP).

17. We will **deliver service information directly** to citizens periodically in line with established Code of Practice (CoP).

18. Where we need to **change our services for any reason, we will communicate with citizens directly.**

19. We will **provide clear instructions to citizens on what can and cannot be recycled**, giving clear explanations where materials cannot be competently recycled.

20. We will communicate with citizens when they have not understood our services to **improve awareness and reduce contamination of recyclable materials.**

21. We will **record accurate information** on the amount of waste collected and the destinations, as far as practicable, of these materials in order to give confidence to citizens that it is being properly managed.

## Citizens

To aid with the delivery of this charter and the Code of Practice, we expect our citizens to participate in the recycling, re-use and non-recyclable waste services that we deliver, using them in accordance with the policies communicated to them, and hence assisting in improving both the quality and the quantity of materials provided for recycling.

## Partners

In committing to this charter we request that our partners in national and local government, the resource management industry, retailers, manufacturers, packagers, the third sector and others provide leadership and support in helping us deliver this commitment.

This charter is a clear statement of local government's intent to encourage high-levels of citizen participation in waste prevention, recycling and reuse. All of our partners will have a part to play in utilising the influence they have on our citizens to compliment this intent.

Furthermore, our partners are requested to assist the development of the Code of Practice by providing expertise, information and evidence wherever possible.

The following commitments have been given by each of our partners:

### Scottish Government

- To provide the leadership in supporting the delivery of this commitment.
- To provide the necessary policy framework to support local government in delivering the commitments in this Charter and the associated Code of Practice
- To liaise with partners to support the local government delivery of this commitment.
- To support the national behaviour change process required to deliver the foundations of a circular economy

### Zero Waste Scotland

- To provide the evidence, research, benchmarking and examples required to deliver the commitments in this Charter and the associated Code of Practice

- To provide support, advice and guidance to local government that allows successful implementation of changes to services.

#### **SEPA**

- To advise local government on the regulatory impacts of the commitments in this Charter and the associated Code of Practice.
- To regulate waste and recycle processors to ensure compliance with relevant legislation, particularly with respect to achieving appropriate destinations and markets for material.

#### **Retailers, brands and packaging manufacturers**

- To provide information to inform specifications for local government that will encourage consistent collections
- To provide technical, public relations and consumer behaviour advice to local government and its partners.
- To consider what resources, 'in kind', including behaviour changing measures, or financial, they can provide to support the delivery of the Charter.
- To inform, advise and guide local government and its partners on the technical scope of this Charter and related Code of Practice

#### **The resource management industry**

- To provide information to inform specifications for local government that will encourage consistent collections which consistently achieve high quality recycling and reuse.
- To support local government by providing targeted information and data that allows them to reduce contamination and improve public participation and confidence in recycling and reuse.
- To provide leadership and public support for the Charter and the related Code of Practice.

#### **The third sector**

- To provide leadership within the Third Sector on waste prevention, recycling and reuse and work in partnership with local authorities to develop the Code of Practice and support the effective delivery of the commitments in the Charter.
- To work with the Scottish Government and local authorities to promote effective communication with communities, groups, organisations and individuals on waste prevention, recycling and reuse and facilitate engagement in the design and development of services in line with the commitments in the Charter.
- To encourage and support practical action by communities, groups, organisations and individuals at a local level on waste prevention, recycling and reuse in line with the commitments in the Charter.





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4 February 2016

Dear Leader and Chief Executive

As you know, we jointly convened the SG/COSLA Zero Waste Taskforce in 2014 in order to identify recommendations for the transformation of the management of public sector waste into an effective feedstock for the circular economy. A key recommendation from this Taskforce was that local authorities should be empowered and enabled to move towards more consistent recycling collection systems. This approach has now been articulated by the Household Recycling Charter and associated Code of Practice, which have been scrutinised and approved by COSLA Leaders.

Development of the Charter and of the Code of Practice has brought together input from SOLACE, Zero Waste Scotland (ZWS), the Waste Managers Network (WMON), COSLA and the Scottish Government. The Code of Practice therefore reflects the combined expertise and experience of waste professionals across Scotland and the collection strategies and systems outlined in the document represent those which are considered to best meet the overall objectives of the Taskforce, improve recycling performance and fulfil the aim of developing a consistent national system whilst leaving room for councils to design the specific services that reflect local needs and issues.

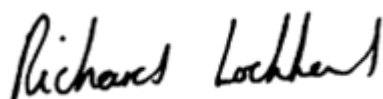
We believe that by signing the Charter and subsequently implementing the systems described in the Code of Practice local authorities will be able to:

- Stimulate inward investment and subsequent job creation in recycling and reprocessing industries
- Retain and enhance existing jobs in waste collection
- Generate and retain the best collective value from waste streams whilst increasing recycling rates
- Provide councils with a strong voice in the procurement market and enable them to manage market conditions to their collective advantage
- Demonstrate the innovative thinking resulting from empowering local government to develop solutions
- Work together to communicate to the public the value in recycling, and the benefits that good recycling practice can bring to communities

This is an exceptional opportunity to turn a required service provision into something that generates jobs, stimulates economic development and can deliver genuine efficiencies and cost savings to both individual councils and to local government as a whole. The Scottish Government is firmly committed to assisting local authorities in the implementation of this more consistent approach to recycling collections and will be aligning the support delivered through ZWS with the systems detailed in the Code of Practice.

Following signature of the Charter, councils will be offered support from ZWS to develop a transition plan that scopes out the cost-effective changes required to move towards the consistent system and to develop an implementation plan complete with timescales and financial considerations. Oversight and scrutiny of this process will be carried out through a high-level strategic group to ensure that the overall aims and objectives of the Charter are being met and to maintain focus on the over-arching circular economy goals and benefits.

Signing the Charter is voluntary, but we would very much like to urge councils to do so, and thereby to unlock the benefits of a more consistent approach to recycling across Scotland; an approach which has been developed by councils themselves and which is considered by practitioners across the country to represent good practice with regards to recycling collections. We are keen that together we maintain the momentum generated so far and continue to drive forward Scotland's efforts to realise the benefits of the circular economy. In light of this, we would appreciate it if you could give careful consideration to signing the Charter and look forward to supporting you in its implementation.



**RICHARD LOCHHEAD**

Cabinet Secretary for Rural Affairs, Food and Environment



**CLLR STEPHEN HAGAN**

COSLA Spokesperson for Development, Economy and Sustainability