

REPORT TO INFRASTRUCTURE SERVICES COMMITTEE – 19 AUGUST 2021

HOUSEHOLD RECYCLING CENTRES REVIEW

1 Reason for Report/Summary

- 1.1 This report outlines a planned review of the Household Recycling Centre (HRC) provision in Aberdeenshire. It details the plan to use a service design process to review the HRC provision for householders and to consider alternative disposal routes for traders.

2 Recommendations

The Committee is recommended to:

- 2.1 **Consider and approve the planned scope of the Service Design review outlined in section 4.11;**
- 2.2 **Agree that a further report with the outcome of the review return to Infrastructure Services Committee on 20 January 2022; and**
- 2.3 **Note the changes to the HRC procedures outlined in section 4.10 that were implemented on 1 August 2021.**

3 Purpose and Decision Making Route

- 3.1 Following a public consultation exercise, Infrastructure Services Committee at its meeting on 24 January 2019 (Item 9), discussed and approved the new Waste Strategy. One of the 5 deliverables outlined in the strategy was to improve the network of HRCs in Aberdeenshire.
- 3.2 Deliverable No 4, of the Waste Strategy, outlined a package of measures that together would provide a cost-neutral basis for improving the network of HRCs. The aim was to ensure that householders can maximise the reuse and recycling of those materials which are not collected through the kerbside collection service. The following measures were outlined in the agreed Waste Strategy:
1. **Increase the number of materials that can be recycled through HRCs** as recycling technologies develop and become financially feasible. Feasibility studies will be undertaken for mattresses, carpets, polystyrene and dense plastics, and other materials will continue to be assessed as recycling facilities become available.
 2. **Improve customer service and segregation of incoming waste** by ensuring there is a sufficient number of appropriately trained staff at each HRC to help and provide advice to customers.
 3. **Provide opportunities for reuse** by providing reuse areas at HRCs and working in partnership with other organisations to best redistribute the

items collected. We will also continue promoting the use of charity shops and online reuse forums, such as eBay, Preloved and Gumtree, as these are well-established and readily available reuse services benefiting the local area. The reuse areas at HRCs will provide the last resort for redirecting reusable items back into use.

4. **All HRCs will accept the same range of materials** to ensure households across Aberdeenshire can maximise recycling at the HRC nearest to them.

To make this possible, it was agreed to implement the following:

1. Make space for additional recycling skips and reuse areas by:
 - Diverting trade waste from HRCs to 3 of the Council's waste transfer stations;
 - Diverting tyres from HRCs to commercial facilities; and
 - Diverting asbestos from waste transfer stations to commercial facilities.
2. Improve the infrastructure and layout of HRCs gradually by applying funding from the Capital Plan.
3. Close the smallest HRCs, which meet the following criteria:
 - Only have space for very limited recycling facilities;
 - Handle less than 300 tonnes of waste per year; and
 - Are within 10 miles (as the crow flies) or approximately 20 minutes car travel from another HRC.

On this basis the following three sites were formally closed:

- Gardenstown (closed in 2015 due to a landslide);
- Hatton; and
- Whitehills.

5. **More consistent opening hours at HRCs and at times convenient to households** to make reuse and recycling as easy and convenient as possible to householders.

- 3.3 Most of the above measures were fully implemented in 2019 with the only exception being the measure to divert trade waste away from the recycling centres. Further work was completed to consider the best option to deliver this particular measure. This included a review of measures taken by other

local authorities to prevent traders from using their HRCs. A full options appraisal was undertaken to review the options available and make a recommendation to members (**Appendix 1**). The options appraisal report was included as part of a report considered by Infrastructure Services Committee in August 2019 (Item 11) for approval of the Recycling Centre Policy and Procedures.

- 3.4 The proposed measures to restrict trade waste at the Household Recycle Centres in Aberdeenshire involved providing an alternative service to businesses through waste transfer stations, as detailed in Procedure 3, and using additional meet and greet staff, a large vehicle ban and a permit system for other commercial type vehicles at recycling centres to prevent the use of recycling centres by businesses.
- 3.5 Following approval at Infrastructure Services Committee in August 2019 (Item 11), the following restrictions were due to be implemented in April 2020, but due to the Covid pandemic were put on hold and instead implemented in April 2021:
1. Householders can visit recycling centres using their own private cars. **Vehicles with unlimited access** to recycling centres include:
 - Cars, estate cars and people carriers.
 - MPVs.
 - 4 x 4s.
 2. Householders using types of vehicles that could potentially be in commercial use require a permit to access recycling centres. The permits are free of charge. **Vehicles that require a permit** include:
 - Vans
 - Pick-ups
 - Minibuses
 - Trailers up to 6 x 8ft in size
 3. **Vehicles banned** from recycling centres, which are deemed as commercial or non-household, include:
 - Commercial vehicles
 - Vehicles over 3.5 tonne gross weight
 - Trailers larger than 6 x 8ft
 - Vehicles with twin wheels or more than 4 wheels (e.g., Luton vans)
 - Tippers
 - Plant vehicles and tractors

4 Discussion

4.1 Over the past 12 months 3 new systems have been introduced at the HRCs and, although they are linked, they have different purposes:

1. The online booking system

This system is operated by a company called Pentagull and was introduced prior to the recycling centres re-opening during Covid after being closed for 2 months. The original purpose of the system was to manage the social distancing requirements during Covid by limiting the number of customers allowed on site at any time. Customers were initially also limited to 8 visits in a 4 week period. As COVID restrictions have eased the limit on visits was lifted on 1 August. This system has also brought significant operational benefits including:

- Less traffic disruption on the busy sites and surrounding roads during peak times.
- A platform for communicating directly with customers who have booked slots if there is an operational requirement to close a site.
- Data on the efficiency of the sites to assist with planning future service provision.
- Evidence of abuse of the system by traders (the booking system has already been used to intercept traders by using this data ensuring that disposal is paid for).
- Evidence to support investigations and actions in response to inappropriate behaviour towards site personnel

2. The limit system for restricting access to vans and trailers

The permit system described above, and in Procedure 3, was renamed as the limit system as permits were no longer to be issued either on paper or electronically. As the booking system was already in place it was decided to use this system and to add the new restriction on van and trailers onto it. All restrictions approved by Infrastructure Services Committee in August 2019 (Item 11) were transferred to the new limit system and the Pentagull booking system used to administrate the system.

- The primary aim of the limit system was always to restrict access to 'commercial type' vehicles in order to limit the numbers of traders accessing the sites. The HRCs are for use by householders only, but it is well known that many traders have regularly used the sites for their trade waste. This practice puts all of the businesses operating legally and paying for their waste at a significant disadvantage. It is estimated to cost the Council up to

£500k per year to dispose of trade waste that is deposited for free at the HRCs.

- Whilst placing limits on the larger, load carrying vans and trailers would certainly have achieved the aim of limiting the amount of waste disposed on by traders at the HRCs, it also places the same limits on householders with the same type of vehicle and trailer. The aim was not to restrict access to genuine householders to the HRCs, but it was agreed that 24 visits to the sites each year would be more than sufficient for the vast majority of householders. It was also recognised that there may be occasions that householders do require more visits to the HRCs such as when they are moving house or clearing a house for a relative and arrangements are in place to allow additional visits on these occasions. In addition community groups who conduct litter picks are not limited to the number of visits to drop off their additional waste collected through litter pick.
- Since the introduction of the limit system in April 2021 elected members and the Waste team have received a large number of comments and concerns from members of the public about the new system. The main themes of these comments are:
 - Not being able to access the recycling centres with a pickup towing a trailer – this restriction was reconsidered and amended, and customers can now access the sites 24 times per year with this combination of vehicles.
 - The size of the trailers allowed on site is limited to 8 feet long – some householders have trailers that are longer than this. Consideration should be given to the fact that many traders use longer trailers and increasing the length allowed would open access more for traders, also some of the smaller sites just cannot cope with longer train lengths (vehicle plus trailer) as this blocks up the site for other users.
 - Van and trailer combination is currently not allowed – consideration could be given to allowing smaller vans (car derived) access to the sites towing a trailer but keeping the restriction on the larger vans towing trailers as they have a significant load carrying capacity in the body of the van.

3. **The Automatic Number Plate Recognition (ANPR) barrier system**

The ANPR barrier system was put in place in November 2020 as a means to operate the booking system that is in place as a control measure for Covid. The ANPR system and the booking system were (mostly) funded by Zero Waste Scotland as part of the Scottish Government's fund for covid safety measures. The ANPR system is linked to the booking system and the barrier raises once the car

registration has been checked on the system to ensure that a booking has been made. This frees up 1 member of staff to go back to their role of assisting and advising the public to recycle their waste. Following some initial teething issues, further adjustments were made to the system (lines on the ground, signs telling customers where to stop, tweaks to the back-office system) and the system is now operating at an 80-90% read rate on most sites.

- 4.2 The operations of the Council's HRCs have been the subject of concentrated debate and opinion among Councillors and members of the public and while some comments have been constructive and positive there has been negative opinion and anecdotes, mostly concerning the recent restrictions introduced as part of the limit system outlined in paragraph 4.1.
- 4.3 In response to concerns raised and feedback received by Councillors and the Waste team a 'Fresh Eyes Review' (the Review) of main practices of HRCs activities was conducted by the Council's Change Programme Manager. The purpose of the Review was, in the context of the feedback from members of the public and Councillors, to provide objective, high-level observation and to constructively challenge the current thinking, set-up and to question why, how and where changes might be considered to help achieve the overarching aims of the Service which are:
- Increasing compliance and simplifying waste collection/disposal;
 - Increasing recycling rates;
 - Reducing the tonnage going to landfill; and
 - To do all this in the most cost effective way.
- 4.4 Several documents were considered as part of the Review. This included HRC policies and procedures, HRC Staff Survey, HRC refined savings proposal and Councillor Discussion Papers and Questions, Reports and interviews were conducted with the Waste Manager and Waste Team Manager. While many opinions, suggestions and anecdotes are offered about perceived challenges within the operations of HRCs, this review was undertaken to recommend actions that could be taken to clarify actual challenges and identify possible solutions. The output of this Review raised several questions under the following broad headings:
- Performance
 - Booking system, limit system and ANPR barriers
 - Trade waste
 - Consultation
- 4.5 It is interesting to note that despite the introduction of measures such as booking and limit systems, barriers, and closures due to Covid 19 lockdown as well as the reduction in the number of visits the tonnage remains constant (full data provided at **Appendix 1**).
- 4.6 Public perception of the HRC service is a vital component in achieving the HRC aims. If people feel discouraged or inconvenienced by the systems that are in

place, they will be less inclined to engage with the service and will be more vocal about their dissatisfaction. It would be useful to help the public better understand the systems in place and value the benefits they bring. A targeted marketing and promotion campaign would be a useful tool to achieve this.

- 4.7 While there have been several negative comments/complaints made about the existing processes it is accepted that customers tend to take time to make their feelings known on a subject when they are unhappy about it. Satisfied users seldom take time to share their opinions. Undertaking a survey would help quantify the ratio of satisfied/dissatisfied customers and could confidently be used to help rationalise future complaints. It will also provide useful information for future promotions and marketing campaigns.
- 4.8 The primary recommendation from the recent Review was to propose that a full service design review process be undertaken with input from the waste service and all relevant stakeholders. Service design is the practice of designing service and uses a holistic and highly collaborative approach to generate value for both the service user and the service provider throughout the service's lifecycle. Service design is an extremely effective method in achieving this objectivity. It is proposed that this review commence as soon as possible with the aim of reporting back to Infrastructure Services Committee by January 2022 at the latest with further recommendations.
- 4.9 The desire to make changes in response to negative feedback is an obvious driver but there is a risk in introducing further measures, reversing existing measures or making changes in isolated areas of the HRC service and not taking time to review all aspects of operations. The socio-economic climate and customer service landscape has changed dramatically over the last 12 to 18 months because of the global pandemic, and this offers a valuable opportunity to review and consider the current HRC operations and, where desired or necessary, reshape them.
- 4.10 Whilst taking the time to undertake a full review is necessary, the Waste Service also understand that there is some urgency in making some minor changes to the HRC systems and restrictions as soon as possible in order to improve the experience for householders. Therefore, the following changes to the recycling centres procedures were implemented on 1 August 2021, following consultation with the Chair of ISC and Opposition Spokesperson:
- Removal of the current restriction of 8 visits in 4 weeks, at all sites, which affect cars and mobility adapted vehicles. Booking is still required.
 - Removal of the restriction that does not allow car derived vans with trailers to enter the HRC sites. Car derived vans towing trailers are limited to 12 visits per year. Larger vans are not be permitted access with a trailer.
 - The size of the acceptable trailer increased to 10 feet (3m). The number of visits will remain at 24 per year.

- Pick-ups style vehicles with trailer permitted. 24 trailer visits per year limit applies. (Implemented 23 April 21).
- No limit on the number of times householders can enter HRCs in domestic style pick-up vehicles. Booking still required. Flatbed style pickups will not be allowed onsite.

4.11 The scope of the service design review will include the following:

- A review of the systems that are currently in place, the pros and cons and whether they are achieving their original purpose. This will include the booking system, the limit system for vans and trailers and the ANPR system.
- A review of the means available to Traders to dispose of their waste lawfully and consideration of any means to improve the options available

5 Council Priorities, Implications and Risk

5.1 This report helps deliver the Strategic Priorities “Infrastructure” and “Economy & Enterprise” within the Pillars “Our Economy” and “Our Environment”, by reviewing the service provided by the Council’s HRCs and ensuring the aims of reducing landfill, increasing recycling and providing a cost effective service are met.

5.2 Implementation of this proposal will strongly support the delivery of one of the Council’s priorities: *Waste and recycling service which supports our attractive environment and reduces emissions*. This priority is also included in the Infrastructure Services Directorate plan 2020-22.

5.3 The table below shows whether risks and implications apply if the recommendations are agreed.

Subject	Yes	No	N/A
Financial	x		
Staffing	x		
Equalities and Fairer Duty Scotland		x	
Children and Young People’s Rights and Wellbeing		x	
Climate Change and Sustainability		x	
Health and Wellbeing		x	
Town Centre First		x	

- 5.4 There may be staffing and financial implications depending on the recommendations from the full review. In addition, the recent changes, and any further changes, to the limit system may reduce the expected savings from the implementation of this system.
- 5.5 An integrated impact assessment has been carried out as part of the development of the proposals set out in 4.10 above with regards to minor changes to the HRC limit system which will take effect immediately. It is included as **Appendix 2** and there is a positive impact in relation to sustainability as follows:

Impact Area: Quality of environment

Details: By amending some of the requirements of the HRC limit system in response to householder/Councillor feedback, this will make it easier for householders to access the Recycling Centres to recycle/dispose of their waste. This could potentially see a reduction in fly-tipping which will have a positive impact on the quality of the environment.

- 5.6 There are no relevant Corporate risks.

The following Risks have been identified as relevant to this matter on a Directorate Level: ISR006.

6 Scheme of Governance

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 6.2 The Committee is able to consider and take a decision on this item in terms of Section F.1.1d as it relates to Roads, Landscape and Waste Management. The strategy has been developed in line with the Policy Development and Review Framework under Part 4B of the Scheme of Governance.

Alan Wood
Director of Infrastructure Services

Report prepared by Ros Baxter, Waste Manager
5 August 2021

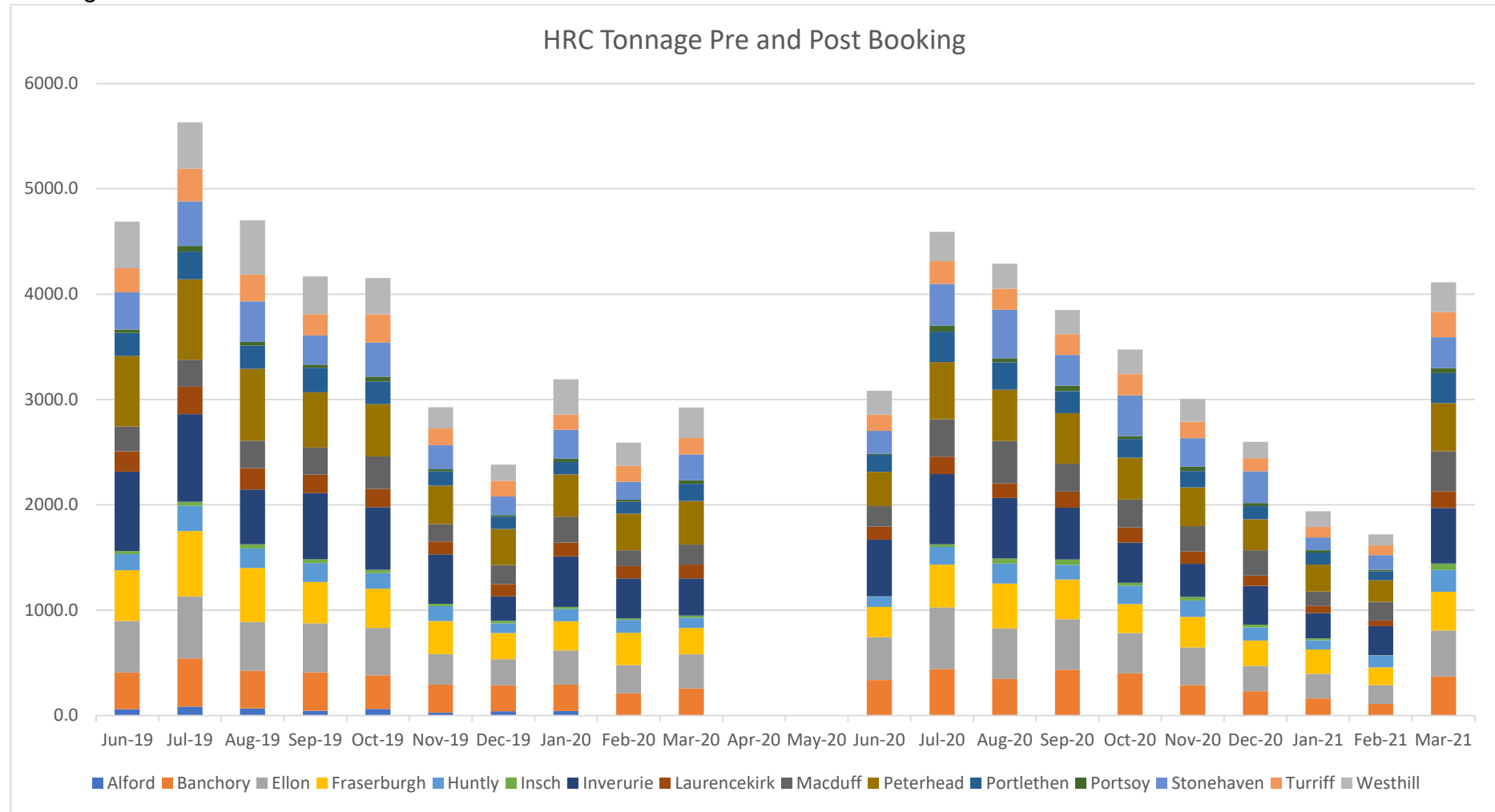
List of Appendices

Appendix 1 – Visitor Numbers and Tonnage Data Pre and Post Booking System
Appendix 2 – Integrated Impact Assessment

Visitor Numbers and Tonnages Pre and Post Booking System

Sites Closed from 26 March 2020 reopened 1 June 2020 with Booking System.
Alford HRC Closed for Refurbishment December 2019

Tonnage data



Site	Tonnage June to October Comparison									
	Jun-19	Jun-20	Jul-19	Jul-20	Aug-19	Aug-20	Sep-19	Sep-20	Oct-19	Oct-20
Alford	59.5	0.0	83.1	0.0	67.9	0.0	45.4	0.0	62.6	0.0
Banchory	348.7	337.8	459.3	440.9	356.4	346.6	365.2	435.3	317.9	401.1
Ellon	489.0	405.5	586.9	586.0	463.0	479.1	464.8	478.9	449.8	380.6
Fraserburgh	482.4	286.8	622.4	406.1	512.1	425.3	392.0	376.0	373.6	275.5
Huntly	152.0	99.0	239.2	166.8	186.7	189.7	180.4	139.8	147.1	175.4
Insch	29.2	2.0	37.7	25.7	38.4	50.8	34.7	50.4	32.7	27.5
Inverurie	754.8	538.0	832.4	665.5	520.2	573.1	628.3	491.6	594.7	382.2
Laurencekirk	193.5	123.7	261.2	165.1	202.0	139.1	175.5	153.9	171.1	143.3
Macduff	235.5	194.7	254.2	355.8	260.3	401.1	258.2	264.4	309.2	265.7
Peterhead	668.3	326.3	764.0	542.0	684.6	487.2	523.2	480.9	497.6	395.9
Portlethen	220.2	161.0	264.5	289.7	218.4	261.1	232.3	208.9	213.6	176.4
Portsoy	30.3	8.1	52.7	57.5	36.1	37.8	30.4	50.7	45.2	28.6
Stonehaven	352.4	220.4	422.4	397.3	385.4	460.3	276.8	292.3	324.6	386.0
Turriff	230.4	152.1	308.7	215.1	256.1	200.6	202.5	196.7	269.0	201.5
Westhill	441.4	227.2	442.1	279.0	513.2	236.6	358.5	229.0	344.6	233.9
TOTALS	4687.6	3082.6	5630.8	4592.3	4700.9	4288.4	4168.3	3848.7	4153.1	3473.7

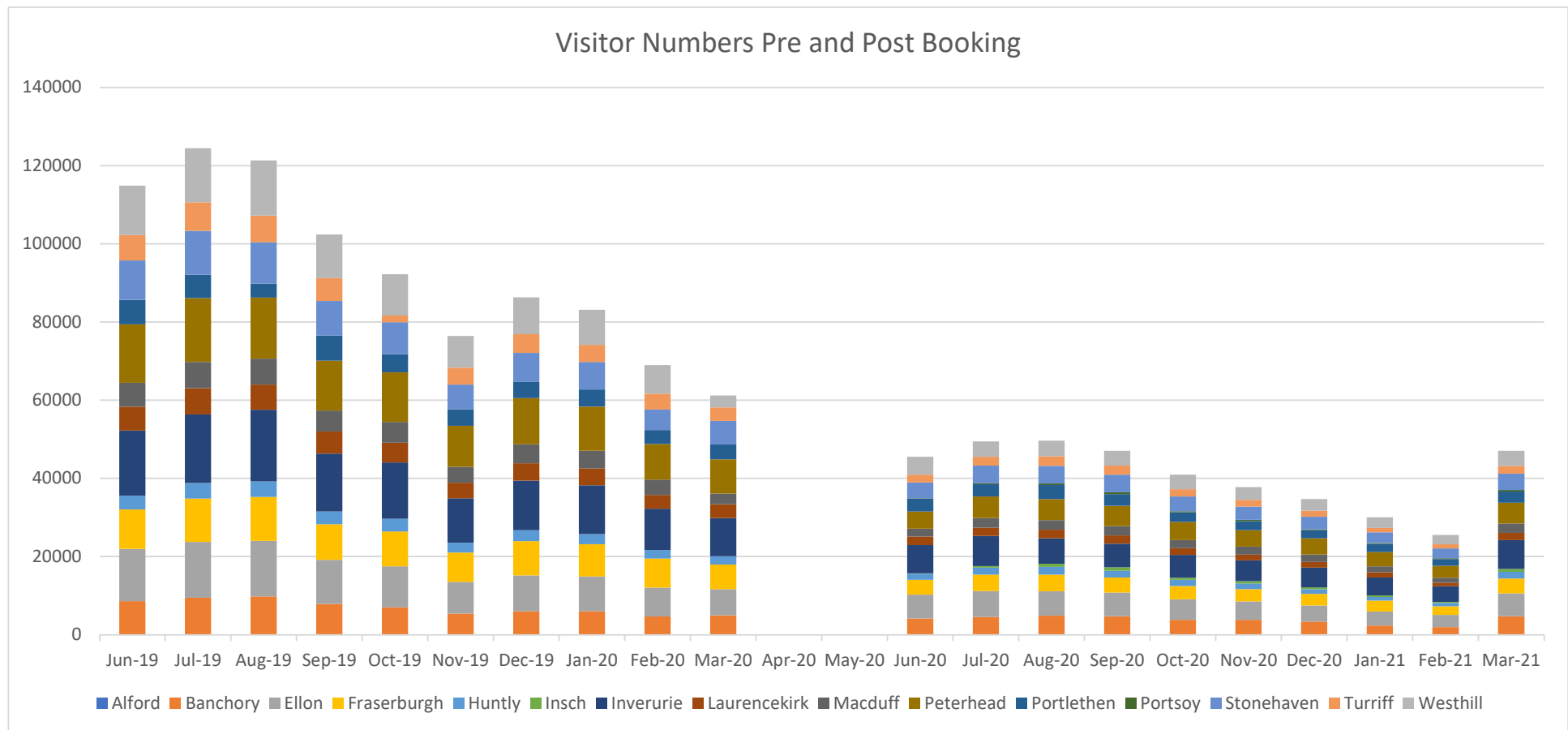
Site	Tonnage November to March Comparison									
	Nov-19	Nov-20	Dec-19	Dec-20	Jan-20	Jan-21	Feb-20	Feb-21	Mar-20	Mar-21
Alford	27.5	0.0	40.7	0.0	42.0	0.0	0.0	0.0	0.0	0.0
Banchory	266.1	289.0	245.6	229.0	251.2	162.7	210.1	111.5	255.8	370.6
Ellon	289.6	357.1	246.7	241.3	324.4	233.1	267.5	177.6	324.9	435.7
Fraserburgh	314.6	290.2	248.8	241.4	276.2	231.8	307.2	166.7	250.6	367.2
Huntly	139.0	154.8	92.6	125.4	116.2	87.5	120.6	114.0	96.8	208.1
Insch	23.8	33.4	25.4	26.2	21.2	17.3	16.7	2.0	20.8	59.3
Inverurie	469.9	314.8	229.9	366.5	480.1	240.8	379.0	275.6	350.7	530.1
Laurencekirk	119.7	116.9	117.6	98.1	131.0	68.1	115.5	54.4	133.5	156.7
Macduff	167.2	241.5	181.0	241.0	244.0	135.4	151.2	176.3	189.5	379.6
Peterhead	364.9	366.0	343.1	294.5	401.6	255.9	348.2	206.6	414.3	459.1
Portlethen	135.4	157.4	116.4	122.9	117.8	114.5	113.1	84.6	162.1	282.9
Portsoy	20.1	41.5	14.6	28.9	32.3	20.7	19.4	14.7	33.6	49.7
Stonehaven	229.2	268.8	176.3	302.8	273.7	122.2	169.2	139.2	246.5	292.6
Turriff	157.0	157.4	149.5	125.1	143.4	100.4	151.6	90.9	155.1	236.9
Westhill	202.4	215.1	153.7	154.7	336.2	148.2	221.0	105.2	289.2	282.6
TOTALS	2926.2	3003.8	2382.0	2597.9	3191.3	1938.6	2590.3	1719.4	2923.4	4111.0

Visitor Numbers

Insch and Portsoy no car counters on site

Alford closed for refurbishment December 2019

Sites Closed from 26 March 2020 reopened 1 June 2020 with Booking System. Date pre April 2020 car counters used to collate data from 1 June 2020 booking system used to gather data.



Site Name	Visitor Numbers June to October Comparison									
	Jun-19	Jun-20	Jul-19	Jul-20	Aug-19	Aug-20	Sep-19	Sep-20	Oct-19	Oct-20
Alford	No data	Closed	No data	Closed	No data	Closed	No data	Closed	No data	Closed
Banchory	8587	4175	9488	4567	9820	4865	7889	4754	7026	3851
Ellon	13375	6118	14263	6657	14209	6287	11243	6011	10481	5202
Fraserburgh	10060	3760	11114	4140	11211	4257	9135	3884	8874	3422
Huntly	3520	1595	3960	1839	3997	1961	3238	1751	3250	1554
Insch	No data	89	No data	348	No data	811	No data	859	No data	541
Inverurie	16707	7225	17505	7714	18310	6484	14815	6053	14454	5856
Laurencekirk	6070	2144	6728	2147	6429	2171	5658	2066	5050	1716
Macduff	6135	2012	6701	2457	6625	2482	5341	2386	5322	2042
Peterhead	14966	4399	16314	5474	15611	5406	12757	5208	12625	4707
Portlethen	6191	3279	6036	3115	3599	3591	6433	3012	4681	2435
Portsoy	No data	89	No data	311	No data	399	No data	427	No data	279
Stonehaven	10101	4079	11205	4484	10581	4492	8842	4553	8170	3774
Turriff	6527	1954	7285	2257	6827	2458	5840	2271	1687	1877
Westhill	12630	4601	13834	3917	14082	3979	11197	3850	10579	3685
TOTALS	114869	45519	124433	49427	121301	49643	102388	47085	92199	40941

Site Name	Visitor Numbers November to March Comparison									
	Nov-19	Nov-20	Dec-19	Dec-20	Jan-20	Jan-21	Feb-20	Feb-21	Mar-20	Mar-21
Alford	No data	Closed	No data	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Banchory	5419	3854	6011	3378	6043	2372	4709	1962	4926	4776
Ellon	8094	4688	9183	4072	8852	3556	7368	3117	6755	5790
Fraserburgh	7542	3092	8778	3038	8228	2817	7386	2206	6308	3797
Huntly	2473	1499	2733	1175	2590	890	2252	834	2102	1765
Insch	No data	568	No data	468	No data	419	No data	312	No data	711
Inverurie	11340	5325	12717	5058	12532	4603	10529	3952	9775	7347
Laurencekirk	4022	1490	4466	1449	4297	1295	3553	947	3480	1909
Macduff	4044	2001	4818	1910	4484	1530	3895	1271	2755	2345
Peterhead	10490	4219	11826	4102	11324	3703	9117	3052	8758	5338
Portlethen	4268	2345	4139	2063	4344	2044	3531	1728	3780	2834
Portsoy	No data	285	No data	240	No data	208	No data	173	No data	405
Stonehaven	6278	3387	7440	3243	7092	2736	5257	2512	6035	4160
Turriff	4317	1781	4739	1487	4344	1143	4047	1072	3459	2051
Westhill	8099	3242	9425	3037	8999	2722	7327	2390	3047	3855
TOTALS	76386	37776	86275	34720	83129	30038	68971	25528	61180	47083

Aberdeenshire Council

Integrated Impact Assessment

Household Recycling Centres Review

Assessment ID	IIA-000038
Lead Author	Diane Rotherham
Additional Authors	Claire Loney
Service Reviewers	Ros Baxter, Claire Loney
Subject Matter Experts	Claudia Cowie
Approved By	Philip McKay
Approved On	Friday July 16, 2021
Publication Date	Friday July 16, 2021

1. Overview

This document has been generated from information entered into the Integrated Impact Assessment system.

To carry out a review of the Household Recycling Centre (HRC) provision in Aberdeenshire. A service design process will be used to review the HRC provision for householders and to consider alternative disposal routes for traders.

The main proposal to the Committee is to consider and agree the planned scope of the review and agree that a further report with the review outcomes will return to Committee by February 2022. Carrying out a review in itself does not have any implications with regards to impact assessments however ISC are being asked to consider and approve some minor changes to the Waste Strategy that require to be implemented as soon as possible and not wait until the final outcome of the review. These include:

- The service will remove the current restriction of 8 visits in 4 weeks as soon as possible at the quieter sites that have plenty of capacity and will remove this restriction at all sites once the Covid social distancing requirements are no longer required
- The restriction that does not allow vans with trailers to enter the HRC sites will be removed at the larger sites that have space to allow this combination.
- The size of the acceptable trailer that householders are able to use to visit the site to be increased to 10 feet.
- A change to allow pick-ups to tow trailers has already been implemented but it is proposed that ISC formally agree to approve this change to the HRC policy.
- There should be no limits on the number of times householders can enter HRCs in pick-up vehicles.

During screening 1 of 10 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 1 out of 5 detailed impact assessments being completed. The assessments required are:

- Sustainability and Climate Change

In total there is 1 positive impact as part of this activity. There are 0 negative impacts, all impacts have been mitigated.

A detailed action plan with 1 points has been provided.

This assessment has been approved by philip.mckay@aberdeenshire.gov.uk.

The remainder of this document sets out the details of all completed impact assessments.

2. Screening

Could your activity / proposal / policy cause an impact in one (or more) of the identified town centres?	No
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	No
Does the activity / proposal / policy have the potential to affect greenhouse gas emissions (CO2e) in the Council or community and / or the procurement, use or disposal of physical resources?	No
Does the activity / proposal / policy have the potential to affect the resilience to extreme weather events and/or a changing climate of Aberdeenshire Council or community?	No
Does the activity / proposal / policy have the potential to affect the environment, wildlife or biodiversity?	Yes
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	No
Is this activity / proposal / policy of strategic importance for the council?	No
Does this activity / proposal / policy reduce inequality of outcome?	No
Does this activity / proposal / policy have an impact on children / young people's rights?	No
Does this activity / proposal / policy have an impact on children / young people's wellbeing?	No

3. Impact Assessments

Children's Rights and Wellbeing	Not Required
Climate Change and Sustainability	No Negative Impacts Identified
Equalities and Fairer Scotland Duty	Not Required
Health Inequalities	Not Required
Town Centre's First	Not Required

4. Sustainability and Climate Change Impact Assessment

4.1. Emissions and Resources

Indicator	Positive	Neutral	Negative	Unknown
Consumption of energy		Yes		
Energy efficiency		Yes		
Energy source		Yes		
Low carbon transition		Yes		
Consumption of physical resources		Yes		
Waste and circularity		Yes		
Circular economy transition		Yes		
Economic and social transition		Yes		

4.2. Biodiversity and Resilience

Indicator	Positive	Neutral	Negative	Unknown
Quality of environment	Yes			
Quantity of environment		Yes		
Wildlife and biodiversity		Yes		
Infrastructure resilience		Yes		
Council resilience		Yes		
Community resilience		Yes		
Adaptation		Yes		

4.3. Positive Impacts

Impact Area	Impact
Quality of environment	By amending some of the requirements of the Household Recycling Centre Limit system in response to householder/Cllr feedback, this will make it easier for householders to access the Recycling Centres to recycle/dispose of their waste. This could potentially see a reduction in flytipping which will have a positive impact on the quality of the environment.

4.4. Evidence

Type	Source	It says?	It Means?
------	--------	----------	-----------

Type	Source	It says?	It Means?
Other Evidence	Internal Feedback	Feedback from Household Recycling Centres has found on occasion that when a householder visiting the site had been turned away due to not complying with the limits that they have gone on to flytip the waste locally.	This identifies that if unable to gain access to the Household Recycling Centre there is the potential that a small minority of householders might flytip their waste therefore these minor changes to the Limit System that are being proposed should improve accessibility and resolve alot of the queries/complaints received therefore should limit the amount of flytipping that might potentially arise from access issues.

4.5. Overall Outcome

No Negative Impacts Identified.

The changes to the Limit System at Household Recycling Centres is an increase on allowance to the current system in place following feedback from householders and Cllrs therefore this is to the benefit of the site users and therefore no negative impacts have been identified.

5. Action Plan

Planned Action	Details
----------------	---------

Planned Action	Details	
<p>To carry out a full service design review of the Household Recycling Centre provision in Aberdeenshire led by the Change Programme, the scope of which will include, but is not limited to, the following:</p> <ul style="list-style-type: none"> - A review of the aims of the HRC service and how they help deliver the waste strategy (2019-23) and the Infrastructure Services Directorate plan 2021/22. - A review of the systems that are currently in place, the pros and cons and whether they are achieving their original purpose. This will include the booking system, the limit system for vans and trailers and the ANPR system. - Consideration of the accessibility of the HRCs for all householders in Aberdeenshire including the geographical spread and their usage. - A review of the means available to Traders to dispose of their waste lawfully and consideration of any means to improve the options available. - A review of the marketing and promotion of the HRC service to ensure that the positive benefits of new systems and services are clearly understood. - The review will include a public survey about the service provided and the systems used at the HRCs in order to feed this opinion into the review process. 	<p>Lead Officer</p> <p>Repeating Activity</p> <p>Planned Start</p> <p>Planned Finish</p> <p>Expected Outcome</p> <p>Resource Implications</p>	<p>Claire Loney</p> <p>No</p> <p>Thursday July 01, 2021</p> <p>Monday January 31, 2022</p> <p>The outcome of the review will be reported to ISC by February 2022 at the latest and will include any recommendations for service changes that have been identified during the course of the review.</p> <p>Change Programme Manager - time Waste Service Staff - time</p>