

## REPORT TO INFRASTRUCTURE SERVICES COMMITTEE – 20 JANUARY 2022

### WASTE STRATEGY UPDATE

#### 1 Executive Summary/Recommendations

1.1 This report is seeking approval for an updated Waste Strategy with regards to household waste and recycling collections. The report sets out a methodology for improving recycling rates compliant with the Household Recycling Charter and considers proposals for waste collection, external funding and future reviews to the Strategy to ensure a modern, adaptable and cost effective Waste Strategy is in place. This includes changes to household waste and recycling collections along with the requirement for further reviews regarding garden waste recycling and glass recycling collections once collection systems have been implemented.

1.1.1 The report also seeks approval to accept the funding offered by Zero Waste Scotland from the Recycling Improvement Fund to implement the Waste Strategy household collection changes and identifies the additional funds required from the Council to complete the project implementation.

#### 1.2 The Committee is recommended to:

**1.2.1 Confirm the change to move to a 3 weekly collection cycle as set out in paragraph 3.7;**

**1.2.2 Accept the funding offer of £3.4 million from the Recycling Improvement Fund (RIF) Board, administered by Zero Waste Scotland (ZWS) as set out in paragraph 3.5;**

**1.2.3 Approve the one off project implementation costs of £565,228 that require to be funded by Aberdeenshire Council as outlined in paragraph 3.5;**

**1.2.4 Acknowledge the annual capital costs of £132,000 and recurring capital costs of £170,000 (every 5 years) as summarised in Table 2 set out in paragraph 3.6 and recommend to Full Council that budget is allocated for this project within the Capital Plan;**

**1.2.5 Acknowledge that the Service will review the service provision for the collection of containers, including glass, once the Deposit Return Scheme (DRS) has been fully implemented for 12 months and the full impact of the DRS has been realised; and**

**1.2.6 Instruct the Director of Environment & Infrastructure Services to further explore a business case to provide an opt-in chargeable garden waste collection service, with a report on the outcome to be taken back to the Infrastructure Services Committee.**

## **2 Decision Making Route**

- 2.1 Aberdeenshire Council agreed to sign the Scottish Household Recycling Charter in August 2017. Part of this commitment requires the Council to make changes to the bin collection service in order to align with the Charter's Code of Practice.
- 2.2 Following a public engagement and consultation exercise the Waste Strategy was reviewed and presented to Infrastructure Services Committee for approval in January 2019 (Item 9).
- 2.3 However, as ZWS did not approve funding at that time, the proposed changes to the bin collections were amended to an interim solution of a 3 weekly cycle using the existing containers. This was approved by Infrastructure Services Committee in May 2019 (Items 12 & 13) but not implemented due to COVID 19.
- 2.4 Infrastructure Services Committee agreed in May 2019 to explore external funding opportunities which could potentially be used in future to increase recycling and report back to Committee. A new funding stream has now been made available to local authorities in order to assist with the move to Charter compliance and a new application was submitted and subsequently approved for funding to support the implementation of the original bin collection changes.

## **3 Discussion**

- 3.1 The previously agreed changes to the Waste Strategy have not been implemented due to external funding not being approved in 2019 and COVID 19. However, and in line with the instruction from Infrastructure Services Committee, officers submitted a bid and have now secured external funding from the current RIF administered by ZWS.
- 3.2 The Scottish Government announced in September 2020 their Programme for Government 2020-21, including a £70 million fund to improve local authority refuse collection infrastructure and develop a new route map to reduce waste and meet their waste and recycling targets for 2025. The fund is being administered by ZWS from April 2021.
- 3.3 Since the decision to refuse the original application, ZWS have led a review of the Code of Practice for the Household Recycling Charter. This review has considered the impact of DRS as well as any other required changes. This review was completed in April 2021 and is due out for consultation in the near future. At this stage, there has only been minor changes to the Code of Practice and nothing that would impact on the original planned kerbside service changes for Aberdeenshire Council. ZWS, therefore, invited Aberdeenshire Council to resubmit their original bid for funding for these service changes.

3.4 The estimated annual revenue savings are between £564,000 - £765,000 depending on the level of recycling achieved, as detailed in Table 1 below.

**Table 1 – Summary of estimated annual revenue savings**

<b>Budget item</b>	<b>Estimated saving to current budget £</b>	<b>Estimated cost to current budget £</b>
Saving in landfill costs resulting from increase in recycling	<b>162,000 - 833,000</b>	
Additional reprocessing costs from additional recycling		<b>101,000 – 571,000</b>
Saving from segregated paper and card (reduced blue-bin reprocessing costs & income from paper and card)	<b>594,000</b>	
Additional budget for purchase of home composters for resale (resulting from promotion and reduced capacity of non-recyclable bin)		<b>30,000</b>
Additional budget for fleet maintenance/servicing of loading equipment being purchased for Stonehaven transfer station as required for service change.		<b>13,000</b>
Borrowing costs for capital as detailed in Table 2 below – first full year 23/24		<b>48,000</b>
<b>Total estimated savings and costs</b>	<b>756,000 – 1,427,000</b>	<b>192,000 – 662,000</b>
<b>Total estimated net savings</b>	<b>564,000 – 765,000</b>	

3.5 The estimated capital expenditure to roll-out the new kerbside service is £4 million as detailed in the table in **Appendix 1**. The funding application submitted to the RIF Board was for 100% of the capital costs, however, the funding offer received from ZWS does not include £145,345 for printing costs and £419,883 for temporary staffing costs to deliver the project. This one-off cost of £565,228 in total will require to be funded by the Council. The overall funding offer from ZWS is £3,439,328.

3.6 The estimated annual and recurring capital costs that will require to be funded by the Council are summarised in Table 2 below. These are additional capital requirements on top of the current capital plan allocations:

**Table 2 – Summary of additional Capital costs**

<b>Budget item</b>	<b>Estimated replacement programme capital cost</b>	<b>Estimated cost to annual capital budget</b>
	£	£
Additional annual bin replacement costs (resulting from third bins)		<b>132,000</b>
Purchase of loading equipment for Stonehaven Transfer Station – to be added to the Fleet replacement programme – recurring cost every 5 years.	<b>170,000</b>	
<b>Total costs</b>	<b>170,000</b>	<b>132,000</b>

3.7 A new 180L bin will be provided to allow the separation of containers from the paper and card recycling with food waste remaining on a weekly collection. Therefore, the new collection service will comprise of:

- Week 1: Food waste (existing caddy) and non-recyclable waste (existing 240L bin).
- Week 2: Food waste (existing caddy) and paper & card (existing blue lidded bin).
- Week 3: Food waste (existing caddy) and containers - food & drinks cans, cartons, plastic bottles, pots, tubs & trays (new 180L bin).

3.8 A review of the original assumptions has been undertaken based on the change to the service. The new kerbside collection service is expected to divert 1,249-6,434 tonnes of material from disposal into recycling, increasing the Council's recycling rate from 44% in 2019 to 45-49% by 2023.

3.9 The proposed kerbside waste collection service is fit to facilitate current and future Scottish and UK waste policy which includes the Scottish Household Recycling Charter, Deposit Return Scheme (DRS), Extended Producer Responsibility (EPR) and reducing residual waste tonnage to Energy from Waste (EfW).

3.10 The proposed timeline for implementation of these changes is at **Appendix 2**. It should be noted that this timeline may be subject to change due to the impact of delays regarding the funding applications being considered by the RIF Board.

- 3.11 The Scottish Government have now announced that the DRS will go live on 16 August 2023 with the target of capturing 90% collection rates by 2024. Once this has been implemented, this should see a large amount of the household container recycling stream removed from the Council's collected waste streams. At that time, the Waste Service will look to undertake a review of the collections of household containers, including glass, to consider the best option for service provision moving forward in line with any amendments to the Household Recycling Charter Code of Practice.

### **Garden Waste**

- 3.12 The waste analysis on non-recyclable waste bins carried out in 2016/17 highlighted an element of garden waste within the non-recyclable waste bin. Currently, garden waste is collected through the network of 15 household recycling centres and 12 seasonal garden waste points which captures a high tonnage of garden waste from households however this is not capturing all of the garden waste with some still ending up in the non-recyclable waste bin. This may be due to residents being unable to deal with their garden waste by composting at home or being unable to visit a recycling centre or seasonal garden waste point.
- 3.13 A garden waste kerbside collection service would allow householders to recycle their garden waste more easily with the potential to capture more garden waste out of the non-recyclable waste bin therefore reducing waste that requires to be disposed of currently through landfill which should increase the Councils' recycling rate. Currently, 26 out of 32 local authorities in Scotland provide a garden waste service, with 13 of these being an opt-in chargeable service.
- 3.14 To capture more garden waste and to provide householders with an easier option to recycle their garden waste an option may be to provide an opt-in chargeable garden waste kerbside collection service. Members should consider if they wish the Service to investigate this option and return to Committee at a later date with a business case detailing options as to how this service could be provided.

## **4 Council Priorities, Implications and Risk**

- 4.1 This report helps deliver the Strategic Priorities "Infrastructure" and "Economy & Enterprise" within the Pillars "Our Economy" and "Our Environment", by approving a new bin collection system that will increase recycling and reduce Aberdeenshire's carbon footprint. It will also reduce the Council's annual expenditure on waste disposal.
- 4.2 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.

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

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Financial	x		
Staffing	x		
Equalities and Fairer Duty Scotland	IIA attached as <b>Appendix 3</b>		
Children and Young People's Rights and Wellbeing			x
Climate Change and Sustainability	IIA attached as <b>Appendix 3</b>		
Health and Wellbeing			x
Town Centre First	IIA attached as Appendix 3		

4.4 The impact on existing staff is that training will be required for all Collections staff on the new waste collections service in order to ensure the success of the new system. In addition, new temporary posts will be created in order to successfully deliver the project.

4.5 The financial implications are that this project, if approved, will create a revenue budget saving as outlined in Table 1 paragraph 3.4. The revenue budget saving for the first year will be used to cover the additional costs not being met by the RIF as detailed in 3.5. However, there will also be additional capital costs which are outlined in Table 2 paragraph 3.6. A Strategic Business Plan is going to the Capital Plan group on 17 January 2022 seeking funding to cover these costs. The capital costs will have a revenue implication of £48,000.

4.6 An Integrated Impact Assessment has been carried out as part of the development of the proposals set out above. It is included as **Appendix 3** and the following impacts have been identified which can be mitigated as follows:

Impact Area: Age (older); Disability  
 Details: May struggle with additional bins to put out for collection.  
 Mitigation: Assisted collections can be requested where there is a need.

Impact Area: Disability; Pregnancy and Maternity  
 Details: May struggle to cope with smaller non-recyclable waste bins if additional waste due to disability or larger families especially with one or more in disposable nappies.  
 Mitigation: Provision of additional non-recyclable waste bins are available to those households that fully use the recycling services available to them and meet the current criteria for additional bins.

Impact Area: Race  
Details: People whose first language is not English may not be able to understand the information provided about changes to services.  
Mitigation: Use of pictorial guides as much as possible, including stickers on bins.

Impact Area: Aesthetics of the town centre; Town centre assets  
Details: Households must be able to accommodate four bins instead of the current three (current provision 1 x 240L non-recycling bin; 1 x 240L mixed recycling bin; 1 x 22L food waste bin). This could potentially be an issue for small town centre gardens.  
Mitigation: In line with current practice, alternative arrangements, such as bags or communal bins, will be put in place for properties that do not have space for an additional bin.

Impact Area: Aesthetics of the town centre; Town centre assets  
Details: To prevent litter, all waste must be contained within a bin, no side waste in bags will be accepted. This may be an issue with the smaller non-recyclable waste bin.  
Mitigation: Waste collection procedures formalising the arrangement regarding side waste will be put in place before the implementation of the new kerbside service.

Impact Area: Waste and circularity  
Details: By reducing the size and collection frequency of the non-recyclable waste bin and expanding on the capacity of the recycling bins, this should encourage more recycling to be undertaken as there should be no longer capacity for recycling material within the non-recyclable waste bin therefore effectively reducing the waste sent to landfill and maximising the tonnages of recycling collected.  
Mitigation: Publicity and communication will be carried out including visits by Community Waste Officers to ensure that residents are aware of the rationale for the design of the service, residents are maximising recycling and aware that there is an increase in weekly waste capacity.

4.7 The following Risks have been identified as relevant to this matter on a Corporate ([Corporate Risk Register](#)) and Strategic ([Directorate Risk Registers](#)) level:

Risk	Mitigation	Relevant Risks in Corporate / Directorate Risk Registers
<p>Negative publicity/public backlash as result of reducing the collection frequency of the non-recyclable waste bin and requirement to accommodate an extra bin without being able to recycle more materials at kerbside.</p>	<ul style="list-style-type: none"> <li>• Rationale for service change to be clearly communicated, including the cost implications.</li> <li>• Engagement and communication strategy to help residents maximise reuse and recycling before changes to kerbside collection made.</li> <li>• Residents fully using the existing recycling services can request an additional non-recyclable waste bin, subject to them complying with current criteria.</li> </ul>	<p>ACORP006 – Reputation Management</p> <p>ISSR004 – Climate Change</p>
<p>Market prices of reprocessing recyclables keep on changing and are affected by political and legislative changes affecting UK, EU and international markets. As a result, the actual costs and savings may be different from those projected – either higher or lower.</p>	<ul style="list-style-type: none"> <li>• Changing market prices of recyclables is a current risk the Waste Service must cope with.</li> <li>• Conservative pricing has been used to minimise negative impacts.</li> </ul>	<p>ACORP001 – Budget pressures</p> <p>ACOPRP002 – Changes in government policy and legislation</p> <p>ACORP005 – Working with other organisations (e.g. supply chains)</p> <p>ISSR007 – Reduction in waste to landfill</p>
<p>If this proposal is not approved, there is no guarantee that funding will be available in future</p>	<ul style="list-style-type: none"> <li>• Other opportunities may open in the future for funding.</li> </ul>	<p>ACORP001 – Budget pressures</p>

<p>to make the required changes to services to significantly increase recycling and reduce disposal costs.</p>		<p>ACORP005 – Working with other organisations (e.g. supply chains)</p> <p>ISSR007 – Reduction in waste to landfill</p>
<p>The estimated impact of service changes on residents' recycling behaviour is based on projections. As a result, the actual diversion from landfill may be different from those projected – either higher or lower.</p>	<ul style="list-style-type: none"> <li>The minimum recycling rate (49%) is considered conservative, whilst the higher rate (57%) is considered as a realistic best-case scenario – the actual recycling rate that will be achieved, and savings made in disposal costs, is likely to be somewhere in between.</li> </ul>	<p>ACORP001 – Budget pressures</p> <p>ISSR007 – Reduction in waste to landfill</p>
<p>The projections on diversion rates, resulting recycling tonnages and savings in disposal costs could be affected by population growth.</p>	<ul style="list-style-type: none"> <li>Based on projections made by <a href="#">National Records of Scotland</a>, over the next 10 years the household growth in Aberdeenshire is likely to be well below 1%, hence the impact of household growth on tonnages is considered to be minimal.</li> </ul>	<p>ACORP001 – Budget pressures</p> <p>ACORP007 – Social risk (e.g. population changes)</p> <p>ISSR007 – Reduction in waste to landfill</p>
<p>The Council will not achieve the Scottish target 70% by 2025.</p>	<ul style="list-style-type: none"> <li>This is not different from the current situation.</li> </ul>	<p>ACORP006 – Reputation management</p> <p>ACOPRP002 – Changes in government policy and legislation</p> <p>ISSR007 – Reduction in waste to landfill</p>

## **5 Scheme of Governance**

- 5.1 The Finance and Legal Monitoring Officers 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.
- 5.2 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 Environment & Infrastructure Services**

Report prepared by Ros Baxter, Waste Manager  
11 January 2022

### **List of Appendices**

- Appendix 1 – Project Costs
- Appendix 2 – Implementation timetable
- Appendix 3 – Integrated Impact Assessment (IAA)

**Appendix 1**

**Project Costs**

The tables below outline the total project costs submitted to Zero Waste Scotland as part of the funding bid submitted in May 2021. The total projected cost of the project is £4,004,556.

<b>3.1 Use the table below to outline the projected one-off capital project costs, including funding requested to implement the proposed changes.</b>			
<b>Year of Expenditure</b>	<b>Capital costs <i>Item description</i></b>	<b>Cost (excl. VAT) £</b>	<b>Funding Requested £</b>
2021/22	Changes at waste transfer stations to create a separate bay for paper and card	£30,000	£30,000
2021/22	12-page A5 detailed service information leaflet (print only) x 122,000	£7,849	£7,849
2021/22-2022/23	Teaser postcard to all households (print & delivery by post) x 122,000	£45,832	£45,832
2021/22-2022/23	Service details letter to all households (print & delivery by post) x 122,000	£45,832	£45,832
2022/23	Purchase of 180L bins x 122,000 (split between comb and diamond bins as per current service provision) and bin stickers to convert recycling bins into twin-stream recycling bins	£2,781,040	£2,781,040
2022/23	Purchase of extra bins (for large households that need more than the standard allocation) x 5,000	£126,604	£126,604
2022/23	Purchase of additional communal bins to alleviate potential issues with flatted properties in some areas x 120	£36,000	£36,000
2022/23	Storage of bins (prior to and during roll-out)	£40,000	£40,000
2022/23	Delivery of bins to households by a contractor	£306,766	£306,766
2022/23	Apply stickers to existing refuse and MDR bins (by bin delivery contractor)	£68,847	£68,847
2022/23	Put leaflet through the door (by bin delivery contractor)	£50,071	£50,071
2022/23	Follow-up postcard to all households (print & delivery by post) x 122,000	£45,832	£45,832
<b>Total Capital Costs</b>		<b>£3,584,673</b>	<b>£3,584,673</b>

3.2 Use the table below to outline the one-off implementation costs associated with the project e.g. project management, communications, temporary staff, staff training. Please note that these costs are likely to be out of scope of the fund.		
Year of Expenditure	Item description	Cost (excl. VAT) £
2021/22-2022-23	Monitoring officers x 4 (12-month temporary contract)	£141,647
2022/23	Pilots for bin delivery contractor x 2 (7 month temporary contract)	£32,458
2022/23	Car hire for each pilot (hire + fuel)	£4,648
2021/22-2022-23	Project manager x 1 (18-month temporary contract)	£83,529
2021/22-2022-23	Additional contact centre staff x 3 (9-month temporary contract)	£66,659
2021/22-2022-23	Supervisor x 1 (12-month temporary contract)	£41,184
2021/22-2022-23	Additional communications officer x 1 (12 month temporary contract)	£27,257
2021/22	Training sessions for collection crews and HWRC staff (2.5h each) – delivered by ZWS	£22,500
<b>Total one off implementation costs</b>		<b>£419,883</b>

**Proposed implementation timetable**

<b>Approx. dates</b>	<b>Action</b>
By end May 2021	Submission of full stage 2 application for funding to Zero Waste Scotland (ZWS) (EOI already submitted and approval to proceed to stage 2 received).
August 2021 – June 2022	Re-routing all of the bin collection routes; engagement with crews.
13 October 2021	Recycling Improvement Fund (RIF) Board considers application.
30 November 2021	Response to funding application to be received by Council by 30 November 2021.
20 January 2022	Proposal considered by Infrastructure Services Committee.
February – end of June 2022	Procurement process for purchasing the bins and the roll out to households. Additional procurement also required for comms materials and bin storage facilities.
February - June 2022	Recruitment of additional fixed term staff required for the roll out – Project Manager required for 18 months, rest of the staff shorter contracts (monitoring officers, Supervisor, Comms Officer, contact centre staff).
May 2022	Waste compositional analysis funded by Ness Energy Project/Council.
May/June 2022	Communications with householders about the changes.
June 2022	Training of crews and other staff.
August 2022 – June 2023	Roll out of the new service to residents (bin delivery in Aberdeenshire during winter months is not recommended due to the potential for ice and snow which will hinder delivery of the new bins. It is anticipated that the roll-out will start in August 2022 and proceed one of the six waste depots at a time to ensure the Waste Service can deal with the amount of customer enquiries generated and time to resolve any teething problems as they emerge). There will be a break in the roll out over the winter months and this will restart again in the Spring with a completion aim by June 2023.
May 2024	Waste compositional analysis funded by ZWS TBC.

# Aberdeenshire Council

## Integrated Impact Assessment

### 3 Weekly Kerbside Bin Collections

Assessment ID	IIA-000035
Lead Author	Diane Rotherham
Service Reviewers	Ros Baxter
Subject Matter Experts	Audrey Michie, Joel Evans, Lynne Gravener
Approved By	Philip McKay
Approved On	Thursday June 24, 2021
Publication Date	Thursday June 24, 2021

# 1. Overview

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

To assess the impact of proposed changes to the kerbside collection system to encourage households to use the existing recycling services. These changes include a smaller capacity non-recyclable waste bin and reduced frequency collection for non-recyclable waste. The changes will also increase the quantity of bins for each household, meaning that each household will have 4 bins instead of 3. These will consist of 2 x 240L bins for twin stream recycling, 1 x 180L bin for non-recyclable waste (residual waste) and 1 x 23L bin for food waste. The non-recyclable waste bin and the 2 twin stream recycling bins will be collected on a 3 weekly cycle with the food waste continuing to be collected weekly.

During screening 4 of 10 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 3 out of 5 detailed impact assessments being completed. The assessments required are:

- Equalities and Fairer Scotland Duty
- Sustainability and Climate Change
- Town Centres First

In total there are 5 positive impacts as part of this activity. There are 9 negative impacts, all impacts have been mitigated.

A detailed action plan with 2 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?	Yes
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?	Yes
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?	No
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	Yes
Is this activity / proposal / policy of strategic importance for the council?	Yes
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	All Negative Impacts Can Be Mitigated
Health Inequalities	Not Required
Town Centre's First	All Negative Impacts Can Be Mitigated

## 4. Equalities and Fairer Scotland Duty Impact Assessment

### 4.1. Protected Groups

Indicator	Positive	Neutral	Negative	Unknown
Age (Younger)		Yes		
Age (Older)	Yes		Yes	
Disability	Yes		Yes	
Race			Yes	
Religion or Belief		Yes		
Sex		Yes		
Pregnancy and Maternity			Yes	
Sexual Orientation		Yes		
Gender Reassignment		Yes		
Marriage or Civil Partnership		Yes		

### 4.2. Socio-economic Groups

Indicator	Positive	Neutral	Negative	Unknown
Low income		Yes		
Low wealth		Yes		
Material deprivation		Yes		
Area deprivation		Yes		
Socioeconomic background		Yes		

### 4.3. Positive Impacts

Impact Area	Impact
Age (Older)	Smaller non-recyclable waste bins might be easier to handle
Disability	Smaller non-recyclable waste bins might be easier to handle

### 4.4. Negative Impacts and Mitigations

Impact Area	Details and Mitigation
Age (Older)	<p>May struggle with additional bins to put out for collection.</p> <p>Can be mitigated Yes</p> <p>Mitigation Assisted collections can be requested where there is no adult in the household able to take the bins to the kerbside for collection.</p> <p>Timescale Ongoing</p>

Impact Area	Details and Mitigation
Disability	<p>May struggle to cope with smaller non-recyclable waste bins, especially if there is additional waste created due to disability.</p> <p>Can be mitigated Yes</p> <p>Mitigation Provision of additional non-recyclable waste bins to those households that fully use the recycling services available to them and meet the current criteria for additional bins.</p> <p>Timescale Ongoing</p>
Disability	<p>May struggle with additional bins to put out for collection.</p> <p>Can be mitigated Yes</p> <p>Mitigation Assisted collections can be requested where there is no adult in the household able to take the bins to the kerbside for collection.</p> <p>Timescale Ongoing</p>
Pregnancy and Maternity	<p>Large families may struggle to cope with smaller non-recyclable waste bins, especially if they have more than one child using disposable nappies.</p> <p>Can be mitigated Yes</p> <p>Mitigation Provision of additional non-recyclable waste bins to those households that fully use the recycling services available to them and meet the current criteria for additional bins.</p> <p>Timescale Ongoing</p>
Race	<p>People whose first language is not English may not be able to understand the information provided about changes to services.</p> <p>Can be mitigated Yes</p> <p>Mitigation Use of pictorial guides as much as possible, including stickers on bins.</p> <p>Timescale Before, during and after changes to services have been implemented.</p>

## 4.5. Evidence

Type	Source	It says?	It Means?
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Type	Source	It says?	It Means?
Internal Data	Waste Data Flow - Recycling Rates	The Council's recycling rate is 44% (2019 audited figure) which is below the average of Scottish local authorities and well below the Scottish Government targets set for recycling (60% by 2020 and 70% by 2025).	This means that the Council is not meeting the Scottish Government targets set for recycling and therefore action needs to be taken to capture the recycling that is ending up in the non-recyclable bin for landfill. By reducing the capacity of the non-recyclable bin and increasing capacity for the recycling materials, this should encourage more recycling to be undertaken.
Internal Data	Waste Analysis 2016/17	Waste analysis undertaken in 2016/17 showed that over half of materials put into non-recyclable waste bins in Aberdeenshire are recyclable through existing recycling services.	<p>This shows that there is too much capacity in the non-recyclable waste bin in that householders don't have to recycle as they have the capacity in their non-recyclable waste bin to put all their waste in there. By reducing the capacity of the non-recyclable waste bin and increasing capacity for recycling this should encourage more waste to be recycled through existing recycling services and reduce the amount which is being lost to landfill disposal through the non-recyclable waste bins and therefore maximise recycling tonnages.</p> <p>Online survey and focus groups were undertaken in February 2018 to gauge public views on some of the proposals being considered to maximise reuse and recycling.</p> <p>Waste Management Working Group has been the main sounding board in terms of elected members' views. A full public consultation was undertaken in September 2018.</p>

Type	Source	It says?	It Means?
Internal Consultation	Consultation with Internal Services	As part of the consultation in September 2018, internal services (fleet, finance, contact centre, HR, sustainability, procurement and union representatives) were also invited to provide comments on the proposals. Informal discussions with HR, fleet, call centre, finance and procurement were previously undertaken in March 2018.	Internal Services were consulted as part of the main consultation process with their comments being fed back into the final proposal regarding the change to the service.
External Consultation	Online Survey	Online survey was distributed wide and far. Responses were also received from community councils.	Survey data was used to assist the options appraisal and determine changes to the waste strategy which resulted in the proposal to reduce the size of the non-recyclable waste bin and reduce collection frequency and maximise capacity for recycling therefore encouraging increased recycling and reduced waste to landfill.
External Consultation	Scottish Councils	Consultation with other Scottish authorities that had introduced reduced non-recyclable waste capacity was undertaken to provide specific data and experiences in their service changes.	These findings contributed to the options appraisal and proposed service change which showed that reducing non-recyclable waste capacity increased recycling and reduced waste to landfill.
External Consultation	Full Public Consultation	A full public consultation was undertaken in September 2018 to consult on the proposed changes to the Councils Waste Strategy. The consultation had 2,520 responses.	Outcome of consultation was used to assist the options appraisal and determine changes to the waste strategy which resulted in the proposal to reduce the size of the non-recyclable waste bin and reduce collection frequency and maximise capacity for recycling therefore encouraging increased recycling and reduced waste to landfill.

Type	Source	It says?	It Means?
External Data	Waste & Resources Action Programme (WRAP) - Research	Waste and Resources Action Programme research across the UK shows (WRAP 2015: Analysis of recycling performance and waste arisings in the UK 2012/13) that one of the most effective ways to encourage residents to use the recycling services available to them is to reduce the amount of non-recyclable waste collected from them.	This research supports the move to reduce capacity of the non-recyclable waste bin by reducing container size and frequency of collection in that it encourages householders to use the recycling services available to them thereby maximising recycling and reducing waste to landfill.

#### 4.6. Engagement with affected groups

Engagement with the public has taken place in the form of an online survey, focus groups and public consultation which has included engagement and attendance at Community Council meetings.

#### 4.7. Ensuring engagement with protected groups

Engagement with those with protected characteristics was not directly undertaken however an online survey and focus groups were held in February 2018, and a public consultation in September 2018. All of the information was available in alternative formats on request but no requests were received.

#### 4.8. Evidence of engagement

Engagement with those with protected characteristics was not directly undertaken however an effective communications and engagement plan will be put in place before any changes are made. Support will be provided to all households in terms of tips and advice on how to make the most of the recycling services available to them, and through a visiting service provided by a team of Community Waste Officers who can provide household-specific advice on how to adapt to the changes.

#### 4.9. Overall Outcome

All Negative Impacts Can Be Mitigated.

A new waste strategy and changes are required to ensure Aberdeenshire maximises the environmental, community and financial benefits of the waste it produces. Mitigation measures identified are considered effective in minimising any potential negative impacts on the protected groups.

#### 4.10. Improving Relations

An effective communications and engagement plan will be put in place before any changes are made. Support will be provided to all households in terms of tips and advice on how to make the most of the recycling services available to them, and through a visiting service provided by a team of Community Waste Officers who can provide household-specific advice on how to adapt to the changes.

#### **4.11. Opportunities of Equality**

In line with current policy, assisted collections are available where there is no adult in the household able to take bins to the kerbside for collections.

Alternative containers are available on request.

Additional non-recyclable waste bins (subject to meeting current criteria) can be requested.

Additional recycling bins and food waste bins will continue to be provided on request free of charge to all households.

We will continue to communicate and engage with all sectors of the community to ensure all residents know how make the best use of reuse and recycling services available to them.

## 5. Sustainability and Climate Change Impact Assessment

### 5.1. 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		

### 5.2. 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		

### 5.3. Positive Impacts

Impact Area	Impact
Waste and circularity	Waste analysis undertaken in 2016/17 showed that over half of materials put into non-recyclable waste bins in Aberdeenshire are recyclable through existing recycling services. By reducing the size and frequency of collection of the non-recyclable waste bin and expanding on the capacity of the recycling bins this should encourage more recycling to be undertaken as there will no longer be the capacity for recycling material within the non-recyclable waste bin therefore effectively reducing the waste being sent to landfill and maximising the tonnages of recycling collected.

### 5.4. Evidence

Type	Source	It says?	It Means?
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Type	Source	It says?	It Means?
Internal Data	Waste Data Flow - Recycling Rates	<p>Waste Data Flow - Recycling Rates</p> <p>The Council's recycling rate is 44% (2019 audited figure) which is below the average of Scottish local authorities and well below the Scottish Government targets set for recycling (60% by 2020 and 70% by 2025).</p>	<p>This means that the Council is not meeting the Scottish Government targets set for recycling and therefore action needs to be taken to capture the recycling that is ending up in the non-recyclable bin for landfill. By reducing the capacity of the non-recyclable bin and increasing capacity for the recycling materials, this should encourage more recycling to be undertaken.</p>
Internal Data	Waste Analysis 2016/17	<p>Waste Analysis carried out in 2016/17 showed that over half of materials put into the non-recyclable waste bins in Aberdeenshire are recyclable through existing recycling services.</p>	<p>This means that valuable material that could be recycled is being lost to landfill which not only increases the impact on greenhouse gases as it degrades in landfill but also is much more costly. To reduce the non-recyclable waste bin capacity by reducing the size of the bin and reducing frequency of collection, this encourages more recycling to take place as there is no longer the capacity in the non-recyclable waste bin for it. This should therefore maximise recycling tonnages and increase the Council's recycling rate, whilst reducing the waste tonnage being sent to landfill.</p>
External Data	Waste & Resources Action Programme (WRAP) - Research	<p>Waste and Resources Action Programme research across the UK shows (WRAP 2015: Analysis of recycling performance and waste arisings in the UK 2012/13) that one of the most effective ways to encourage residents to use the recycling services available to them is to reduce the amount of non-recyclable waste collected from them.</p>	<p>This research supports the move to reduce capacity of the non-recyclable waste bin by reducing container size and frequency of collection in that it encourages householders to use the recycling services available to them thereby maximising recycling and reducing waste to landfill.</p>

Type	Source	It says?	It Means?
External Consultation	Scottish Councils	Consultation with other Scottish authorities that had introduced reduced non-recyclable waste capacity was undertaken to provide specific data and experiences in their service changes.	These findings contributed to the options appraisal and proposed service change which showed that reducing non-recyclable waste capacity increased recycling and reduced waste to landfill.

## 5.5. Overall Outcome

No Negative Impacts Identified.

A new waste strategy and changes are required to ensure Aberdeenshire maximises the environmental, community and financial benefits of the waste it produces. The change in service has only a positive impact in that it should divert valuable recycling material from the non-recyclable waste bin into the recycling streams collected by Aberdeenshire Council therefore maximising recycling tonnages and reducing the waste going to landfill.

## 6. Town Centre's First Impact Assessment

### 6.1. Local Factors

Indicator	Positive	Neutral	Negative	Unknown
Town centre assets	Yes		Yes	
Footfall		Yes		
Changes to road layouts		Yes		
Parking		Yes		
Infrastructure changes		Yes		
Aesthetics of the town centre	Yes		Yes	
Tourism		Yes		
Public safety		Yes		
Town centre business		Yes		
Cultural heritage and identity		Yes		
Social and cultural aspects		Yes		

### 6.2. Positive Impacts

Impact Area	Impact
Aesthetics of the town centre	Smaller non-recyclable waste bins - less bulky and slightly less likely to block pavements/access when presented on collection day.
Town centre assets	Smaller non-recyclable waste bins - less bulky and slightly less likely to block pavements/access when presented on collection day.

### 6.3. Negative Impacts and Mitigations

Impact Area	Details and Mitigation
Aesthetics of the town centre	<p>Households need to be able to accommodate four bins instead of the current three. This could potentially be an issue for small town centre gardens.</p> <p>Can be mitigated Yes</p> <p>Mitigation In line with current practice, alternative arrangements, such as bags or communal bins, will be put in place for properties that do not have space for an additional bin.</p> <p>Timescale A survey of potentially affected properties will be undertaken before new kerbside service rolled out.</p>

Impact Area	Details and Mitigation
<b>Aesthetics of the town centre</b>	<p>To prevent litter, all waste must be contained within a bin, no side waste in bags will be accepted. This may be an issue with the smaller non-recyclable waste bin.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      Waste collection procedures formalising the arrangement regarding no side waste will be put in place before the implementation of the new kerbside service.</p> <p>Timescale                      Before implementation of the new kerbside service.</p>
<b>Town centre assets</b>	<p>Households need to be able to accommodate four bins instead of the current three. This could potentially be an issue for small town centre gardens.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      In line with current practice, alternative arrangements, such as bags or communal bins, will be put in place for properties that do not have space for an additional bin.</p> <p>Timescale                      A survey of potentially affected properties will be undertaken before new kerbside service rolled out.</p>
<b>Town centre assets</b>	<p>To prevent litter, all waste must be contained within a bin, no side waste in bags will be accepted. This may be an issue with the smaller non-recyclable waste bin.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      Waste collection procedures formalising the arrangement regarding no side waste will be put in place before the implementation of the new kerbside service.</p> <p>Timescale                      Before implementation of the new kerbside service.</p>

## 6.4. Evidence

Type	Source	It says?	It Means?
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Type	Source	It says?	It Means?
External Consultation	Online Survey	Online survey was distributed wide and far. Responses were also received from community councils.	Survey data was used to assist the options appraisal and determine changes to the waste strategy which resulted in the proposal to reduce the size of the non-recyclable waste bin and reduce collection frequency and maximise capacity for recycling therefore encouraging increased recycling and reduced waste to landfill.
External Consultation	Scottish Councils	Consultation with other Scottish authorities that had introduced reduced non-recyclable waste capacity was undertaken to provide specific data and experiences in their service changes.	These findings contributed to the options appraisal and proposed service change which showed that reducing non-recyclable waste capacity increased recycling and reduced waste to landfill.
External Consultation	Full Public Consultation	A full public consultation was undertaken in September 2018 to consult on the proposed changes to the Councils Waste Strategy. The consultation had 2,520 responses.	Outcome of consultation was used to assist the options appraisal and determine changes to the waste strategy which resulted in the proposal to reduce the size of the non-recyclable waste bin and reduce collection frequency and maximise capacity for recycling therefore encouraging increased recycling and reduced waste to landfill.

## 6.5. Overall Outcome

All Negative Impacts Can Be Mitigated.

A new waste strategy and changes are required to ensure Aberdeenshire maximises the environmental, community and financial the benefits of the waste it produces. Mitigation measures identified are considered effective in minimising any potential negative impacts on town centres.

## 7. Action Plan

Planned Action	Details
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Planned Action	Details	
<p>An effective communications and engagement plan to be put in place before any service changes are made.</p>	<p><b>Lead Officer</b> <b>Repeating Activity</b> <b>Planned Start</b> <b>Planned Finish</b> <b>Expected Outcome</b></p>	<p>Diane Rotherham No Monday August 30, 2021 Monday February 28, 2022 Information and support provided to all households in terms of tips and advice on how to make the most of the recycling services available to them along with information and advice on how to adapt to the service changes. Households that have potential to be impacted will be surveyed and Community Waste Officers to provide household specific advice and determine any individual household requirements prior to change in service. Community Waste Officers</p>
<p>Monitoring of equality impacts</p>	<p><b>Lead Officer</b> <b>Repeating Activity</b> <b>Planned Start</b> <b>Planned Finish</b> <b>Expected Outcome</b></p>	<p>Diane Rotherham No Monday May 23, 2022 Saturday December 31, 2022 We will continue to monitor equality impacts through the following processes:  <ul style="list-style-type: none"> <li>• The number of assisted collection requests.</li> <li>• The number of additional bin requests and awards.</li> <li>• Content of non-recyclable waste bins (waste analysis).</li> <li>• Reputation tracker.</li> <li>• Feedback received through elected members.</li> </ul> <p>Any specific issue will be investigated and addressed/resolved through the Community Waste Officer.</p> </p>
	<p><b>Resource Implications</b></p>	<p>Community Waste Officers Strategy Development Officer Community Waste Officer</p>