

Recycling and Waste Cabinet Panel
Thursday 12 February

Prepared by Trevor Nicoll – Head of Recycling, Waste and Fleet Services

Report Title: Update and Overview of progress towards implementing the new recycling and waste strategy 2016.

1. Depot and Transfer Facility

Officers of the Recycling, Waste and Fleet Service and Assets are currently working on the changes to the infrastructure of the Knutton Lane depot site to ensure that it is fit for purpose prior to the start of the new service.

Within the supporting documents, plans and images have been included regarding the changes.

This work has been supported by a firm of technical consultants to help with the conversion of part of the large shed into the new sorting station.

Officers have also consulted with other departments regarding the changes and currently the Council's Health and Safety Officer is undertaking a depot safety appraisal for the new layout.

Over the next few months officers will need to start the following procurement, planning and preparation work. .

- Procurement for new weighbridge
- Procurement for structural building changes to large shed
- Procurement for storage bays and sorting equipment
- Submit changes for Planning Approval (Planning will be determined by NBC)
- Submit changes to the Waste Permit for approval to the Environment Agency (EA)

It is anticipated that all changes to the depot will be in place by early 2016

Recommendations:

- a) That Officers implement the operational and structural changes to Knutton Lane depot within the capital envelope agreed by the Cabinet.
- b) That Officers provide required updates to the Panel at subsequent meetings.

2. Staffing

Following the report undertaken by the Waste Resources Action Programme (WRAP) regarding the new service, there are a number of staffing related changes that will be required prior to start of the service change. These changes break down into two major areas, firstly involving the TUPE transfer in of staff from the current recycling service contractor to the Council and secondly changes to staff terms and conditions to support new service. All these changes will be undertaken with the support and guidance of the Council Human Resources team.

TUPE transfer in of staff

A detailed project plan has been developed by the Head of Human Resources, to ensure that approximately the 32 staff working for Acumen Logistics Limited are transferred over to the Council in a timely and efficient manner. This plan has been discussed with the Acumens HR and Contract Managers and we are currently waiting comments.

Recommendations:

- c) That Officers continue to develop and work through the project plan for the transfer in of Acumen staff.
- d) That Officers provide regular updates to the Panel of progress with this and highlight any delays that may occur.

Changes to in-house staff terms and conditions

In order to deliver the predicted revenue savings from the new service, there will need to be a number of changes to staff terms and conditions. It is important that these changes are made to enable efficiencies to be delivered. A summary of changes required are as follows:

- Change from the current 4 day operation to 5 day operation. This reduces the working day from 9.25 hours to 7.4 hours. This will support efficiency in vehicle management and improve safety of staff.
- Introduction of flexible start times ongoing between 6am to 7am. This will reduce the number of vehicles leaving and returning to the depot at the same time; improve the operation of the waste transfer facility and increase safety.
- Review of Christmas and Bank Holidays working arrangements to ensure that the service can operate during these times with the minimum disruption to residents.

Recommendation:

- e) That Officers commence a consultation process with staff and trades unions to ensure that they are fully engaged with changes to terms and conditions to support the service changes as detailed above. It is planned to consult on these changes in April 2015 as agreement is required prior to developing new collection rounds.

3. Recycling Collection Vehicles

Within the report undertaken by WRAP, consultants for WRAP have looked at the number of collection vehicles required for the service.

Based on a 5 day collection service, the service will require 13 operating vehicles for the collection of recyclate on a weekly basis and 1 operational spare. Therefore a total of 14 vehicles will need to be purchased. It is worth noting at this point that additional vehicles would be required if the change from a 4 day working week to a 5 day working week proposed above was not implemented.

Officers are in dialogue with the 3 main suppliers of these vehicles and currently there is a supply time lag of about 9 to 12 months from order to delivery. This does not include the time required for procurement which tends to be between 3 and 5 months additional time.

Recommendations:

f) That Officers develop specification and procurement documents to ensure that orders for vehicles can be placed by July 2015.

g) That Officers report the outcome of the procurement exercise prior to orders for the fleet being placed.

4. Communication Plan.

At the last meeting, the Panel was presented with a Service Change Identity Document. The document challenges our current branding for the service in terms of container colouring, design of icons and resident information

It is proposed that Officers of the Recycling and Waste Service work with the staff of the Councils Communication Company SubLyme to develop a Communication sub plan to cover the complete service roll out.

The views of the Cabinet Panel will be sought in respect of whether the Council should change from the currently service iconology and move to revised iconology.

To support with communication, Officers believe that it is important that the Council supply residents with three colour coded boxes. The decision on the colours for each box will be required by September 2015, however at this stage, consideration is being given to whether these should be blue, green and black or blue, green and red.

Recommendations:

h) That Officers develop a communications sub plan for the rolling out of the new service.

i) That Officers develop suggested box colours and associated rationale for consideration by the Cabinet Panel at a subsequent meeting.

Supporting Information

WRAP Service Review Report

Depot Development Document

Service Change Identity Document