

MEETING: CABINET MEMBER - ENVIRONMENTAL
DATE: Wednesday 16 December 2009
TIME: 12.00 Noon
VENUE: Town Hall, Southport (This meeting will also be video conferenced to the Town Hall, Bootle)

Councillor

DECISION MAKER: Tattersall
SUBSTITUTE: Brodie - Browne

SPOKESPERSONS: P Hardy D Jones

SUBSTITUTES: Friel Ibbs

COMMITTEE OFFICER: Paul Fraser
Telephone: 0151 934 2068
Fax: 0151 934 2034
E-mail: paul.fraser@legal.sefton.gov.uk

The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an * on the agenda involve Key Decisions

A key decision, as defined in the Council's Constitution, is: -

- any Executive decision that is not in the Annual Revenue Budget and Capital Programme approved by the Council and which requires a gross budget expenditure, saving or virement of more than £100,000 or more than 2% of a Departmental budget, whichever is the greater
- any Executive decision where the outcome will have a significant impact on a significant number of people living or working in two or more Wards

If you have any special needs that may require arrangements to facilitate your attendance at this meeting, please contact the Committee Officer named above, who will endeavour to assist.

This page is intentionally left blank.

A G E N D A

Items marked with an * involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>	
1.	Apologies for Absence		
2.	Declarations of Interest Members and Officers are requested to give notice of any personal or prejudicial interest and the nature of that interest, relating to any item on the agenda in accordance with the relevant Code of Conduct.		
3.	Minutes of the Meeting held on 18 November 2009		(Pages 5 - 12)
4.	Energy Carbon And Water Progress Report Report of the Head of Regeneration and Technical Services	All Wards	(Pages 13 - 40)
5.	Potential Funding Opportunity 1 Energy Efficiency And Revewable Energies in Social And Low Income Housing Joint report of the Planning and Economic Regeneration Director and Strategic Director of Regeneration and Environmental Services and Deputy Chief Executive	Church; Derby; Ford; Linacre; Litherland; Netherton and Orrell; St. Oswald;	(Pages 41 - 54)
6.	Potential Funding Opportunity 2 Low Carbon Communities Challenge 2010 - 2012 Joint report of the Planning and Economic Regeneration Director and Strategic Director of Regeneration and Environmental Services and Deputy Chief Executive	Harington; Ravenmeols;	(Pages 55 - 64)

7.	Contaminated Land Inspection Of Former Sefton Meadows Landfills Report of the Environmental Protection Director	Park	(Pages 65 - 74)
8.	Vehicle/Plant Replacements 2009/10 Report of the Environmental Protection Director	All Wards	(Pages 75 - 80)
9.	Award Of Contract - Recycling Food Waste Containers Report of the Environmental Protection Director	Ford; Harington; Molyneux; Netherton and Orrell; Park; Ravenmeols; St. Oswald; Sudell;	(Pages 81 - 88)
10.	Stepclever Initiative - Cleansing Section Report of the Environmental Protection Director	Derby; Linacre;	(Pages 89 - 94)
11.	Waste Collection Commitment Report of the Environmental Protection Director	All Wards	(Pages 95 - 124)

THE "CALL IN" PERIOD FOR THIS SET OF MINUTES ENDS AT 12 NOON ON WEDNESDAY, 25 NOVEMBER 2009. MINUTE NOS. 64, 69 AND 72 ARE NOT SUBJECT TO "CALL-IN"

CABINET MEMBER - ENVIRONMENTAL

MEETING HELD AT THE TOWN HALL, SOUTHPORT ON WEDNESDAY 18 NOVEMBER 2009

PRESENT: Councillor Tattersall

ALSO PRESENT: Councillors P Hardy and D Jones

61. APOLOGIES FOR ABSENCE

No apologies for absence were received.

62. DECLARATIONS OF INTEREST

No declarations of interest were received.

63. MINUTES OF PREVIOUS MEETING

RESOLVED:

That the Minutes of the meeting of the Cabinet Member held on 21 October 2009 be confirmed as a correct record.

64. THE DEVELOPMENT OF LOW CARBON ECONOMY IN RESPONSE TO CLIMATE CHANGE

The Cabinet Member considered the joint report of the Strategic Director of Regeneration and Environmental Services and the Planning and Economic Regeneration Director advising of the likely impact of current and planned climate change legislation and regulations, the implications of developing a low carbon economy (LCE) in Sefton, and seeking approval of recommendations for the strategic management of change; and indicating that a decision on this matter was required as current and planned climate change legislation would impose requirements on local authorities, which required a proactive and co-ordinated approach to tackle climate change and which could only be achieved by changing current modes of operation across almost all economic sectors and moving to the development of an LCE.

The report indicated that there was mounting concern in government that targets for reducing CO₂ emissions were not being met; that the UK government was committed to reducing carbon emissions, establishing the Department of Energy and Climate Change (DECC) in October 2008 to co-ordinate such commitments, and passing the Climate Change Act in November 2008, which set out a framework for moving the UK to a low carbon economy and which established legally binding targets to reduce carbon emissions by 80% on 1990 levels by 2050, and 34% by 2020; and detailed the impact of the legislation on Merseyside and for Sefton.

Agenda Item 3

CABINET MEMBER - ENVIRONMENTAL- WEDNESDAY 18 NOVEMBER 2009

The report also detailed the actions required to move towards an LCE, which included in the short term, more research and intelligence; awareness raising and engagement; preparing for the CRC policy; energy efficiency programme; skills development and employment; supply chain development; business support; and community engagement; and for the medium/long term sustainable transport infrastructure; critical mass of demonstration projects; and integration and co-ordination.

Attached as an appendix to the report was background information on the UK policy on LCE.

RESOLVED: That

- (1) the report on the development of low carbon economy in response to climate change be noted; and
- (2) Cabinet be recommended to:
 - (A) recommend to the Sefton Borough Partnership that the co-ordinated response to the Climate Change and Low Carbon Economy agenda is made a highest level community strategy objective in the drafting of the required Sustainable Community Strategy and is practically delivered through the Economic Development and Sustainability Thematic Group of the Sefton Borough Partnership;
 - (B) insert the low carbon economy development objective in the next revision of the Council's Corporate Plan;
 - (C) nominate the Cabinet Member - Regeneration as the Low Carbon Economy Champion;
 - (D) reconfirm the Cabinet Member - Environmental as the Climate Change (Adaptation) Champion;
 - (E) nominate the Cabinet Member - Technical Services as the Corporate Community Energy Champion;
 - (F) recommend that the Economic Development and Sustainability Thematic Group of the Sefton Borough Partnership be a focus of co-ordinating wider community activity;
 - (G) recommend that progress on developing and delivering a comprehensive Climate Change Response Strategy and Action Plan be overseen by the Cabinet Member - Performance and Governance through the Council's performance management procedures; and
 - (H) request further progress reports.

65. ENVIRONMENTAL PROTECTION DEPARTMENT - HALF YEAR PERFORMANCE REPORT 2009/10

The Cabinet Member considered the report of the Environmental Protection Director on the departmental progress made against the 2009/10 Service Plan; and indicating that a decision on this matter was required in order to comply with corporate performance management procedures.

The report detailed the half-year key performances against the 2009/10 Service Plan relating to:

- Sustainable Waste Management
- Cleaner, Safer, Greener
- Climate Change
- Protecting the Public, Environment and Animal Health through Statutory Compliance Regimes
- Regulatory Reform
- Performance against Statutory Inspection Programmes
- Requests for Service
- Public Health/Crime Partnerships
- Financial Management
- Sickness Management
- Senior Management Changes

RESOLVED:

That the achievement of the Environmental Protection Department against key performance indicators and planned activities be noted.

66. REVENUE AND CAPITAL EXPENDITURE MONITORING TO 30 SEPTEMBER 2009

The Cabinet Member considered the joint report of the Environmental Protection Director and the Finance and Information Services Director on the quarterly forecast position, based on information as at 30 September 2009, in relation to the Portfolio's 2009/10 Revenue Budget and Capital Programme; and indicating that a decision on this matter was required in accordance with the corporate performance management framework.

Annexe A to the report detailed the Portfolio's budgets that were monitored and reported on the risk-assessed basis; whilst Annexe B detailed the Portfolio's schemes within the Capital Programme 2009/10 - 2011/12.

The report concluded by requesting whether any comments about the overall performance of the Revenue Budget or Capital Programme schemes should be referred to the Overview and Scrutiny Committee (Regeneration and Environmental Services).

Agenda Item 3

CABINET MEMBER - ENVIRONMENTAL- WEDNESDAY 18 NOVEMBER 2009

RESOLVED: That

- (1) progress on the Environmental Portfolio's revenue budgets that are subject to risk based monitoring, be noted; and
- (2) progress on the schemes within the Portfolio's element of the Council's Capital Programme, be noted.

67. FOOD WASTE COLLECTION PROMOTION

The Cabinet Member considered the report of the Environmental Protection Director advising of a successful external funding application to encourage uptake of the food waste collection service; and indicating that a decision on this matter was required to accept the £300,000 grant from the Waste Resources Action Programme (WRAP).

The report indicated that waste food made up around 20% by weight of household waste in Merseyside; that local authorities were being increasingly encouraged by the Government to collect food waste separately for controlled composting, to avoid the environmental/climate change harm of landfill disposal and to meet international targets relating to biodegradable waste disposal under the Landfill Directive; and that it had been suggested recently by Ministers that food waste may become a material that Councils would be legally obliged to separately collect in the medium term.

Sefton currently had an "opt in" food waste collection service that was open to all residents; and that it was intended to use the WRAP grant to purchase and distribute 30,000 sets of food waste containers to households that had yet to request such containers.

RESOLVED:

That the grant of £300,000 from the Waste Resources Action Programme be accepted and the procurement of food waste containers via established framework agreements, as detailed in the report, be approved.

68. LOW EMISSIONS STRATEGIES

The Cabinet Member considered the report of the Environmental Protection Director advising of a Low Emissions Strategy (LES) for Sefton and a Low Emissions Strategy Partnership (LESP) of which Sefton was a founder member; and indicating that a decision on this matter was required as an effective LES could contribute significantly towards the achievement of Sefton's statutory objectives for Air Quality and, as such, it was important to keep the Cabinet Member informed on progress. The report indicated that the LES provided an holistic approach to ensuring that new developments were designed with the minimum environmental impact; that the term LES was used to mean a package of measures for mitigating air pollution and carbon dioxide emissions associated with the road transport impacts of new (or significantly altered) developments; and

that the primary aim of the LES was to accelerate the uptake of low emission fuels and technologies in and around a new development, thereby complementing other design and mitigation options such as travel planning and the provision of public transport infrastructure. LES could also help with meeting carbon reduction targets.

The report concluded that the LESP had secured further funding from DCLG to continue the development of LES within local authorities; that it was intended that this money would be used to develop regional centres of excellence for the development of LES; and that Sefton was in a good position to bid to become a regional centre.

RESOLVED:

That the report on low emissions strategies and the progress being made be noted.

69. THE ROAD TRAFFIC (VEHICLE EMISSIONS) (FIXED PENALTY) (ENGLAND) REGULATIONS 2002

The Cabinet Member considered the report of the Environmental Protection Director seeking approval for the adoption of Section 6 of the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 (the Regulations) to be better able to respond to concerns about air pollution, fumes and odours caused by stationary vehicles left with their engines idling; and for the delegation of the powers to the Environmental Protection Director to utilise such powers; and indicating that a decision on this matter was required as the Council's current constitution required both the Cabinet Member - Environmental and the Licensing and Regulatory Committee to approve the adoption of this legislation and delegation of the relevant powers in order for officers to utilise them.

The report indicated that the Regulations were introduced to support Local Air Quality Management and the achievement of the National Air Quality Strategy objectives; and concluded that adoption of Part 6 of the Regulations would give Environmental Protection Department officers the necessary legislative backing to pursue incidents of stationary vehicles leaving their engines running where persuasive methods had failed; that reference to a legal requirement would assist enforcement and increase the chance of persuasive methods succeeding; and that it was proposed that powers be delegated to the Environmental Protection Director to enable him to authorise appropriate officers. The powers would therefore be used to strengthen the approach of Environmental Protection Department Officers when dealing with complaints about operators and drivers.

RESOLVED: That

- (1) the adoption of Part 6 of the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 be approved; and

Agenda Item 3

CABINET MEMBER - ENVIRONMENTAL- WEDNESDAY 18 NOVEMBER 2009

- (2) the Council be recommended to amend the Responsibility of Functions of the Constitution by addition of the following delegation to the Environmental Protection Director

"Environmental

C. Environmental Protection Director

20. Authority to enforce the powers contained in Part 6 of the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002."

70. ENVIRONMENTAL SERVICES INITIATIVE - WORKLESSNESS

Further to Minute No. 14 of 1 July 2009, the Cabinet Member considered the report of the Environmental Protection Director updating on the use of Working Neighbourhood Fund resources to help unemployed residents of South Sefton to return to a working environment; and indicating that a decision on this matter was required as project updates were required at half and full year terms.

The report updated on trainees recruited to the Neighbourhood Cleaning Teams; and detailed that not only had there been a positive impact upon worklessness but that there had been a clear impact in relation to cleanliness.

RESOLVED:

That the report updating on the environmental services initiative relating to worklessness be noted.

71. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act. The Public Interest Test had been applied and favoured exclusion of the information from the press and public.

72. COMMERCIAL WASTE SERVICE CHARGES

The Cabinet Member considered the report of the Environmental Protection Director seeking approval of the proposed commercial waste collection charges that would apply from 1 April 2010 onwards; and indicating that a decision on this matter was required as waste disposal costs would rise during 2010/11, due to landfill tax and gate fee increases, and that as a consequence commercial waste service charges needed to increase.

RESOLVED:

That Cabinet be recommended to approve the Commercial Waste charges, as detailed in Appendix A to the report, from 1 April 2010 onwards.

This page is intentionally left blank

Agenda Item 4

REPORT TO: CABINET MEMBER -TECHNICAL SERVICES
CABINET MEMBER -ENVIRONMENTAL
CABINET MEMBER -REGENERATION

DATE: 16 DECEMBER 2009

SUBJECT: ENERGY CARBON AND WATER
PROGRESS REPORT

WARDS AFFECTED: All

REPORT OF: Mike McSorley
Head of Regeneration and Technical Services

CONTACT OFFICER: Ian Weller
Energy Manager - Technical Services
ian.weller@technical.sefton.gov.uk
Tel: 0151 934 4221

EXEMPT/CONFIDENTIAL: No

PURPOSE/SUMMARY:

The purpose of this report is to update and advise members of the corporate, domestic energy efficiency, eco education, strategic progress and awareness activities undertaken in accordance with the Councils Corporate, Carbon Reduction, Fuel Poverty, Sustainable Schools and Home Energy Conservation Act commitments during 2008/09.

REASON WHY DECISION REQUIRED:

No decision required - advice report.

RECOMMENDATION(S):

- (i) That Cabinet Members note this report for information
- (ii) Members congratulate the various external cross sector partners in delivery of activities in this report.

KEY DECISION: No

FORWARD PLAN: Not appropriate.

IMPLEMENTATION DATE:

ALTERNATIVE OPTIONS:

IMPLICATIONS:

Agenda Item 4

Budget/Policy Framework:

FINANCIAL:

	2009/10 £	2010/11 £	2011/12 £	2012/13 £
<u>CAPITAL EXPENDITURE</u>				
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton Funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date?				
How will the service be funded post expiry?				

Legal:

Risk Assessment: Failure to meet Carbon Reduction Commitment, HECA, Affordable Warmth, LAA Stretch Target, NI 185, NI186, NI 187, NI 188, CAA and Use of Resources, Corporate Plan Community Strategy, EU Directive, UK/EU Carbon Savings targets

Asset Management: There are no direct implications arising from this report.

CONSULTATION UNDERTAKEN/VIEWS

FINANCE – FD259 – The Finance and Information Services Director has been consulted and his comments have been incorporated into this report

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	✓		
2	Creating Safe Communities		✓	
3	Jobs and Prosperity	✓		

Agenda Item 4

4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities	✓		
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People	✓		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Agenda Item 4

INTRODUCTION

This information report provides members with a overview of progress broken down into three principle areas of:

1. Domestic Energy and Fuel Poverty
2. Corporate Energy
3. Eco Education

The report covers the outcomes key achievements and progress within the 2008/09 financial year. Due to the extent/number of operational services and strategic interventions under the responsibility of the Energy Team, the report has presented information only for a cross section of work, in doing so gives a more concise summary of progress.

In parallel to this, we are awaiting the final outcomes of the Energy Review requested by Full Council in September 08 and approved through Cabinet on 11 December 2008. This objective review is due to be fed back from the appointed consultants and by through reporting to members in February 2010 will provide a very detailed review and provide proposals on future strategic direction and operational delivery for the Council.

1.0 PART ONE - DOMESTIC ENERGY AND FUEL POVERTY

- 1.0.1 The Home Energy Conservation Act 1995 (HECA) required that local authorities draw up an action plan to reduce the amount of energy used in domestic buildings by 30% in the next 10 to 15 years (across all tenures). In accordance with this Act, the Council prepared its Home Energy Conservation Strategy. The purpose of the Strategy was for the Council to set out the energy conservation measures that it considered practicable, cost effective and likely to result in meeting the set target improvements in the energy efficiency for all sectors of residential accommodation throughout Sefton.
- 1.0.2 The historical performance of Sefton MBC for 2007/8 showed that Sefton should have achieved a 24% improvement in efficiency of its stock, in order to reach its 30% target by 2010. By that time Sefton MBC had achieved 21.09%.
- 1.0.3 The shortfall is the down to the period before the establishment of the energy team in 2001. Since the establishment of the Energy Team the Council has consistently recorded a greater than requisite 2% improvement.

1.1 2008/09 HECA PROGRESS

- 1.1.1 Due to a review of the HECA legislation started by DEFRA (Department of the Environment Food and Rural Affairs) in 2008, there has been a hiatus in the call for reports as the Government considers a proposal for reshaping or repealing the Act. This has been further compounded by the establishment of the new Government Department for Energy and Climate Change (DECC) which the Act has been passed to. Reviewing the Act for the new department has not been seen as a priority. Therefore this year we have not received a call for data gathering, however we have considered it prudent to undertake a minimal data collection exercise. This is to at

least monitor our own progress and be prepared for any future monitoring required by the Secretary of State.

1.1.2 This year's data (for activities undertaken between April 2008 and March 2009) shows a 3.77% improvement on last year which is a continuing increase in performance towards the Council's total HECA target. The Council has a cumulative progress of 24.07% towards its 30% target, although its programme suggests it should have reached 26%. Due to continuing improvement year on year we are confident that if investment levels are maintained, a 3% per annum improvement can be achieved over the next 2 years to reach the government target for 2010/11.

1.1.3 Furthermore these figures should be considered pessimistic as not all data is included. This is because level of collection and pressure applied to external agencies is reduced as this would probably require legal actions as many have chosen not to supply data this year as they know that there is a hiatus in the report call.

1.2 **PROGRAMME DELIVERY 2008/09**

1.2.1 To deliver the broad HECA programme a number of key projects are undertaken, below is a brief overview of each key project that has been undertaken. Some of the results have already been reported elsewhere but are included for completeness here.

1.3 **SEARCH (SEFTON ENERGY ACTION REACHING COLD HOMES)**

1.3.1 Sefton Council with the support of NHS Sefton has been awarded mainstream funding to continue its SEARCH programme funded until 2011, worth approximately £162,000.

1.3.2 SEARCH is a home insulation grant referral scheme to fill the gaps of national grant provision. During 2008/09 SEARCH issued 207 grants to households for loft and cavity wall insulation in homes where a member of the household suffers from a cold related illness.

1.4 **WARM FRONT GRANTS**

1.4.1 A national government grant scheme to tackle fuel poverty in England providing a package of heating and insulation measures up to £3,500 available to homeowners and private tenants in receipt of certain benefits/allowances.

1.4.2 During the 2008/09 financial year, 2,921 households received a Warm Front grant for heating and energy efficiency measures at a total cost of £3,582,129

1.5 **HEALTH THROUGH WARMTH**

1.5.1 This scheme was recently extended until 2011 and 37 households received assistance through this crisis fund to provide heating measures which are not available from national grants in their homes during 2008/09.

1.6 **HELP (Home Energy Loans Project)**

1.6.1 This project offers interest free loans of up to £1,000 for homeowners to install energy efficiency measures in their homes (subject to acceptance).

Agenda Item 4

1.7 SEFTON FUEL POVERTY OUTREACH SERVICE

- 1.7.1 With funding from Supporting People, commenced in May 2008 with one Affordable Warmth Worker it provides acute demand for outreach and advocacy support. The scheme enables hard to reach residents to be supported in accessing grants and other support to reduce their risks of suffering from fuel poverty.
- 1.7.2 The main function of the role of Affordable Warmth Worker is to provide a home visiting service to assist people to apply for heating and insulation grants to make their homes warmer and healthier.
- 1.7.3 During home visits the Affordable Warmth Worker frequently identify additional housing and social needs and signpost them accordingly to a wide range of partners. This aspect of the role has worked extremely well helping to enhance the service provided and ultimately assisting the clients to remain living independently in their homes, with physical and fiscal support. After exceeding targets in YR1 by directly assisting 440 vulnerable residents the service was expanded to add a second Support Worker in April 2009 due to demand for service and increasing risks of fuel poverty that exist.

1.8 SOUTHPORT HOUSEWARMERS

- 1.8.1 In 2007 DEFRA (the department of the Environment Food and Rural Affairs) ran the Community Energy Efficiency Fund (CEEF) a £6.9 million programme across England to promote the take up of grant schemes for energy efficiency and fuel poverty improvements. As part of that programme Sefton was able to submit a joint bid with Wirral Council to run a scheme in some of the most vulnerable areas. Wirral led the bid and was the accountable body, securing £36,000 from DEFRA.
- 1.8.2 As part of the scheme nearly 3,000 homes in Sefton were targeted in the L21 area. The homes were part of a door-to-door campaign which were enhanced with a community event. The campaign began with a mailout to each home, followed very soon after by a CEEF funded Community Advisor knocking on the door. If the householder was out, a postcard detailing the local event and giving a freephone number for energy efficiency advice was given. Some homes were re-visited if the residents were out on the first call. The event in Sefton, which joined in with a Community action group Fun Day, had over 60 householders visit the Community Advisors.
- 1.8.3 Given the financial climate and rising fuel costs the energy team at the Council were approached to see if ward area funding could be used to help residents reduce their energy bills. With the benefit of the Community Energy Efficiency Fund programme already undertaken it was proposed that a similar programme be administered in the Birkdale ward.
- 1.8.4 The scheme was extended to Kew, Cambridge, Norwood and a further area of Birkdale by the end of the programme. The total cost to the ward budgets was £3,221 and we estimated a total leverage of investment of circa £96,952 was achieved. We also distributed in excess of 700 low energy lightbulbs to households in those areas. The premise was that local Councillors apply their knowledge to direct energy advisors to those streets with a higher proportion of vulnerable groups least able to afford the rising fuel costs.

Agenda Item 4

1.8.5 This produced some very successful results, the table below shows the outputs from the schemes and relative investment in each area. Abbreviations used;

- ◆ **Mailed**- Number of properties that had a letter sent to them and subsequently called at for a Face to face interview.
- ◆ **Face to face** – Interview with households to determine best form of assistance. Investment based on low energy lightbulbs given.
- ◆ **Survey** – Short series of questions to pinpoint areas of most interest
- ◆ **HECs**- Expanded and detailed survey on households energy issues leading to a tailored report and indicative Energy Performance certificate.
- ◆ **LI** – Households referred for loft insulation.
- ◆ **CWI** - Households referred for cavity wall insulation.
- ◆ **WBC** – Households referred for welfare benefits check.
- ◆ **CFS** - Households referred to community fire service for safety check and smoke alarm fitting.
- ◆ **WF**- Households referred to the Warm front scheme, a grant offering up to £2,700 worth of heating and insulation work for those on certain benefits.

	Birkdale	Kew	Event	Totals	Cambridge	Norwood	Event	Totals	Birkdale (additional)	Totals	Investment expected
Mailed	827	619	0	1,446	268	641	0	909	866	3,221	N/A
Face to face	110	61	46	217	155	189	11	355	201	773	£1,546
Survey	69	43	47	159	66	64	11	141	38	338	£5,746
HECs	8	3	2	13	0	1	2	3		16	£544
LI	19	17	14	50	14	36	6	56	13	119	£23,800
CWI	16	13	15	44	13	28	3	44	17	105	£31,500
WBC	8	7	1	16	2	5	0	7	0	23	£2,070
CFS	6	9	3	18	5	3	0	8	3	29	N/A
WF	7	11	12	30	2	5	0	7	0	37	£31,746.
											£96,952

1.9 SOLAR SEFTON INNOVATION PROGRAMME

1.9.1 As part of the Local Area Agreement Stretch target programme a pilot scheme to tackle properties that are hard to treat (ie properties that are older solid wall construction and have limited opportunities for energy improvement) was established. The technical solution employed was based on retrofitting solar water heating technology (the preheating of domestic hot water by daylight). Terraced properties were targeted in the Housing Market Renewal area and the project delivered solar water units at a target price of £3,000. Its is estimated that these will provide 40-50% of the properties hot water needs and save them circa £80-£150 per annum in fuel costs.

1.9.2 The scheme offered residents the systems for £200 with additional funding from a variety of sources (where other technical barriers existed, such as combi boilers, additional costs were shared between the scheme and residents). We had 73 expressions of interest with 46 properties proceeding to an initial application. Each household was assessed for its technical (i.e. existing hot water system set-up) and

Agenda Item 4

carbon saving (i.e. number of occupants in property) suitability. This was completed issuing a short questionnaire. This gave us a list of properties for a full technical survey by priority scoring.

- 1.9.3 Results from the scheme highlighted that technical complications were less than expected but we had identified other issues (such as contractor capacity). We learnt a lot about a potential CESP or ERDF schemes see section 1.40.

1.10 EASIER BREATHING

1.10.1 As part of the work on SEARCH a pilot programme was identified that improved indoor air quality and sought to improve the quality of life for children suffering from asthma. There is growing evidence that house dust mites can cause trigger asthma symptoms. It is not clear what proportion of asthma in Britain is partly or wholly attributable to dust mites. However even if the proportion is small (eg 5% extra cases), it could represent a substantial burden of disease, because asthma is one of the most common chronic diseases.

1.10.2 The aim of this project is to provide an improved indoor environment for the sufferers and families of asthmatic children living in Neighbourhood Renewal (NRF) areas by providing adaptations to the homes in order to reduce conditions that encourage house dust mite populations. The project funded the installation of measures that reduced humidity levels and raised internal temperatures to control and eradicate some asthma triggers such as house dust mite allergens.

1.10.3 Due to NHS governance and data protection issues, it was not possible (within the one-year timeframe of the project) for health professionals to refer eligible families direct to the project lead. In order to recruit suitable families, 3 local GP's agreed to search their patient records to identify potential families for assistance. A letter was sent to the target patients containing details of the pilot scheme requesting that if they wished to become involved to make contact with the project lead. This resulted in 13 families joining the pilot scheme with a total of 16 asthmatic children.

1.10.4 Each household received a package of energy efficiency and ventilation measures together with a specialist steam clean, new bedding and good practice advice.

1.10.5 From a medical/pharmaceutical perspective, the interventions demonstrated very positive self reported results:

- ◆ 40% reduction in blue inhaler use
- ◆ 92% drop in unplanned attendance at A&E/Walk in centres

Furthermore, from a sleep basis, improvements were also significant:

- ◆ 59% reduction in night time coughing
- ◆ 53% reduction in sleep disturbance
- ◆ 60% reduction in school absences

1.10.6 Following this successful pilot the NHS Sefton agreed to fund this through a Service Level Agreement for the next 3 years starting in 2008/09. Due to limited funds no new marketing was undertaken especially as a report from the pilot was published in order to spread the learning. From this word of mouth the schemes secured 7 families for the second year and is expected to over subscribe for 2009/10 (over 16 families).

1.11 ENERGY AND WARM HOMES ADVICE

- 1.11.1 The Energy Team work in partnership with the Energy Savings Trust Advice Centre to provide a referral scheme with a local focus for our residents.
- 1.11.2 The free phone advice line is open Monday to Friday from 9am to 5pm and trained advisors provide free, impartial advice on a wide range of home heating and insulation grants, schemes and offers as well as general energy efficiency advice. Either face to face, over the phone or through tailored reports 9,761 households received advice through this service last financial year.

1.12 HOUSE WARMER REFERRAL NETWORK

- 1.12.1 In order to strengthen and increase the referral network, the Affordable Warmth Co-ordinator has developed an ongoing programme of fuel poverty briefing sessions to front line staff across many partner organisations.
- 1.12.2 These sessions are delivered during existing team meetings to make best use of their available time. Background information on fuel poverty and issues faced in Sefton, together with a summary of the help available to make homes warmer are discussed and staff are fully briefed on how to refer those who need assistance using a range of referral methods including accessing the free phone advice line, email, fax or completing a House Warmer reply paid post card.

1.20 FUEL POVERTY

- 1.20.1 Fuel poverty is defined as the inability to provide sufficient heat and light for a home without spending a disproportionate level of income in doing so. It is broadly accepted that a fuel poor household is one that needs to spend more than 10 per cent of household income to achieve satisfactory heating levels.
- 1.20.2 Lack of sufficient income combined with thermally inefficient properties means certain households cannot afford to heat their homes to an adequate, safe and comfortable healthy level i.e. 'Affordable Warmth'. Furthermore, the same lack of income also prevents those households from undertaking the necessary cost-effective improvements to the energy efficiency of their properties to alleviate the problem.
- 1.20.3 Fuel poverty is an urgent issue because cold homes can kill, harm people's health or damage quality of life. These effects can also impose wider costs on the community. Medical conditions and illnesses such as influenza, heart disease, and strokes are all exacerbated by the cold. Cold homes can also promote the growth of fungi and numbers of house dust mites. The former can damage the fabric of the building, whilst both fungi and dust mite allergens, can lead to respiratory diseases which reduce quality of life by enforced absences from work / school and restrict types of activities and employment.
- 1.20.4 Whilst all individuals may suffer from cold related illnesses older people, young children, householders who are disabled or householders suffering from long-term illnesses are particularly vulnerable. Social circumstances mean that these groups are more likely to spend longer periods of time in the home.

1.21 FUEL POVERTY IN SEFTON

Agenda Item 4

Whilst the definition of fuel poverty is very precise measuring it and assessing it is very subjective. Below is a sample of the various sources and we use to gauge the problem.

- 1.21.1 The Sefton private sector housing stock condition survey, conducted in 2007 found that the average household energy costs were £750 p.a. - this is before recent high profile rises in costs and ignores costs incurred by using prepayment meters common in low income households. Figures published nationally by the NEA (national fuel poverty campaigning organisation) highlight that average combined fuel bills now stand far higher at £1,288 by 2009.
- 1.21.2 The Sefton private sector housing stock condition survey found that 4,211 dwellings represented a category 1 Hazard under the Housing Health Safety Rating System for Excess Cold. A further 11,016 exhibit Excess Cold as a category 2 hazard. This is supported by the Non Decent Homes statistics on thermal efficiency where 7,753 dwellings failed. The survey estimated 10,909 households were considered to be in fuel poverty, representing 11.1% of private sector households. Whilst this is a significant improvement on 2002 survey results (at 19%) this does not take account of major price rises which have a significant impact on bills.
- 1.21.3 A macro analysis of Sefton Fuel Poverty statistics (March 2003 by CSE/Bristol University) found that 28% of households suffered from fuel poverty (31,893 households) compared to an England average of 23%. This report identified Merseyside as the worst County in England.
- 1.21.4 Department of Energy and Climate Change which has responsibility for monitoring the Government's Fuel Poverty Strategy has recently published some experimental figures to identify fuel poverty levels at Local Authority Level. The results for Sefton show it at 13.7% of households for 2006 (which is 97th worst the league table for England). This compares to Liverpool at 15.8%, Wirral at 15.3%, 13.2% for St Helens, 12.3% for West Lancashire and 11.7% for Knowsley.
- 1.21.5 The high scores reflect the combined influences of high levels of deprivation, older housing and inadequate heating systems that are common problems in parts of Sefton. The scale of the problem is represented by the stark statistics of excess winter mortality experienced here in Sefton at an average of 198 deaths p.a. (based on a 5 year average). We have shown significant improvement from 276 deaths pa in 1999/2000.

1.22 SEFTON AFFORDABLE WARMTH STRATEGY (SAWS)

- 1.22.1 Sefton's Affordable Warmth Strategy (SAWS) has been fully developed since publication in February 2007 and 1st Review in June 2008, led by Sefton's Energy Team. It involves key partners from across the health, statutory, community and voluntary sectors. It provides the framework for actions and joint working between agencies to address the problems of *Fuel Poverty* faced by Sefton residents.
- 1.22.2 The Council and partners recently agreed the 2nd Annual Review to reflect upon what has been achieved and to refresh the strategy taking into account any changes in legislation and policies in order to ensure aims, activities and targets continue to be focused in the relevant areas. After approval at Cabinet Member - Health and Social Care, to be reported on 23rd December 2009, the Sefton Affordable Warmth Strategy Review 2009 will be circulated widely to publicise the updated aims, activities and targets.

1.22.3 The strategy is co-ordinated and led by the Council but is a partnership of many mutual interests and at a recent count involved over 70 organisations. The strategy is informed by a key partner steering group which includes the following;

- ◆ Sefton Primary Care Trust- Steph Griffiths & Val Frampton
- ◆ Sefton CVS - Mike Mainwaring
- ◆ Housing Improvements Section - Steve Terry
- ◆ Age Concern - Dawn Stewart
- ◆ Sefton Pensioners Advocacy Centre - Margaret Lambert
- ◆ Sefton Local Pensions Service - Elaine Waddington
- ◆ Environmental Protection Department - Bob Hannah
- ◆ Anchor Staying Put - John Sandiford
- ◆ Linaker Childrens Centre - Jan Sanders
- ◆ Merseyside Fire & Rescue Service - Maureen Justice
- ◆ Energy Saving Trust Advice Centre (ESTAC) – John Vinson
- ◆ One Vision Housing Association - Geoff McKeating
- ◆ Health & Social Care - Sharon Lees

1.30 NATIONAL INDICATORS AND OTHER STATUTORY PRESSURES

1.30.1 Local Area Agreement (LAA): The March 2007 Local Area Agreement for Sefton adopted 11 Headline Priorities, with one these target measures being to “Reduce fuel poverty and associated suffering”. As a core stretch target there is a £800,000 reward element associated with achieving the target within the time period (this is dependent on the other targets being achieved for a sum total of £8 million reward).

1.30.2 The indicator is measured by the number of properties below SAP 35. SAP is the Standard Assessment Procedure which measures energy efficiency of homes, using a scale of 0-100, anything below 35 is considered extremely poor, new builds achieve over 80. Sefton’s target was to reduce this to only 10,233 properties by March 2010 (lifting 600 properties above this poor performance level).

1.30.3 Our results to March 2009 show we have achieved this already and even exceeded it as we can report that there only remains 9,217 properties of SAP 35 or below and we are working to reduce this number even further.

1.30.4 In addition National Indicator 187 measures a fuel poverty proxy, which Sefton will be required to report upon annually. It uses the two standards of SAP 35 or below (considered fuel poor) and SAP 65 (considered safe from fuel poverty concerns). However it only measures the housing of those on means tested benefits. The results for last year are:

- ◆ 7.07% households on means tested benefit with a SAP rating below 35
- ◆ Actual Value 33.77% households on means tested benefit with a SAP rating of 65 or above
- ◆ Based on 679 households on income related benefits for which SAP assessment has been carried out

1.40 FORWARD PLAN 2010 AND BEYOND

Through the Home Energy Saving Strategy the Government is consulting on long term plans to change the key drivers for domestic energy saving and the types of action needed to achieve a 60% saving on CO2 emissions for UK Plc activities

Agenda Item 4

(statutory and an aspiration for an 80% cut). It is estimated that the housing market will at least have to deliver its 60% if not more of the savings *pro rata*. The actions detailed below are the anticipated models of activity planned for the future.

1.41 COMMUNITY ENERGY SAVING PROGRAMME (CESP)

- 1.41.1 In September 2008 the Government announced a package of initiatives designed to help people to reduce their fuel bills, whilst also ensuring that the most vulnerable receive help. One element of this package is the Community Energy Saving Programme (CESP). It aims to deliver around £350m of carbon saving packages in homes by 2012. This also helps tackle climate change, and CESP will contribute to the UK ambition of an 80% greenhouse gas reduction by 2050.
- 1.41.2 CESP places an obligation on energy suppliers and electricity generators to meet a CO2 reduction target by providing energy efficiency measures to domestic consumers. These measures must be delivered to households in areas with high indices of multiple deprivation in Lowest Super Output Areas (LSOA).
- 1.41.3 The Government published a list of 4,000 Lower Super Output areas that are eligible nationally, of which 30 are in Sefton. Due to the potential value of funding at stake (up to £3.5M per project) and short timescales involved, the Energy Team have made already made open contacts with utility company's to importantly present Sefton's readiness to participate with some outline ideas and profile statistics on our LSOA's. With assistance from Housing Market Renewal these have been filtered down to the most likely candidate areas.
- 1.41.4 It appears that as programmes evolve utilities will be seeking match funding from local authorities and housing associations probably up to 20-30% of the total costs.

1.42 MERSEYSIDE RENEWABLES & ENERGY EFFICIENCY IN COMMUNITY HOUSING (REECH)

- 1.42.1 In September 2009 the NorthWest Development Agency (NWDA) issued a call for European Regional Development Funding (ERDF) to be allocated to Housing works for Energy Efficiency and Renewable Energy improvements. The NWDA requested bidders to form sub regional expressions of interest.
- 1.42.2 The Liverpool City Region (Merseyside including Halton) submitted an expression of interest for a programme of works totalling £22.8 million, entitled "Merseyside REECH". ERDF were offering up to 50% of the funding with the balance likely to be made up from CESP/utility funding, Housing Associations and Local Authority funds. The expression was led by Sefton and included a programme of 5,000 property improvements.
- 1.42.3 The consortia of partners included all Local authorities, many Registered Social Landlords, Universities and voluntary sector partners. Sefton have since been invited to submit a concept form to work up the proposal by January 2010.

1.43 LOW CARBON COMMUNITIES CHALLENGE

The Council is supporting a bid from Formby Parish Council to access a funding call by DECC to fund community actions up to £500,000 for significant programmes of CO2 emission reduction. This is a competitive call for up to 12 projects to gain funding in England and Wales.

1.44 FORWARD PLANNING and FINANCIAL PRESSURES

- 1.44.1 To date the energy team has achieved these outcomes with no core delivery budgets and limited access to any opportunity funds internally (no annual allocation in the Housing Capital Programme). Therefore use of external funding has been paramount to the delivery of programmes and stock improvement.
- 1.44.2 Furthermore the domestic housing part of the energy team has two housing orientated staff funded by the Council, a service level agreement with a local charity (costing £14K) and two externally funded staff by the Supporting People Programme on a fixed term contract (contract ends March 2011).
- 1.44.3 Many of the current funding streams that have allowed much of the activity are due to end this or next financial year (March 2011). So the securing of the above schemes is crucial to maintain the level of service to residents and the council. The energy team will be negotiating with key partners such as NHS Sefton, Supporting People and utilities over the next year to secure future funding

Agenda Item 4

2.0 **PART TWO - CORPORATE ENERGY PROGRESS**

BACKGROUND

- 2.01 Since 2004 the Energy Team have been responsible for the management of all Corporate energy matters in terms of Strategy, utility procurement, Carbon (energy) reduction and water conservation.
- 2.02 During the period since the new part of the team was put in place the Council has been extremely successful in reducing energy consumption, effective savings and overall carbon reduction across the Council.
- 2.03 As projected throughout this period new Statutory Obligations have been introduced and/or are now imminent which justify the Councils approach in delivering challenges such as the new National performance framework NI's, Carbon Reduction Commitment and increased carbon targets.
- 2.04 This section of the report briefly summarises the key headline operational and strategic progress during 2008/09 through the Corporate Energy agenda.

2.1 **SEFTON CARBON MANAGEMENT PLAN**

- 2.1.1 Many organisations recognise the essential role of resource efficiency in addressing the multiple challenges of climate change that we now face. Sefton Council therefore, wanted to set an example in this respect, leading to the development of new policies, culture and technologies that can assist the Council and its stakeholders to address many challenges by reducing our own carbon emissions.
- 2.1.2 In 2006 Sefton became one of only 25% of UK Local Authorities and the first on Merseyside to develop a contemporary and relevant approach to Carbon Management.
- 2.1.3 As a Council Sefton wanted to:
- ❑ Bind together **all** the existing Council approaches and strategies which were working towards emissions reduction and integrate into the Councils performance systems.
 - ❑ Demonstrate current baseline of carbon emissions as a result of Council operations and identify key areas for savings.
 - ❑ To achieve a significant level of ownership and employee involvement in the ultimate implementation of Seftons Carbon Management Plan.
 - ❑ Secure internal funding streams or protocol to aid investment towards achieving savings.
- 2.1.4 Scope of our Carbon Management Plan (CMP): Many other LA's chose to scope their plans to only include energy. But from the beginning, Sefton had the desire to widen its scope considerably and to bring **all** its operational carbon arisings into the plan over 2 phases:
- Phase 1 (Initial Year 1 scope for CMP)
- ❑ Council owned and operated buildings (non-domestic) inc. schools.
 - ❑ Street lighting
 - ❑ Green Transport/Travel

Agenda Item 4

- Waste management
- Procurement standards

Phase 2 (after embedding period to be pursued from Year 2 onwards)

- Information Technology (equipment management)
- Fleet management
- Planning

2.1.5 Since the launch of our Carbon Management Plan we have realised added strategic and operational advantage including:

- Attraction of external funding e.g. SALIX loan fund
- Meeting external bid criteria.
- Formal Council policy - carrot and stick (enforcement).
- Assimilation into Council performance measurement.
- Early preparation for forthcoming legislative intervention i.e. Carbon Reduction Commitment and EU Buildings Directive (Display Energy Certificates)
- New National Performance Indicator NI 185 CO₂ LA Operations - the assessment tool is based upon Carbon Mgt Plan methodology.
- New Carbon Reduction Commitment preparedness.

2.1.6 Sefton's headline Carbon Management Plan targets are:

- To reduce our carbon emissions from Council owned and operated buildings by 2,100 tonnes in the period 2006 to 2010.
- To reduce carbon emissions through greener transport use by 12 tonnes
- To reduce our carbon emissions by increased recycling by 33,214 tonnes

Equating to a total 12% reduction in total Carbon Emissions by 2010.

2.1.7 Whilst Sefton's Carbon Management Plan represents a quantifiable strategy to reduce carbon emissions, it means a great deal more by way of outward stewardship to all our stakeholders.

2.1.8 Residents are encouraged to see the positive steps taken by their own Council to be inspired to change their own behaviour and physical environment. We back our residents up at every single step with the advice they need to make a change.

2.1.9 It seems too that Sefton's reputation as a carbon management authority has a wider reach than we expected. At the request of the British Council in October 2007 a delegation of senior government and local government officials visited Sefton to learn much more about how we are tackling our impacts on climate change by an innovative range of methods, with Carbon Management at the hub.

2.1.10 Their visit has had a real bearing on how they develop new approach in the Ukraine and our relationship as mentor has continued with Sefton acting as the EU best practice exemplar to the British Council and Embassy Projects.

2.1.11 The most recent 2007/08 quantitative update has proved that we have already reached the target our achievements for the first 2 years by delivering a progress carbon reduction of 13.26%.

2.1.12 The real intention for Sefton is to raise the bar on itself and seek to set best practice in adoption of practices and technologies to drive down its carbon emissions ever

Agenda Item 4

lower aided by increasingly accurate data measurement especially in overcoming data backup issues with Utilities.

- 2.1.13 The Council have begun a comprehensive strategic review to take our delivery to the next level. This will include: all elements of Seftons environmental policy and operational responsibilities. The findings of this review will be presented by February 2010.

2.2 ENERGY AND WATER CONSUMPTION DATA MANAGEMENT

- 2.2.1 The key to progressive energy management is based on possession of good data to enable accurate monitoring and targeting of potential savings
- 2.2.2 Oil, gas and electricity data is received and entered monthly. The supply of data to appropriate personnel also acts as an enormous step towards energy awareness and should be the catalyst to other good housekeeping actions therefore, it proves to be the one of the most effective methods in achieving energy saving. It is generally quoted by The Carbon Trust that good housekeeping can save as much as 10%.
- 2.2.3 The principle option to enable a comprehensive and constant data supply from our current suppliers is via E-Billing. The Energy Team is currently working closely with the Finance Department and the Council's utility suppliers to assess the feasibility of e-billing for the Councils electricity and gas accounts.
- 2.2.4 We have been successfully running e-billing for United Utilities Water bills for all Council Civic buildings since 2008 and this has proved to be successful and supported budget monitoring.
- 2.2.5 A move to wider e-billing would not only enable systematic auditing of invoices to ensure reliable financial control and planning but also free up time for other proactive energy savings work including individual site surveys and advice.
- 2.2.6 There is also an industry accepted relationship between higher quality of data and tendered prices. To this end, e-billing is allows the incumbent or potential supplier to accept the data for our whole asset portfolio 'as is' because reduced data errors in turn reduces their risk in tendering. E-billing also helps ensure firmer adherence to 28 day payment terms, again giving less cash flow risk to suppliers.
- 2.2.7 In order to further support the role of e-billing, the energy team are beginning to roll-out a reporting portal. This function allows sites to enter their meter readings through a website portal which automatically checks for anomalies and then uploads the readings onto the energy team database.
- 2.2.8 This new source of data and the ability to check the information provided against programmable benchmarks, strengthens the data used for remits such as the CRC, DEC's and NI's.

2.3 UTILITY BILL MONITORING AND RECONCILIATION

- 2.3.1 Invoice validation had proved very cost effective uncovering errors ranging from incorrect tariffs to incorrect charging of Climate Change Levy. These savings amount to circa £900K to date with several sites still at detailed query stage.

Agenda Item 4

- 2.3.2 Efforts in resolving queries, frequently several years old, have proved very positive. Working closely with the relevant accounts departments, site managers and visiting sites to obtain accurate meter readings - has made it possible to reconcile invoices.
- 2.3.3 Sefton's Energy Team is addressing the issue of estimated site invoices In order to further support the role of e-billing, the energy team are beginning to roll-out a reporting portal. This function allows sites to enter their meter readings through a website portal which automatically checks for anomalies and then uploads the readings onto the energy team database.
- 2.3.4 This will ensure sites are paying for what they use, facilitate accurate financial forecasting and enable correct energy monitoring and targeting for each site.
- 2.3.5 The work undertaken to build a reliable energy management database (Systemlink) over the last 12 months has added value to the reporting function in relation to energy consumption and savings targets. Systemlink has the facility to produce various reports, from single site data through league tables and importantly requisite National Indicator and CAA reports including Use of Resource assessment.
- 2.3.6 Work is also being undertaken to review the current banding of Sefton's sites under the new Surface Water charging model introduced by United Utilities. Working with the consultancy firm, Hanover partnerships, the energy team have been able to interrogate and correct boundaries proposed by United Utilities, resulting in refunds for those sites effected. A full report detailing refunded monies to Sefton will be scheduled for Cabinet Member review in the new year.

2.4 UTILITY PROCUREMENT

- 2.4.1 A report was submitted to Cabinet on 11 June 2009 detailing the results of the contract price renewal exercise for the supply of gas and electricity to multiple properties and Street Lighting within the boundaries of Sefton Council for the period 1 September 2009 to 31 August 2011.
- 2.4.2 The officers of the Energy Team tracked the trading markets daily during the period up to May 2009 seeking the optimum period to purchase utilising the in-house designed E-Procurement protocol. During this period the general trend of the energy markets was generally, except for small peak fluctuations.
- 2.4.3 The global economic downturn and its subsequent effect on anticipated energy requirements has been a major contributing factor to the continued reduction in energy prices.
- 2.4.4 Due to prudent timing of this procurement round the Council was afforded advantage of lower prices. A summary of the prices/tariff rate offer and percentage decreases are detailed below:

Gas (Scottish and Southern): - 32.37% (average price decrease against 08/09 contract)

Electricity (ScottishPower): - 28.92% (average price decrease against 08/09 contract)

Agenda Item 4

Note: This reduction is spread over financial years as the contract runs from 1 September to 31 August each year. These figures refer to the energy contracts only and do not relate to financial budgets, forecasts or actual payments. It should also be noted that each directorate will have a proportionately different percentage increase due to make up of buildings portfolio.

- 2.4.5 There will be changes in energy management and procurement with the advent of carbon trading which will require new skill sets for Councils. The new arrangements will run to the expiry of the current supply contracts and during this time the Council will evaluate the impact of new statutory requirements and Government recommendations in procurement of energy through consortia e.g. OGC. Further reports on this will be presented to Members in due course.
- 2.4.6 Going forward there are many factors that are likely to facilitate prices increase in the energy markets such as an up turn in the world economy, tightening on Carbon Trading, issues in nuclear production and weather uncertainty. However, there are very few influences to create a reduction in prices that have not already been factored in. Although energy prices are extremely unpredictable it is felt by many specialists that energy prices have hit the bottom of the trend.

2.5 DISPLAY ENERGY CERTIFICATES

- 2.5.1 From 1st October 2008, occupiers of buildings over 1000m² with public access will need to display a Display Energy Certificate (DEC). A DEC is an energy efficiency rating from the building on a scale of 'A to G' and must be renewed annually.
- 2.5.2 This obligation was introduced by law and is enforced by Trading Standards Officers in accordance with the EU Energy Performance of Buildings Directive (EPBD) guidelines.
- 2.5.3 The legislation also enforces the requirement to have an accompanying advisory report that informs the occupiers of opportunities to improve on their rating. This report, known as an Energy Performance Certificate (EPC), will be required if a building is for sale, rent or is a new construction. This EPC is currently being used by DCSF in a research project at Freshfield Primary school in an attempt to improve the building's energy consumption.
- 2.5.4 All qualifying sites were issued with their first DEC and advisory report last year and are currently being issued with their report for the next 12 months.
- 2.5.5 The main aim of this EU programme is to reduce the amount of carbon emissions produced by our non-domestic buildings. It is hoped that the scheme will also encourage people to consider the efficiency of equipment and materials when embarking on a new construction or refurbishment of an existing property.
- 2.5.6 A review of the performance of Sefton's portfolio will be carried out once all sites have been issued with their new certificate.

2.6 WATER SAVINGS PILOT PROGRAMME

- 2.6.1 Sefton's Energy Team have embarked upon a pilot research project with United Utilities in an attempt to prove water savings in schools. The project is being delivered by Aqualogic and funding will come from United Utilities.
- 2.6.2 We have identified 22 sites within Sefton and the aim of the project is to significantly reduce water consumption within a 24 month period within a budget of approximately £ 2 per pupil.
- 2.6.3 The figures so far show a potential average reduction of 40% with most sites presenting a payback of less than 8 months. The monitoring period will begin on installation and continue for a period of 2 months. After this monitoring period is completed a report will be produced identifying the performance of the technologies selected and their suitability for other sites.

2.7 SALIX

- 2.7.1 In April 2007 Salix Finance Ltd provide a grant of £50K to pump prime an energy efficiency programme affecting all components of Sefton Council's buildings, initially in Civic/Admin buildings. The Council matched this grant to make up the total 'invest to save' ring-fenced fund of £100K.
- 2.7.2 Monies to implement energy saving projects have been provided by this new fund through interest free internal 'loans'. Loans are repaid by using a minimum of 75% of annual savings gained by the building/portfolio. Once the project loan has been repaid into the fund, the project recipient will of course continue to benefit from the energy savings in years to come. As these repayments have been recycled back into the fund they have become available for re-investment, in a self-sustaining energy efficiency investment fund.
- 2.7.3 From energy audits carried out on the major buildings occupied and or owned by the we have identified and implemented a number of energy saving projects examples listed below:
 - Bootle Town Hall - roof insulation
 - Crown Buildings - boiler
 - Good Shepherd - cavity wall insulation
 - Bootle Town Hall - roof insulation voltage optimisation
 - Pendle - cavity wall
 - Various Sites - water heater controls
- 2.7.4 Since the first tranche of investment in 2007, the schemes have already established £441K of lifetime energy and 2,800 tonnes of carbon savings to the Council.
- 2.7.5 Due to the strength and success in delivery of SALIX in Civic Buildings we hope to expand the scope of the fund to match fund and potentiate other areas such as Street Lighting and Signals to achieve net savings.

Agenda Item 4

2.8 CARBON AND WATER SAVINGS STAFF CAMPAIGN

- 2.8.1 The Energy Team plans to launch its revised Waste Busters energy and water saving campaign in 2010. The Carbon Trust estimates that organisations can save up to 10% by implementing an awareness campaign and this equates to a saving of more than £ 800,000 for Sefton Council each year, if effectively applied.
- 2.8.2 Support from top down is pivotal and should be visible to all staff in the organisation in order to ensure it successfully embeds into the organisational culture. The Energy Team plans to obtain this top-level support before the campaign is rolled out and will consider providing training materials for the in-house management training scheme and new-starter induction.

2.9 SUSTAINABLE SCHOOLS

- 2.9.1 The Energy Team is supporting Children Schools and Families (CSF) in delivering the Sustainable Schools framework to Sefton's schools. The framework is a Government initiative aimed at embedding sustainable development in school practices and will be subject to OFSTED reporting in the future.
- 2.9.2 Through helping CSF identify ways in which to address energy and water saving on a curriculum, campus and community level, we are ensuring that our schools are exemplars to others. Schools such as Marshside and Ainsdale St Johns have been cited by the CSF and Community groups as examples of best practice and continue to inspire other schools in this area.
- 2.9.3 Our work on this framework has now developed to support Governors, Councillors and Parent Groups in encouraging sustainable behaviour and decisions at school and in the community. This work reflects in the schools budgets also as reducing energy means financial savings.

2.10 LEISURE SERVICES DEPARTMENT

- 2.10.1 The Energy Team have been working closely with Sefton's Leisure centres for several years and have helped them achieve high scores on the Energy and Environmental sections of the QUEST assessments. In the past few months, this support work has been given new direction and an improvement plan has been developed.
- 2.10.2 The Energy Team are in the process of completing energy surveys at all of the leisure centre sites and will produce a report detailing all improvements that can be made and targets to aim for in the future such as renewable energy options.
- 2.10.3 The Energy Team has produced a bespoke energy policy for each site detailing reduction targets and pledging monitoring of consumption.
- 2.10.4 A full bill audit is in the process of being carried out to ensure the utility companies are charging at the correct rate and the readings are accurate.
- 2.10.5 A full training pack was issued to all centres for their induction procedures and staff development. When the new Waste Busters campaign is completed, this will replace the training pack to ensure that the message is renewed and kept interesting.

2.10.6 All leisure centre sites will be able to submit their meter readings electronically now through the training given by the Energy Team on how to use the portal.

2.11 EU EXEMPLAR: SEFTON - UKRAINE

2.11.1 In October 2007 Sefton originally welcomed an official delegation from Ukraine, whom as part of a British Council programme, were visiting the UK to see how national and local government are addressing the challenges of climate change through energy efficiency and renewables. This was a very positive visit for the Ukrainian delegation and they especially enjoyed their time in Sefton, welcomed by the Mayor, visiting examples of excellent practice including the Eco Visitor Centre, the new Splashworld and St Jeromes School.

2.11.2 On the strength of this, Sefton's Energy Team were invited to represent the UK and EU perspective as exemplars and participate in a regional seminar under the project "Regional Campaign on Energy efficiency", a two year public diplomacy project, implemented by the British Embassy and the British Council in Ukraine.

2.11.3 The aim of the project was to raise awareness among local authorities and local communities in Ukraine of the benefits of low-carbon, energy-efficient utilities, and to assist them to access EU and British schemes and expertise.

2.11.4 This was done through two visits arranged by the British Council, the first was in February 2008. Where a member of the Energy Team attended the first regional seminar in Kharkiv, Ukraine. This brought together Ukrainian city authorities, scientists and media to address issues of communal energy efficiency and urban environment.

2.11.5 The programme then progressed to a large conference on 15 and 16 May 2008, hosted in Sudak on the southern Crimean coast. Where we returned to present a paper relating Sefton's experiences in energy, carbon and renewables in light of current and forthcoming EU legislation. This generated a great deal of interest and discussion including for example, strong interest in our Southport Eco Visitor Centre that would be something the regional Crimean Government wish to replicate.

2.11.6 Finally in March 2009, the British Embassy and BBC World Service visited Sefton on a follow up media tour, bringing both Ukrainian National TV Channels to produce a documentary on UK/EU best practice, demonstrated by Sefton in energy and renewables.

2.11.7 Whilst the EU Exemplar project has now ended, the exchange of ideas has left strong friendships and continued dialogue especially with Kharkiv City Council in the North of Ukraine and new contacts in Sudak and Crimea in the South. Overall, this experience has put Sefton Council as a beacon of good practice at an International level.

2.2 FORWARD PLAN 2010 AND BEYOND

2.2.1 There are developing pressures facing the Council which will require even greater response to be made, with the common driver of mitigating climate change through reducing carbon emissions and water consumption.

Agenda Item 4

2.2.2 Clearly the impacts and plans in response to the risks and opportunities of these challenges will be brought before members in due course. However, the developing issues include:

- ❑ CRC Carbon Reduction Commitment
- ❑ Increasing pressures on water charges
- ❑ More stretching Carbon Savings Targets developing
- ❑ Measurement of progress via NI 185 and NI 188
- ❑ Stability of energy supply markets and future increases.
- ❑ Council ability to invest to save and achieve available carbon/revenue savings
- ❑ Expansion of DEC requirements

3.0 PART THREE - ECO EDUCATION SERVICES

3.01 The award winning Southport Eco Visitor Centre provides fun, hands on, environmental education visits for school groups. The classroom at the Centre was been fitted with a range of impressive equipment and has been open for visitors for over 4 years. In this time over 11,000 children and accompanying teachers, have been educated and inspired to do their bit, no matter how small, for the environment.

3.02 Whilst the in house educational sessions are the core service of the centre, this expertise on the rapidly growing agenda of environmental education and awareness across all ages and groups has afforded the Team opportunities to develop far broader interventions and types of education work across Sefton. The key highlights in 2008/09 are appraised below:

3.1 MENU DEVELOPMENT

3.1.1 The educational visit programmes were developed from scratch to meet the needs of teachers in school, particularly to fit closely with the National Curriculum in Key Stages 2 and 3. Visits are packed with innovative, interactive activities and really have the 'wow factor'.

3.1.2 Because of this they are memorable with the visiting children, ensuring the environmental lessons learned stay with them for a long time after their actual day with us. The educational officers ensure, therefore, that all visiting children go away aware of simple things they and their family can do for the environment here in Sefton and how it helps the greater challenges of climate change.

3.1.3 There are now a core of 13 menu educational days for schools to choose and enjoy covering a very wide range of environmental topics including:

- Energy Saving, Renewable Energy
- Climate Change
- Water Conservation
- Environmental Issues in the News
- School Travel Plans, Transport Issues
- Coastal Management
- Eco-Schools
- School Council Seminar

3.1.4 All days are National Curriculum and Qualifications and Curriculum Authority linked, allowing teachers to use them to effectively complement work being done in their schools. The days link effectively with a range of subjects including Citizenship, Geography, Science and Information Technology. This is an added advantage with preparedness and up front compliance with the new UK National Curriculum links to Climate Change introduced in 2009.

3.1.5 Feedback is always excellent from teachers, children and accompanying adults and return visit rates are high. Some comments made by teachers include:

“Absolutely fantastic – children were engaged, focussed and active learners! Very impressed with differentiation – all abilities able to be involved”

Agenda Item 4

“The visit to the Eco Centre was exactly what we wanted to help the school council understand how and why we should aim to reduce energy waste and recycle more.

We came away with lots of ideas for projects we can work on to make our school more ‘environmentally friendly’. A really worthwhile trip!”

- 3.1.6 Upon return to school it is commonly fed back that children (and teachers) have been full of enthusiasm as a result of their day at the Centre, which has led to positive knock-on effects in school and the wider community.
- 3.1.7 These important initiatives are already planned for expansion in number and variety with a wider selection of educational programmes on offer to schools. The diary is already busy with both regular visitors and new schools for the current academic year, some choosing favourite days which they know fit in perfectly with their curriculum back at school, others keen to try the new days we have on offer.
- 3.1.8 Menus are currently being re-developed to take into account that many schools are currently embracing the new ‘Creative Curriculum’ for 2010. There is also potential to add new themed days, particularly based on the positive evaluations from visiting schools when we have been asked to focus on something not currently noted in the existing menus (Weather & natural disasters, renewable energy pro’s and con’s debate etc). We are currently approaching a variety of schools to get a better understanding of which avenues schools are going down with regard to creative curriculum.

3.2 IMCORE (INNOVATIVE MANAGEMENT FOR EUROPE’S CHANGING COASTAL RESOURCE)

- 3.2.1 IMCORE is funded under the Interreg IVB programme, the €6m IMCORE project will be led by the Coastal & Marine Resources Centre in University College Cork until its end in 2011. Sefton are one of the key Partners in this.
- 3.2.2 There is an urgent need to increase our capacity to respond to the Ecological, Social and Economic impacts of climate on the viability of coastal sectors such as fisheries and aquaculture, ports and shipping, marine recreation, and the defence of coastal communities from flooding and erosion.
- 3.2.3 To date, most attention has been focused on predicting the types and rates of change likely to occur but what is needed now is a method to identify the adaptation measures that need to be applied to coastal use and management.
- 3.2.4 Through IMCORE, Sefton wish to develop an adaptation strategy for the coast and to achieve this we need to be able to have an informed debate with stakeholders. This means that we need to understand the implications of coastal change (including climate change) upon the future evolution of the coast and need to be able to communicate the key issues and processes to stakeholders (including young people) before developing the adaptation plan.
- 3.2.5 The Energy Team's role is to develop understanding and learning of social, environmental and economic aspects of the coast. We are responsible for input into the implementation of on-site interpretation both in the form of guided walks and on-

site displays, presentations to local interest groups, Councillor briefings and delivery of educational materials in partnership with other key local partners. Educational materials would also be presented to local teacher training colleges to encourage use.

3.2.6 Good progress is being made, working closely with the coastal defence team to produce an interactive resource to help local children grasp the concepts of protecting Sefton's coast facing climate change, through both adaptation and mitigation. Study tools are being developed for primary and secondary students, backed up with cross curriculum linked lesson plans/curriculum links to a variety of key stages in the following areas:

- Coastal processes
- Climate Change
- Sea level rise and increased storminess
- Warmer, wetter, winters and hotter, drier summers
- Mitigation
- Adaptation

3.2.7 We have already held a successful IMCORE themed day at the centre, where 5 schools from different wards in Sefton were invited to work together. The resources are targeted for delivery in all Sefton schools in Spring 2010. An adult education resource and the promotion of a new (IMCORE subsidised) Eco Centre IMCORE day will follow

3.3 SCHOOL VISITS TO CENTRE

3.3.1 Excellent progress in developing links with new schools whom have now previously utilised the service of the centre, many from out of the Sefton area and creating repeat bookings/income.

3.3.2 During the period April 08-July 09, due to maternity leave the centre only had 1/2 an officer in place to run classes. However, still achieved a solid level of service:

April 2008 – Dec 2008:	1,175 pupils
Jan 2009 – Nov 2009:	1,443 pupils

3.3.3 A high number of bookings have already been taken for 2010. Many schools have also identified the centre for potential alternative curriculum activities, particularly amongst disaffected pupils.

3.4 REVISION OF EDUCATIONAL DISPLAYS

3.4.1 New designs have been drawn up, with more focus on interactive features, in an attempt to not only expand engagement with visiting pupils, but also the visitors to the centre using the park and ride facility to engage and communicate the developing issues around climate change.

3.4.2 The Energy Team are currently working with a number of partners (Costal Management, STPU, Cycle England) to address needs and to identify secure methods of funding the update work.

Agenda Item 4

3.5 SEFTON YOUNG ECO CHAMPION

- 3.5.1 Inspired by the many amazing young people who have visited for educational visits, the Eco Centre first set out in 2008 to reward Sefton pupils who were setting an example to others with their environmental ideas, actions and enthusiasm. We particularly sought one Sefton 'champion' who exemplified an ongoing commitment to caring for their local environment.
- 3.5.2 Sefton's Young Eco Champion had to be someone who cared about the environment and takes action to improve theirs. They must be an inspiration to others by demonstrating how we all can 'do our bit' to make a difference.
- 3.5.3 Candidates could be exceptional members of a school eco club or might have set an example to others in the 'green' way they live their lives - basically, they needed to 'go the extra mile' for the environment, setting a good example for others and thinking of innovative ways of playing their part in caring for the planet.
- 3.5.4 When in post, the winner receives support in writing a termly 'diary' of eco tips which are included on Sefton Council's website for their year as Sefton's Young Eco Champion.
- 3.5.5 Following on from the success of last years appointment whom won national awards for his efforts, the 2009 competition was opened up to all schools in the borough whom were invited to nominate pupils who demonstrated a commitment to the environment and an understanding of how their work supports broader green issues.
- 3.5.6 Winners were chosen in 8 categories to tie in with the sustainable schools framework including team of the year, energy and water, and travel and traffic - with John Shaw scooping the overall prize of Sefton Young Eco Champ.
- 3.5.7 The new Champion, John Shaw of Crosby High has been following in his predecessors footsteps and actively promoted his work via a number of channels (presentations, website blog, local press) and is actively engaged with the centre. Furthermore, Energy Team staff are currently engaged with all those shortlisted for the award to create avenues for good eco promotion.
- 3.5.8 A Champions Reunion Event for all the category winners is planned for January 2010, where all councillors from the schools wards will be invited to participate and learn more about what the children are doing.

3.6 USE OF CYCLE TOWN/CYCLE PARK FOR VISITING SCHOOLS

- 3.6.1 Visitors to education sessions are now being encouraged to use the new cycle storage provision at the centre. We are currently working with the Cycling Touring Club and Greenbank High School, where the pupils will all travel to the school via cycle and take part in a transport alternatives/school travel plan workshop.

3.7 OUT-REACH TO SCHOOLS AND OTHERS

- 3.7.1 Outreach work in a number of schools, in support of sustainable schools and even some requests from out of the borough, creating potential future bookings and

allowing better networking to increase the educational profile of the centre. In some cases this includes setting up and supporting Eco Teams within Sefton schools.

3.8 NON SCHOOL/COMMUNITIES WORK

3.8.1 In recent months we have built on non-school/community use of the centre, including Youth Clubs and Young Carers. We have also been actively involved with Merseyfire (a charitable extension of the fire brigade) and the Bright Sparks campaign working with volunteers aged 16-25 who are neither employed nor involved in education and training to develop an innovative session based on energy awareness. The first session was a great success, and has led to future bookings in early 2010.

3.8.2 We are also currently in liaison with Energy Projects Plus, to deliver a variety of education sessions to community groups, with an initial 'stall' set up on the public concourse in an attempt to consult and understand what areas people are interested in and where current gaps in knowledge/delivery exist. We also plan to hold a session with chairs of governors to enable better understanding of their role in the sustainable schools framework.

3.9 FORWARD PLAN 2010 AND BEYOND

3.9.1 The new Sustainable School framework and Creative Curriculum creates a great deal of opportunity to build on the existing menu and look at developing it further. However, there are a number of issues to be overcome at this stage:

- Outdated classroom equipment, in urgent need of refresh and is impeding development/quality of services
- Need to identify a key figure in CSF to enable the Councils approach to the sustainable school framework within schools at a curriculum level
- Eco centre currently has separate website, which attracts new schools and could be used to more potential, to be supported by ICT.

3.9.2 Potential Plan/Ideas

- Production of termly Eco Magazine, working with schools/youth groups
- Podcasting via website to communicate all issues for schools and communities on climate change.
- Better links with local business to promote centre and to enable them to address their own carbon footprint
- Events to invite pupils who have visited prior to come in with parents so they can take the role of 'educators'
- Expanded use of the Eco Classroom outside core school hours.

4.0 RECOMMENDATION(S):

- (i) That Cabinet Members note this report for information
- (ii) Members congratulate the various external cross sector partners in delivery of activities in this report.

This page is intentionally left blank

Agenda Item 5

REPORT TO: Cabinet Member – Technical
Cabinet Member – Environmental
Cabinet Member - Regeneration
Cabinet

DATE: 2nd December 2009
16th December 2009
16th December 2009
17th December 2009

SUBJECT: Potential Funding Opportunity 1- Energy Efficiency & Renewable Energies in Social & Low Income Housing

WARDS AFFECTED: Church, Derby, Ford, Linacre, Litherland, Netherton and Orrell and St. Oswald

REPORT OF: Alan Moore, Deputy Chief Executive and Strategic Director
Andy Wallis – Planning and Economic Regeneration Director

CONTACT OFFICER: Mo Kundi 934 3447

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To inform Members of the resources being made available under the North West Operational Plan for improving energy efficiency and the installation of renewable energies in social and low income housing in Merseyside, and to seek Members' views on Sefton Council being the accountable body for a sub-regional project.

REASON WHY DECISION REQUIRED:

For Sefton to take on the financial and legal responsibility of being an accountable body for a sub-region project requires Cabinet approval.

RECOMMENDATION(S):

That Cabinet Members for Technical, Environmental and Regeneration:-

1. Note the report, and that the

Cabinet:-

2. Note the Expression of Interest submitted to North West Regional Authority, and
3. Support the principle of Sefton Council being the accountable body for this sub-regional bid, subject sufficient external funding being made available for the management of the project, and Cabinet approval.

KEY DECISION: No

FORWARD PLAN: no

IMPLEMENTATION DATE: After the call in period

ALTERNATIVE OPTIONS:

Some legislation is already in place, and more is planned, which will impose statutory duty on local authorities to take action to address the adverse impact of climate change. By

Agenda Item 5

taking advantage of the ERDF funding being made available, and being an accountable body for the sub-region project provides a unique opportunity to progress both the climate reductions, and low carbon economy agenda.

IMPLICATIONS:

Budget/Policy Framework:

Financial: There are no direct financial implications as a result of this report.

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: N/A

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS
Technical Services
Environmental Services
Leisure and Tourism
Legal
Finance

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	/		
2	Creating Safe Communities	/		
3	Jobs and Prosperity	/		

Agenda Item 5

4	Improving Health and Well-Being	/		
5	Environmental Sustainability	/		
6	Creating Inclusive Communities	/		
7	Improving the Quality of Council Services and Strengthening local Democracy	/		
8	Children and Young People	/		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT Report to Leaders Group meeting on 19 th November 2009

Agenda Item 5

1.0 Background

- 1.1 Members may be aware of a report entitled 'The Development Low Carbon Economy in response to Climate Change, being presented to Cabinet Member Environment (18th November 2009), Cabinet Member Technical Services (18th November 2009), Cabinet Member Regeneration (23rd November 2009), and the Cabinet on 25th November 2009.
- 1.2 The report sets out the various national climate change legislation and regulations that will impose statutory duties and obligations on local authorities to tackle climate change by introducing low carbon policies and practices in housing, transport, regeneration, environmental protection, planning and other key services. Local authorities are also expected to play an important role in raising awareness and influencing change more widely by working with its partners and stakeholders.
- 1.3 The UK Government is committed to reducing carbon emissions by 34% on 1990 levels by 2020, and 80% by 2050.
- 1.4 Reference was also made in the Cabinet report that carbon reduction commitment must lead to a reduction in CO₂ from buildings within the Council, workplaces, and the domestic housing stock across social and private rented sectors plus owner occupied. Energy efficiency measures will be extremely important as they can account for up to 40% of the required CO₂ reduction targets.
- 1.5 Central Government has recognised this and is currently making available £7 billion between 2008-11 through the following energy efficiency programmes:-
 - Energy supplier/generator obligations of the Carbon Emissions Reduction Target (£2.8 billion)
 - Community Energy Saving Programme (CESP) (£350 million)
 - Additional Energy Efficiency Obligation (£560 million)
 - Warm Front (£874 million)
 - Decent Homes (£2.2 billion)
 - Social Housing Energy Saving Programme (£84 million)
 - Winter Fuel Payments for older people (£2.7 billion per year).
- 1.6 In addition to the above, and as part of the European Economic Recovery Plan, the European Commission has also agreed to allow up to 4% (£29 million) of ERDF Programme resources to be devoted to domestic energy efficiency and renewable actions. In August 2009, the Department for Communities and Local Government issued the guidance that measures should be directed at existing social housing as defined in Articles 68 – 70 of the Housing and Regeneration Act 2008.
- 1.7 Article 68 of the Housing and Regeneration Act 2008 defines social housing as:-
 1. low cost rental accommodation and
 2. low cost home ownership accommodation

In the case of (1), accommodation is low cost rental if:-

- (a) it is made available for rent
- (b) the rent is below market rate, and
- (c) the accommodation is made in accordance with rules designed to ensure that it is made available to people whose needs are not adequately served by the commercial housing market

In the case of (2), accommodation is low cost home ownership if:-

- (a) the accommodation is occupied, or made available for occupation, in accordance with shared ownership arrangements, equity percentage arrangements, or shared ownership trusts: and
- (b) the accommodation is made available in accordance with rules designed to ensure that it is made available to people whose needs are not adequately served by the commercial housing market.

1.8 In response to the above, the Regional Development Agency, had issued a call for the submission of a sub-regional bid that seeks to directly stimulate the market for low carbon and environmental technologies and renewable energies via their application within existing social and low income housing. As the deadline for the submission of Expression of Interest was 9th November 2009, officers from the five local authorities, plus Halton, and representatives from local universities, RSLs, and Utilities have submitted a proposal, a copy of which is attached. Briefly the project will address the following:-

1. Physical housing improvement works to reduce CO2 emissions:
 - ◆ Partners will be commissioned to deliver elements of the targets to ensure complementarity and reduced risk on programme delivery
 - ◆ Large scale innovative programmes of work to tackle hard to treat properties all across Merseyside will be funded (e.g. external wall insulation and ground or air source heat pumps as appropriate to upgrade “No fines Wimpey” housing stock)
 - Diversity of tenures will be tackled although most will be targeted at reaching the private rented and social landlord sector
 - Diversity of measures (including all appropriate microgeneration technologies, upgrading low carbon emission heating technologies and a variety of solid wall insulation technologies). Particular consideration will be given here to measures that have the best change of success in the North West given the current or potential regional strengths, e.g. high efficiency lighting, solar thermal or biomass as evidenced by the NWDA and Envirolink Northwest.
2. Developing small-to-medium sized enterprises (SMEs) and the local supply chain:
 - ◆ Development programmes for upskilling existing trades people to future-proof them to changing markets for safeguarding jobs
 - ◆ Developing capacity of existing SMEs through awareness and guidance of required public sector standards. Additionally opportunity will be through greater markets and generating opportunities for long-term employment and business growth.
 - ◆ Integration with other schemes with particular reference to Future Jobs Fund

Agenda Item 5

3. Growing the market for a low carbon economy through renewables and energy efficiency:
 - ◆ Raising awareness of and demand for technologies among the public, commissioners and designers will raise demand for Low Carbon and Environmental Goods and Services (LCEGS)
 - ◆ Pump priming the market with these hard to treat technologies will create a local industry base and legislature in the sub-region ready to deliver forthcoming agendas such a Home Energy Saving Strategy (due to start in 2013)
 - ◆ Stimulating the existing low carbon economy will attract more investment and interest in this area for new and emerging SMEs as this funding will attract an estimated £15 million of which up to a possible £11 million will be submitted as match funding from the utilities such as that proposed in the partnership between British Gas and Knowsley Council under the CESP
 4. Evaluation and local learning:
 - ◆ Use of local universities and local enterprises for both new research and evaluation of programmes
 5. Engage with the private landlord sector to complement the ongoing work on a sub-regional accreditation scheme.
- 1.9 The result of the submitted Expression of Interest is expected on 30th November 2009, the outcome of which will be reported verbally at the meeting.

2.0 Comments

- 2.1 If approved by the Regional Development Agency, this project has the potential to kick-start the carbon reduction agenda, particularly by addressing hard to reach residential properties, and at the same time commence the process of developing local SMEs and supply chains for the future. This would safeguard existing jobs and create new job opportunities.
- 2.2 The Expression of Interest submitted does not state who the accountable body should be for this project. Members may be aware that currently Sefton and Wirral are the only two authorities that do not manage a sub-regional project, although under the previous Objective 1 Programme, Wirral was the accountable body for the Mersey Waterfront Programme.
- 2.3 Members may also be aware that under the Objective 1 Programme, Sefton Council was the only authority to have an Action Plan within the sub-region, whereby the authority to appraise, assess, control, manage, and deliver projects was delegated to Sefton by the Government Office. As a result significant experience and expertise exists within the Council to undertake this new project, although the scale and geographical spread would be significantly bigger, and would require additional resources. The ERDF monies could be used for the administration of the bid, and the Consortia as agreed this as a practical way forward. It is estimated this is likely to be in the region of £0.5 million to £1.0 million over five years.
- 2.4 Taking on the accountable body status will, however impose financial and legal responsibilities on the authority. As with other local authorities responsible for delivering sub-regional projects, legal agreements and SLAs would have to be

Agenda Item 5

agreed with all partners, and the delivery of activities relating to the project would have to be pro-actively managed, and co-ordinated.

- 2.5 Notwithstanding the above, the benefits of Sefton Council being the accountable body would allow the authority to develop expertise and experience in areas, which are likely to offer significant economic and social benefits as well as address the climate change, and low carbon economy agenda.

Agenda Item 5

Expression of Interest (Energy Efficiency and Renewable Energy in Social and Low Income Housing specific call)

Please refer to the enclosed guidance note when completing this form.

NWDA office use only	Project reference number:	
----------------------	---------------------------	--

1. Applicant details:

Contact Name:	David Colbourne		
Position in Organisation:	Sustainable Energy Officer		
Organisation:	Sefton Council		
Address inc Post Code:	4 th floor Magdalen House, Trinity Rd, Bootle, L20 3NJ		
Nature of Business:	Public Sector <input checked="" type="checkbox"/>	Private Sector <input type="checkbox"/>	Third Sector (VCS) <input type="checkbox"/>
Telephone Number(s):	Office:0151 934 4216	Mobile:	
E-mail Address:	david.colbourne@technical.sefton.gov.uk		
Website:	www.sefton.gov.uk		
Date of Expression of Interest:	09 November 2009		

2. Project Outline:

Project Name:	Merseyside (REECH) Renewables and Energy Efficiency in Community Housing		
Project Activity Area (tick one)	Local <input type="checkbox"/>	Sub-Regional <input checked="" type="checkbox"/>	Regional <input checked="" type="checkbox"/> <i>including Halton</i>
Proposed Start Date:	01/4/10	Expected end date:	31/3/13

3. Strategic Fit: / Eligibility with the ERDF North West Operational Programme (NWOP)

Please state whether you are applying under Action Area 1.3 or 2.1 and detail the supporting rationale for this. Please refer directly to the relevant Investment Framework 'Housing Annex' and Guidance' document, all of which can be found at www.erdfnw.co.uk/funding.

Priority Action Area Ref:	1.3
---------------------------	-----

Supporting rationale:

The Liverpool City Region (LCR) REECH project seeks to directly stimulate the market for low carbon/ environmental technologies and energy generation via the application of 5,000 measures within existing social and low income housing. Further to the full output profile detailed in Section 6, this will result in:

- 28 jobs being created and a further 30 safeguarded
- An annual increase in gross valued added (GVA) as a result of this programme of £3,510,000
- A net change in overall CO2 emissions of 3,357 tonnes per annum

Such interventions impact positively on EU regulations on social cohesion by addressing imbalances and accord strongly with the objectives of Priority Action Area 1-3 (Increasing Sustainable Consumption and Production). Notably, the project makes significant contributions to Strands 4 and 5 as well as relating to

Strand 1 of Investment Framework AA1-3. This is as detailed below:

STRAND 4 - Expanding the development, demonstration and market development for low carbon technologies and processes in the North West. To support Strand 4 the REECH will:

- a) Channel investment into the demonstration and application of near/ new to market low carbon technologies in existing hard to treat homes to assist their progression to commercial market, e.g. solid wall insulation**
- b) Co-ordinate the capacity of LCEGS businesses to respond to growing market opportunities in the Environmental Technologies (ETS) sector**
- c) Showcase demonstrator projects to highlight innovation, raise awareness and exemplify best practise**
- d) Maximise research and knowledge transfer opportunities between Low Carbon and Environmental Goods and Services (LCEGS) businesses and University partners to expedite product development of low carbon technologies.**

STRAND 5 - Supporting the installation and use of current low-carbon/ low-resource technology and processes. To support Strand 5 the REECH will:

- a) Engage with the regions LCEGS businesses providing sustainable procurement, business support and product development opportunities**
- b) Retrofit low carbon technologies to increase the power and thermal efficiency and reduce the fuel bills of hard to heat homes, e.g. installation of smart metres with real time energy display in support of the Government target of rollout by 2020 (which also supports Strand 4 below)**
- c) Install microgeneration technologies to complement standard insulation measures/ general property improvements**
- d) Develop an area wide low carbon power generation and heating scheme**
- e) Support professional development amongst Professional Services to strengthen the Environmental Technologies & Services (ETS) sector.**

STRAND 1 - Supporting innovative approaches to changing culture and embedding sustainable behaviours and management practices.

The project also encompasses a proposal to part fund a specialist team of Home Energy Advisors who would focus on providing indepth tailored communication, awareness raising and attitudinal work onsite to the owner/occupiers of the hard to treat homes. This would be provided by the Energy Savings Trust as part of its wider programme management support for REECH. It is vital that regular contact is managed with the owner/occupiers of the homes before, during and after the measures are installed to help them understand the impact of the changes on their fuel bills and carbon savings and to encourage them to take further action. If advanced this would help to reduce energy consumption and carbon emissions, directly contributing to Strand 1 of Investment Framework AA1-3.

These interventions draw upon the preferred approach outlined within the Fraser Associate Report (August 2009) and for one programme of activity for Merseyside approved by The Merseyside Partnership in line with the Guidance Note for Applicant relevant to this call.

4. SRAP Fit: *How does your proposal fit with the appropriate Sub-Regional Action Plan(s) or housing and energy strategies?*

Agenda Item 5

This proposal directly supports one of the primary economic drivers identified within the Liverpool City Region (LCR) Multi Area Agreement (MAA) namely:

Transformational Action Area 3 – Low Carbon Economy

REECH helps to address one of the main sources of carbon in the sub-region – emissions from residential buildings. By directing action towards the reduction of the carbon output from residential buildings and increased take-up of renewables and energy efficient technologies, the project helps to support innovation, enterprise and LCEGS sector development, moving the sub-region a step closer to its low carbon ambition.

Furthermore, the project also aligns with the housing priorities outlined within the MAA to:

- Improve the quality and environmental impact of existing housing
- Channel European Structural Funds to support energy efficiency and affordable warmth programmes, with associated training/ employment opportunities
- Improve the condition of private rented stock to provide higher quality housing options
- Focus and co-ordinate resources to secure the regeneration of Vulnerable Housing Market Areas (worst 15%) identified within the LCR Housing Strategy.

In addition, REECH responds to some of the key intervention areas highlighted within the ‘Mini-Stern’ study, ‘The Economic Impact of EU and UK Climate Change Legislation on Liverpool and Liverpool City Region,’ as detailed below:

- Sector development for ETS
- Skills capacity in sustainable construction
- Energy efficiency in social rented housing
- Energy efficiency in private rented housing.

This is aligned to the wider existing NWDA Regional Economic Strategy and its Climate Change Action Plan to encourage the installation of renewable and energy efficient technologies and maximise the regional access to financial mechanism to reduce upfront costs for householders including the fuel poor (Action 7.2) and the Regional Spatial Strategy and its Sustainable Energy Strategy for plans to promote the sustainable production and consumption of energy (EM15, EM16, and EM17). Furthermore the Regional Housing Strategy also has the objective of “continuing to raise the quality of the existing housing stock”.

The Merseyside Affordable Warmth Strategy also calls for joint action and co-ordinated work to address Fuel Poverty as its serious subregional issue recognised nationally due to the scale of the impact.

In terms of additionality, REECH will complement and leverage other discrete low carbon community schemes within the sub-region. This will include the recently announced Community Energy Saving Programme (CESP) partnership by the energy supplier British Gas with Knowsley Council and possible proposals for Carbon Energy Reduction Targets (CERT), the Energy Saving Trust’s PAYS, DECC Low Carbon Community Challenge, and Ofgem’s Low Carbon Networks Fund.

5. Project Description: *Please provide a brief (bullet point) description of the project including what the funding will actually be used for.*

Agenda Item 5

REECH is predominantly concerned with developing the capacity of the sub-region's LCEGS providers, encouraging it to develop and implement new approaches to tackle an identified need in the housing stock. The latest fuel poverty figures published in October 2009 by national Government show that the North West has the highest number of households in fuel poverty at nearly 0.5 million which is 17% of the total number of households. The poor historical housing stock and low incomes experienced across Merseyside make this area an opportunity to pilot and develop new innovative approaches and methods. By addressing market failure through the installation of low carbon technologies in hard to treat homes Merseyside will increase GVA and jobs created or safeguarded in this sector and in addition will help to alleviate fuel poverty and reduce carbon emissions for the sub-region and wider region. This will be achieved by developing local capacity to target social and low income housing where traditionally these measures have been targeted at the more affluent or the fuel rich or able to pay.

So for instance, specifically in terms of the CESP partnership between British Gas and Knowsley Council, this involves 14 of the 10% most deprived Lower Super Output Areas (LSOA) in the income domain of the Index of Multiple Deprivation (2007). Notably where the hard to treat properties are "No fines Wimpey" and "Camus" construction. Approximately 1,335 targeted households from a mix of 5 tower blocks, 62 flats and 823 terraced houses in Stockbridge Village will possibly benefit from a variety of measures including external cladding and biomass boilers.

Building on this a co-ordinated and diverse mixture of low carbon programmes by key housing bodies will create a learning environment, central access point and a whole greater than the sum of parts across Merseyside. This is as detailed below:

Physical housing improvement works to reduce CO2 emissions:

- ◆ Partners will be commissioned to deliver elements of the targets to ensure complementarity and reduced risk on programme delivery
- ◆ Large scale innovative programmes of work to tackle hard to treat properties all across Merseyside will be funded (e.g. external wall insulation and ground or air source heat pumps as appropriate to upgrade "No fines Wimpey" housing stock)
 - Diversity of tenures will be tackled although most will be targeted at reaching the private rented and social landlord sector
 - Diversity of measures (including all appropriate microgeneration technologies, upgrading low carbon emission heating technologies and a variety of solid wall insulation technologies). Particular consideration will be given here to measures that have the best change of success in the North West given the current or potential regional strengths, e.g. high efficiency lighting, solar thermal or biomass as evidenced by the NWDA and Envirolink Northwest.

Developing small-to-medium sized enterprises (SMEs) and the local supply chain:

- ◆ Development programmes for upskilling existing trades people to future proof them to changing markets for safeguarding jobs
- ◆ Developing capacity of existing SMEs through awareness and guidance of required public sector standards. Additionally opportunity will be through greater markets and generating opportunities for long term employment and business growth.
- ◆ Integration with other schemes with particular reference to Future Jobs Fund

Growing the market for a low carbon economy through renewables and energy efficiency:

- ◆ Raising awareness of and demand for technologies among the public, commissioners and designers will raise demand for LCEGS
- ◆ Pump priming the market with these hard to treat technologies will create a local industry base and legislature in the sub-region ready to deliver forthcoming agendas such a Home Energy Saving Strategy (due to start in 2013)
- ◆ Stimulating the existing low carbon economy will attract more investment and interest in this area for new and emerging SMEs as this funding will attract an estimated £15 million of which up to a possible £11 million will be submitted as match funding from the utilities such as that proposed in the

Agenda Item 5

partnership between British Gas and Knowsley Council under the CESP

Evaluation and local learning:

- ◆ Use of local universities and local enterprises for both new research and evaluation of programmes
- ◆ Engage with the private landlord sector to complement the ongoing work on a sub-regional accreditation scheme.

6. Output Profile: *Please state how your project will contribute to delivery of the overall Programme targets. Again, you should refer to the Investment Frameworks ‘Housing Annex’ and Guidance note, available on the ERDF website - www.erdfnw.co.uk/funding*

No of Businesses assisted to improve performance	100
No of Businesses assisted to reduce industrial and commercial waste	0
No of Jobs created	28
No of jobs safeguarded	30
no of business with reduced industrial or commercial waste	0
No of applications of low carbon technologies	5000
Reduction in annual CO2 emissions from programme interventions (tonnes pa)	4,476
Annual increase in GVA as a result of the programme	£3,510,000
Increase in employment	52
Net change in overall CO2 emissions (tonnes pa)	3,357

Please outline your rationale in calculating these outputs:

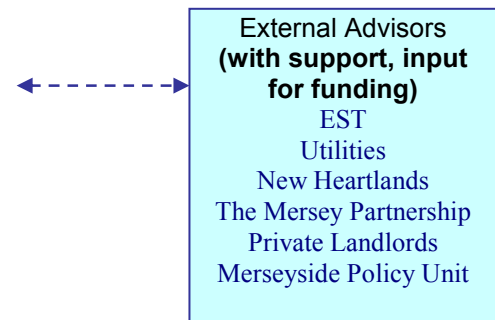
These outputs have been calculated using existing project ideas and an illustrative mix of measures. Use of the Energy Saving Trust economic and emissions assessment tools has been employed to gauge levels of outputs based on renewable and energy efficiency measures.

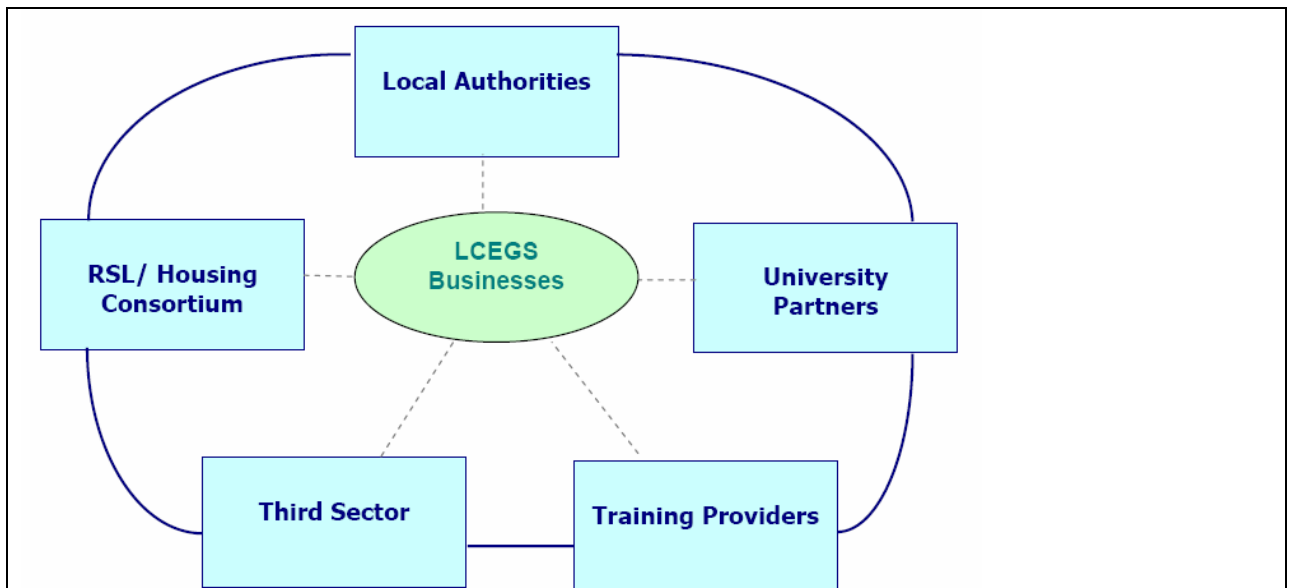
7. Partnerships and links to other activities: *Please provide detail on the partnership arrangements for this ‘programme of activity’, highlighting which organisations will be involved in the delivery of activities (and what they will be responsible for) and how this project links into other initiatives and programmes.*

Partnership Arrangements

This project encompasses a multi-agency approach at the sub regional level, as detailed below.

Figure 1 – Key Partners





Local authority partners comprise all 5 Merseyside unitary bodies - Knowsley, Liverpool, Sefton, St Helens, and Wirral with the addition of Halton to complement the Liverpool City Region partnerships (also many of the active RSL partners have significant stock Halton thereby providing a more natural boundary. One of the 6 LCR local authorities will lead the project and act as accountable body. This role will be finalised during the full application process. REECH will be also supported in this regard by an established Steering Group with representation from the project partners detailed in Figure 1, in addition to Merseyside Policy Unit and The Mersey Partnership.

The councils will work in close collaboration with Registered Social Housing providers include Plus Dane Group, Riverside, Liverpool Housing Trust, Venture Housing, Liverpool Mutual Homes, Helena Partnerships, Halton Housing Trust, One Vision Housing, Knowsley Housing Trust, Regenda and Wirral Partnership Homes. With more to follow. This will ensure the project targets the most suitable households.

Capacity building, Awareness Raising among SME of upcoming Low Carbon economy opportunities and skills development will be provided by partners drawn from third sector or social economy in the form of Fusion 21 and the Merseyside Network for Europe.

The scheme will be complemented by the input of educational partners in the form of Liverpool John Moores University and University of Liverpool who will provide robust academic research and oversight.

Critically, dedicated technical advice on low carbon living and general programme support capacity will also be drawn from the Energy Savings Trust utilising and building on their existing infrastructure.

Finally, the REECH project will also complement and leverage wider work on low carbon communities with utility partners like British Gas with Knowsley Council on CESP.

This indicative model will provide a critical platform to engage with LGECS businesses, identifying those that need support or appropriate assistance to optimise success. This engagement is likely to involved collaboration with multiplier agents which might include, but is not restricted to, the likes of Business Link Northwest and Envirolink Northwest.

Opportunities for collaborative and co-ordinated working with other complementary initiatives and programmes will be progressed in more detail throughout the project development phase.

Agenda Item 5

Should this enquiry be successful the consortium partners would wish to support and include other successful enquiries either at subregional level or regional initiatives looking to operate in the REECH area to maximise co-ordinated and greater impact on the deprived areas.

8. Funding: *What are the estimated costs of the project? (including capital / revenue split). Please note, figures given below should relate only to the 'eligible' spend, apportioning out any activity that is not part of the ERDF funded activity.*

Total Project Cost (£'s):	£22.8 million (£22 million is Merseyside element)	Capital (£'s)	£18.5 million
		Revenue (£'s)	£3.5 million
Total ERDF Funding Required (£'s):	£11.4 million (£0.4 million from outside Merseyside allocation)	Capital (£'s)	£10 million
		Revenue (£'s)	£1 million
Total Match Funding Required (£'s):		Has this match funding been confirmed in writing?	
NWDA <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	NB: Written confirmation that your match funding is secured, or that a named source has been identified and agreed, must be attached to this application.
Other Public <input checked="" type="checkbox"/>	£1 million	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Private <input checked="" type="checkbox"/>	£10.4 million	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Other <input type="checkbox"/>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Estimated spend profile (£'s)	Yr1 (2010)	Yr2 (2011)	Yr3 (2012)	Future Years	Totals
Capital (£'s)	2,300,000	9,400,000	7,800,000	1,000,000	19,500,000
Revenue (£'s)	750,000	1,000,000	1,550,000	250,000	3,300,000
Totals (£'s)	3,050,000	10,400,000	9,350,000	1,250,000	22,800,000

9. Apportionment of funding: *Please tell us if any of the finances shown above need to be apportioned between SME and residential activity, showing the estimated split.*

It is estimated that 84% of the funding will be spent on residential, however it is envisaged that SMEs will be the chief contractors and hence responsible for 50% of the delivery also. Workstreams will be deliberately apportioned in multiple blocks to ensure smaller local contractors can deliver and avoid diseconomies of scale encountered when trying to procure a single contractor for multiple specialisms where each risk element adds an additional cost and management fee. REECH will work collaboratively with British Gas to help ensure its whole project management of CESP including use of suppliers appropriately supports local SME provision.

Thank you for completing this Expression of Interest Form.
Please return it via e-mail to erdf@nwda.co.uk

Agenda Item 6

REPORT TO: Cabinet Member – Technical
Cabinet Member – Environmental
Cabinet Member - Regeneration
Cabinet

DATE: 2nd December 2009
16th December 2009
16th December 2009
17th December 2009

SUBJECT: Potential Funding Opportunity 2- Low Carbon Communities Challenge 2010-2012

WARDS AFFECTED: Harrington, and Ravenmeols

REPORT OF: Alan Moore, Deputy Chief Executive and Strategic Director
Andy Wallis – Planning and Economic Regeneration Director

CONTACT OFFICER: Mo Kundi X3447

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To inform Members of the resources being made available under the Low Carbon Communities Challenge Programme, and the request by Formby Parish Council to assist them in the development and delivery of a successful bid for which the Parish Council will be the accountable body.

REASON WHY DECISION REQUIRED:

Any assistance to Formby Parish Council in the development of the bid, and if successful the delivery of the project will require significant officer time input, for which Cabinet approval is necessary.

RECOMMENDATION(S):

That Cabinet Members for Technical, Environmental and Regeneration:-

1. Note the report, and that the

Cabinet:-

1. Approve that Sefton officers assist Formby Parish Council in the development of the bid, and then, if successful, with its delivery.
2. Request further reports

KEY DECISION: No

FORWARD PLAN: No

Agenda Item 6

IMPLEMENTATION DATE: After the call in period

ALTERNATIVE OPTIONS:

Sefton Council is eligible to bid for funding under the Low Carbon Communities Challenge 2010-2012. However, the programme requires significant engagement and involvement of the community during all stages of the project. This is better suited to a local parish council. However, Formby Parish Council has no experience or expertise in developing bids, or delivery projects, and has requested assistance from Sefton Council. Not to assist would mean the loss of opportunity to attract funding, and more critically progress the climate reduction agenda at a community level.

IMPLICATIONS:

Budget/Policy Framework:

Financial: There are no direct financial implications as a result of this report.

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: N/A

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS

Technical Services
 Environmental Services
 Leisure and Tourism
 Legal
 Finance

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	/		
2	Creating Safe Communities	/		
3	Jobs and Prosperity	/		
4	Improving Health and Well-Being	/		
5	Environmental Sustainability	/		
6	Creating Inclusive Communities	/		
7	Improving the Quality of Council Services and Strengthening local Democracy	/		
8	Children and Young People	/		

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Report to Leaders Group meeting on 19th November 2009

Agenda Item 6

1.0 Background

- 1.1 Members may be aware of a report entitled 'The Development Low Carbon Economy in response to Climate Change, presented to Cabinet Member Environment (18th November 2009), Cabinet Member Technical Services (18th November 2009), Cabinet Member Regeneration (23rd November 2009), and the Cabinet on 25th November 2009.
- 1.2 The report makes reference, inter alia, to a number of funding opportunities being made available by Central Government as part of its energy efficiency programme, including the Low Carbon Communities Challenge 2010-2012.
- 1.3 The Challenge is about involving a broad section of people living and working in communities to develop plans for their area that integrate technology or infrastructure – such as wind farms, electric cars or home energy refurbishment – with financial and behavioural measures to create a broader low carbon area or zone.
- 1.4 The Government is making available financial support of up to £500,000 for capital expenditure, and will introduce successful bidders to partners who are offering free training, advice or support, and then evaluate the progress by gathering data and perspectives of what is and what is not successful.
- 1.5 The Government is looking to work with 20 'test-bed' communities already facing change in the area as a result of green or low carbon infrastructure or behavioural measures, with an interest in using this to spur the development of broader plans for cutting carbon emissions in their area.
- 1.6 Within Sefton only Formby stands out as an area where there are currently some 'low carbon infrastructures', and these include wind turbines at Range High School, and St. Jerome's School. The latter also features photovoltaic panels, grey water systems etc.
- 1.7 Officer had a number of discussions with Formby Parish Councillors, and at their meeting on 3rd November 2009, Formby Parish Council formally agreed to submit a bid under the Low Carbon Communities Challenge Programme, and requested Sefton Council's assistance. A copy of the letter is attached to this report as Annex A. The closing date for the submission of the bid is 30th December 2009, with successful applicants being informed on 25th January 2010.

2.0. Comments

- 2.1 Sefton Council, as a local authority is eligible to apply on behalf of local residents where, for example, a low carbon infrastructure is planned. However given the need to engage, and carry the community at all levels of the project,

Agenda Item 6

from its development, delivery, and beyond, it was felt that an application from a local parish council would be more appropriate. Formby Parish Council has recognised this, and is prepared to engage the community, and other potential stakeholders, including Formby Civic Society, local Churches, local businesses via the Formby Business Village Partnership, Formby Pool Trust, local Schools, local Sefton Ward Members, etc. A copy of a submission by the Parish Council to Formby Area Committee, requesting its support is also attached as Annex B.

- 2.2 However, Formby Parish Council has also recognised that it has limited expertise and experience in developing and delivery projects of this nature. In addition, it has very limited dedicated officer capacity. It has therefore formally asked Sefton Council to assist them in the development and delivery of a successful bid for which the Parish Council will be the accountable body.
- 2.3 Members may recall that a similar request for assistance from Lydiate Parish Council was agreed by the Cabinet, which led to the successful draw down of HLF money (£500,000), and the delivery of the Lydiate Village Centre, which is expected to open in December 2009.
- 2.4 From Sefton's perspective, there will be a significant demand on Sefton officers' time, initially in the development and submission of the bid, and then if successful the delivery the project. However, the project does offer the opportunity to progress the Climate Reduction, and Low Carbon Economy agenda, particularly at community level, and the opportunity to develop new expertise and experience in a field that is at its formative stage, but statutory obligations will require its expansion.

Agenda Item 6

Annex A

Tel: 0151 928 5667
e-mail to: formbypc1@aol.com

Please Reply To:
Clerk to the Council
Mrs J Davis
27 Marlborough Road
WATERLOO
Liverpool L22 1RT

JED/MC/C3
6 November 2009

Mr M Kundi
Planning & Economic Regeneration Manager
Planning & economic Regeneration Department
Sefton MBC
Investment Centre
375 Stanley Road
Bootle

Dear Mr Kundi

CLIMATE CHANGE CHALLENGE

The Formby Parish Council has considered the proposal for it to make an application to this fund, which is aimed at providing funds for capital expenditure to assist communities determined to reduce their carbon generation.

At the Council meeting on the 3rd November 2009 the Council agreed that it makes good sense to take this forward embodying it into the Parish Community Plan. It is seen that we are a community in Sefton which would benefit from the project, building on our environmental track record and our ability to manage it successfully.

Two Councillors, Sean Brady and Michael Coles have been asked to make the application and to work with you in Sefton Metropolitan Borough Council to benefit the community as a whole.

The full application is in preparation and will be complete by mid December 2009 following a full working meeting of the Council at the end this month. It is proposed to set up a steering group consisting of members of the Parish Council, the Formby Area Committee and members of the public and representatives of interested bodies.

Continued ...

Agenda Item 6

Page 2

6 November 2009

We would ask you to accept this letter as confirmation of our decision.

Yours sincerely

Joanne Davis MCIPD
Clerk to the Parish Council

cc David Packard – Magdalen House

FORMBY PARISH COUNCIL **Climate Change Challenge**

Submission to the Formby Area Committee November 2009

As a result of our joint meetings recently, the Formby Parish Council discussed the Climate Change Challenge at its meeting on the 3rd November 2009. It was agreed that the Parish Council will submit an application in an endeavour to gain access to funding for Formby.

The application is now being developed but it will focus upon investment in public and domestic programmes aimed to significantly reduce the consumption of energy by using a wide range of initiatives incorporating solar and heat recovery technology and through educational initiatives in schools and in the wider community. Other initiatives complementary to this aim will be developed.

It is a fact that Formby is a discreet community with an established history of awareness in its heritage, of the local fragile environment and its responsibility to protect and sustain it.

It should be noted that the focus upon the flood risks were first instigated by the Council in view of its continuous concern over the safety of the residents and their property, especially in regard to the replacement of the pumping stations at Crossens and Altmouth.

The Council has regularly monitored the condition of the water courses in Formby and the inadequate drainage system by way of its Stewardship reports which are reported to the officers responsible in Sefton MBC. The ongoing issues of Long Lane/Dobbs Gutter reveal how difficult it is to maintain and improve.

The Area Committee has provided financial support towards the improvements we have made in Chapel Lane replacing the street furniture and improving the general appearance of the village centre. As a consequence of this early work, the Memorial Gardens have been cleared of dead vegetation and have been replanted with new shrubs and bedding plants. This project is set to continue and has already been recognised but the Royal Horticultural Society with an award for the work done so far.

The FPC has funded more plant purchases, together with a complete refurbishment of the benches donated to the community over many years. This has been achieved by careful consultation through the local societies the local press and public consultation, with individuals who have made useful contributions to the work. Local retailers and groups have contributed money and gifts such as daffodil bulbs for the benefit of all the community.

Agenda Item 6

The Parish Council believes it has a proven record of community involvement and consultation, which allows it to make this application to the Challenge. It asks for your support in this venture.

It is proposed to set up a body representative of the community to oversee this work which will include representatives of the Area Committee, the Parish Council the Civic Society, the Formby Partnership, the Formby Pool Trust and individuals representing the business community and residents. We would ask you please to suggest two members of the Area Committee to help in this task.

M. COLES

05 November 2009

This page is intentionally left blank

Agenda Item 7

REPORT TO: Cabinet Member – Environmental
Sefton East Parishes Area Committee

DATE: 16th December 2009
21st January 2010

SUBJECT: **CONTAMINATED LAND INSPECTION OF FORMER
SEFTON MEADOWS LANDFILLS**

WARDS AFFECTED: Park

REPORT OF: Peter Moore
Environmental Protection Director

CONTACT OFFICER: Iain Robbins –
Contaminated Land Team Leader
0151 934 4030

EXEMPT/CONFIDENTIAL: No

PURPOSE/SUMMARY:

To advise the Cabinet Member - Environmental of progress with the Contaminated Land Inspection at the former Sefton Meadows Landfill.

REASON WHY DECISION REQUIRED:

N/A

RECOMMENDATION(S):

That the Cabinet Member, Environmental, notes the report.

KEY DECISION: No

FORWARD PLAN:

IMPLEMENTATION DATE: N/A

ALTERNATIVE OPTIONS:

N/A

Agenda Item 7

IMPLICATIONS:

Budget/Policy Framework: None.

Financial:

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal:

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		✓	
2	Creating Safe Communities	✓		
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being	✓		
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

- Final Interpretive Report for Potential Special Site No. 26581 – Sefton Meadows Landfills – Vol 1 dated 22nd February 2008. Jacobs UK Ltd Ref. No. B2112400
- Collation and Assessment of Documentary Information B20(a) report for potential special site No. 26581 – Sefton Meadows Landfill(s) dated November 2005. Environment Agency Groundwater and Contaminated Land Team – Central Area – NW Region. Ref B20(a) 26581
- Department for Environment, Food and Rural Affairs (DEFRA) Circular 01/2006, Environmental Protection Act 1990: Part 2A, Contaminated Land, September 2006
- Record of Determination that land is Contaminated Land, August 2009, Land at Sefton Meadows Landfill Extension 1
- Record of Determination that land is Contaminated Land, August 2009, Land at Sefton Meadows Landfill Extension 2
- Sefton Council Contaminated Land Inspection Strategy (Second Review) June 2001 (Revised September 2006)

Agenda Item 7

Background

1. In the report to Sefton East Parishes Area Committee dated 15th September 2005, Members were informed of the contaminated land site investigation works being carried out in relation to the former landfill site at Sefton Meadows and the River Alt. This report is to advise the Cabinet Member - Environmental of the progress being made with the inspection at the former Sefton Meadows Landfills.
2. The deposit of waste in the area identified as Sefton Meadows Extension 1 (Appendix 1) commenced in 1957 under the responsibility of Liverpool Corporation. In April 1974 Merseyside County Council came into existence and assumed responsibility for the disposal of domestic waste, which was completed in 1975. During the period of deposit of waste little protection was provided for the groundwater or watercourses and upon completion, the site was capped by replacement of the thin soils that had existed prior to disposal of waste.
3. The landfill area identified as Sefton Meadows Landfill Extension 2 (Appendix 2), filled between 1975 and 1981, was regulated under the 1974 Control of Pollution Act under the responsibility of Merseyside County Council. Prior to the deposit of waste, the soils which were present on site were excavated and later used as cover when the site was completed. Land drains were also installed at the base of the fill to channel leachate to the foul sewer which received treatment at Hillhouse Wastewater Treatment Works.
4. Under the provisions contained within Part IIA of the Environmental Protection Act 1990 (EPA 1990), Local Authorities have a duty to inspect their area and identify land that meets the statutory definition of contaminated land. Sefton's approach to dealing with contaminated land is detailed in the Council's Contaminated Land Inspection Strategy published in June 2001 and revised in September 2006.
5. As part of the identification of sites requiring further inspection, officers from the Council's Environmental Protection Department have collated information regarding the previous uses of land from historic maps and other records and have formulated a prioritised list of sites that require further inspection.
6. Sites have been prioritised based on the **potential** for contaminants to be present which may cause "*significant harm*" and by assessing the proximity and potential linkage of the sites to sensitive receptors. The Contaminated Land Inspection Strategy makes the provision for Sefton Council to vary the priority of investigations based on any information made available which may indicate a potential contamination issue.
7. As part of this process the Council's Environmental Protection Department was provided with environmental monitoring data from Merseyside Waste Disposal Authority (MWDA) that indicated that leachate water from the former landfill sites at Sefton Meadows was entering the adjacent watercourses.

8. The Environment Agency (EA) subsequently informed the Council that the part of the River Alt that passes through the former landfilled areas is a designated Freshwater Fishery. As such, the quality of the water along this stretch has to comply with the criteria contained in The Surface Waters (Fishlife) (Classification) Regulations 1997.
9. The Environmental Protection Department assessed the information supplied by MWDA and the EA relating to soil and groundwater conditions at this site and concluded that there was a reasonable possibility that a significant pollutant linkage may exist. This is due to the impact on the River water quality, caused by Ammonium leachate (formed from the decomposition of waste within the former landfill), seeping into the River Alt.
10. In accordance with DEFRA Circular 01/2006, an assessment of the available information indicated that, if the land was determined as being Contaminated Land (as statutorily defined), it would meet the description of land prescribed in the Regulations as being designated a Special Site, for which the EA would become the enforcing authority.

Site Investigations

11. The EA, on behalf of the Council, undertook an inspection of the former landfills to assess whether contaminants were present at concentrations that may pose a significant risk to human health or controlled waters.
12. Following completion of their detailed inspection the EA considered that the areas identified as Sefton Meadows Landfill Extension 1 and Sefton Meadows Landfill Extension 2 met the requirements to be determined as contaminated land sites and designated as Special Sites.
13. The contamination has been shown to be affecting controlled waters and their quality, in that the surface waters are not meeting relevant surface water criteria as set out in the Surface Waters (Fishlife) (Classification) Regulations 1997.

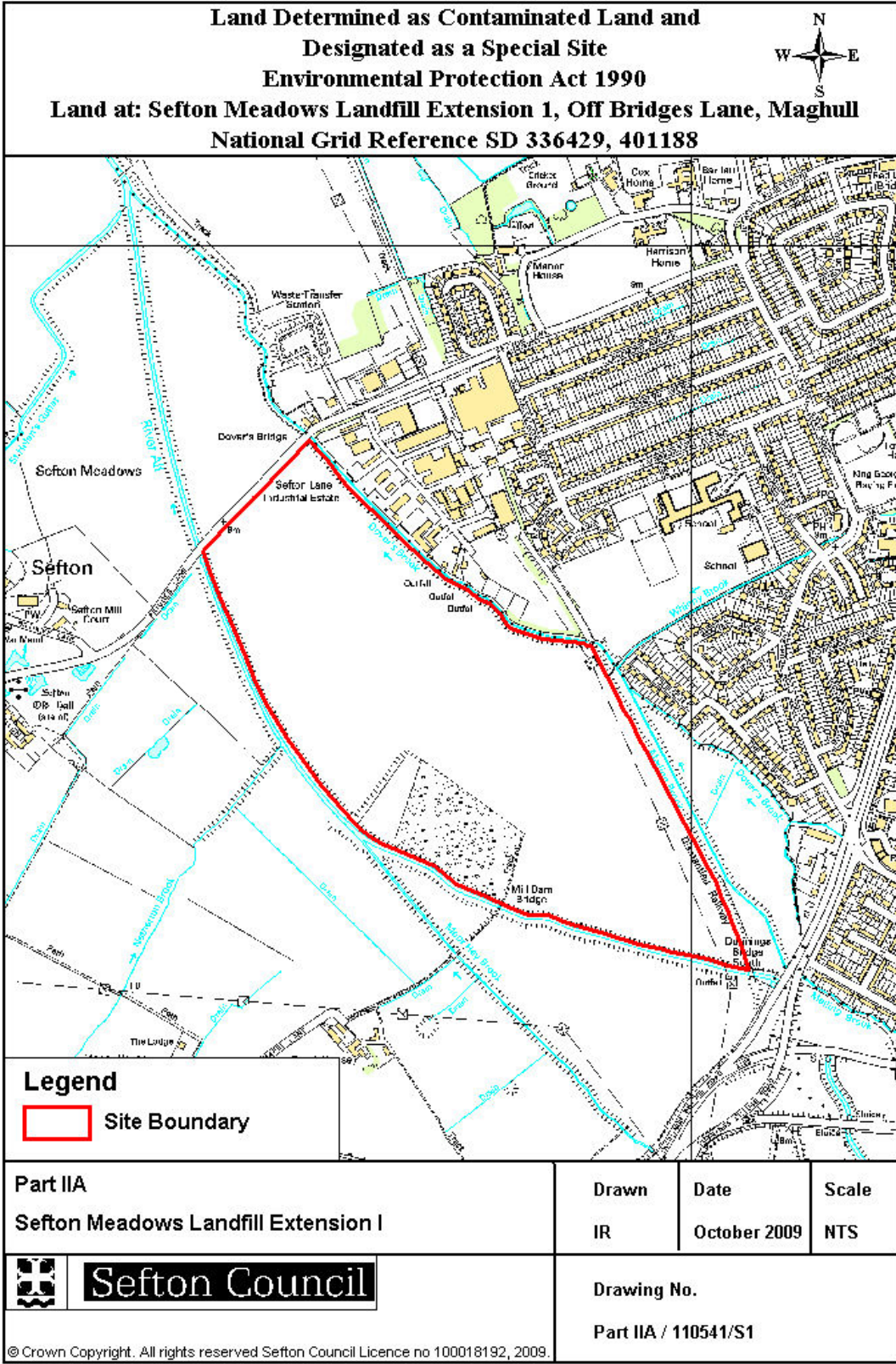
Conclusion

14. Officers from the Council's Environmental Protection Department, have reviewed the inspection report prepared by the EA and concur with the findings and recommendations of the report.
15. The landfill areas identified as Sefton Meadows Extension 1 and Sefton Meadows Extension 2 were determined as Contaminated Land sites and designated as Special Sites in August 2009 by Sefton Council. The Notices of Determination and Designation were issued to the appropriate persons who have an interest in the sites.
16. The EA agreed with the decision to designate the sites as Special Sites and are now the enforcing authority for the two sites.

Agenda Item 7

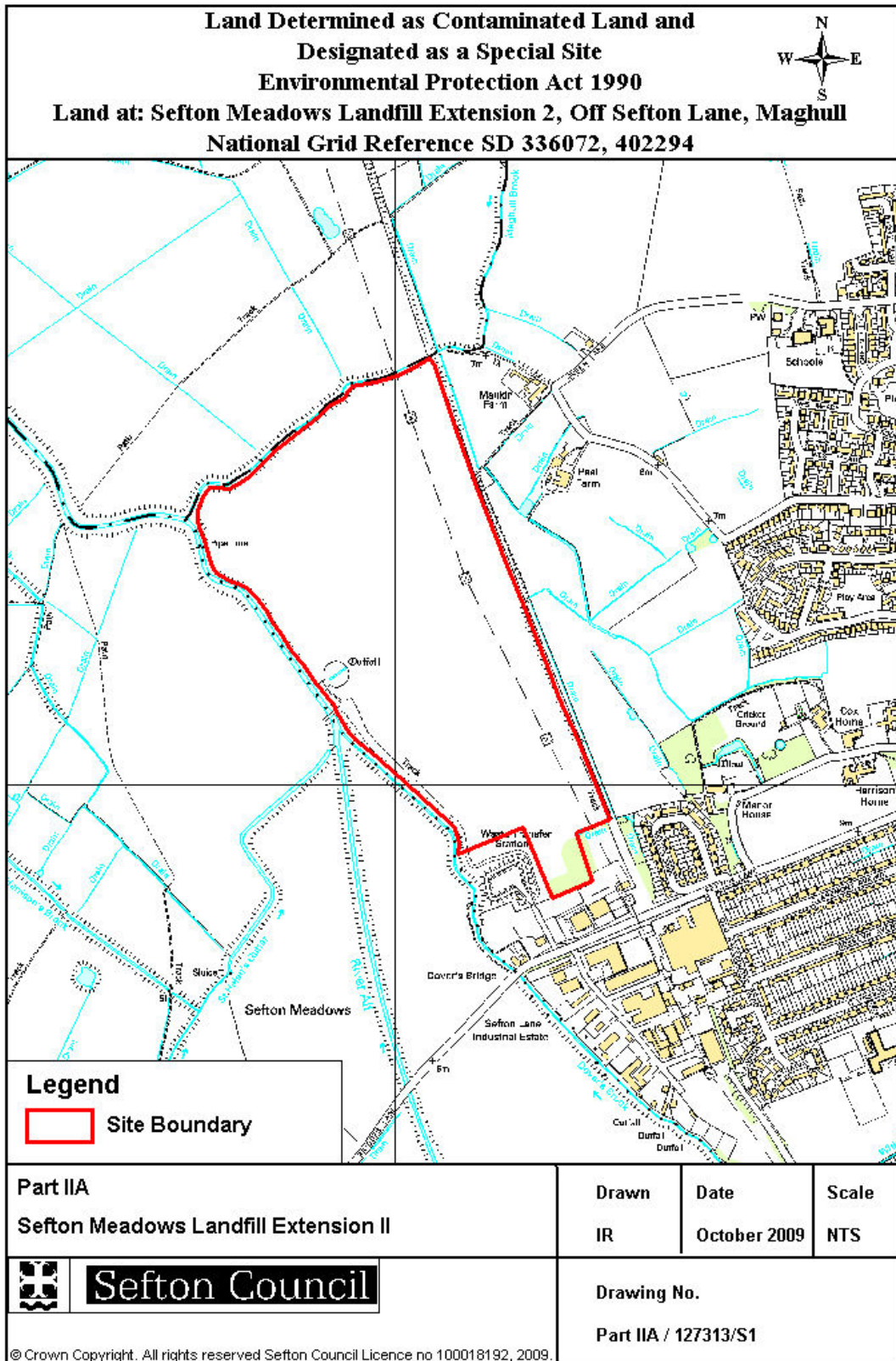
17. As part of the next phase of work the EA have commissioned an environmental consultant to undertake an options appraisal to identify and evaluate different remedial options to improve the water quality.
18. The remediation of the landfills is a long-term project requiring co-operation and consultation to ensure that remediation is achieved in a cost effective and practicable way.
19. A Sefton Meadows Remediation Forum has been formed consisting of officers from the EA, Sefton Council's Environmental Protection Department and appropriate persons who are liable for remediation, with the intention of identifying appropriate and cost effective remedial measures.
20. The EA concluded that two further landfill areas identified as Sefton Meadows East and Sefton Meadows West (Appendix 3) also meet the requirements to be determined as Contaminated Land sites, but recommended that further investigation is required in these areas. Sefton Council is currently consulting with the landowners responsible for Sefton Meadows East and Sefton Meadows West to establish the scope of further works.
21. The Cabinet Member - Environmental and Sefton East Parishes Area Committee will be updated on works as they progress.
22. Officers from the Council's Environmental Protection Department will assist the Environment Agency with risk communication, assessment of risks to human health and liaison with the appropriate persons who have an interest in the sites.

Appendix 1



Agenda Item 7

Appendix 2



Agenda Item 7

Agenda Item 8

REPORT TO: Cabinet Member - Environmental

DATE: 16th December 2009

SUBJECT: **VEHICLE/PLANT REPLACEMENTS 2009/10**

WARDS AFFECTED: None Directly Affected

REPORT OF: Peter Moore
Environmental Protection Director

CONTACT OFFICER: J Black
Assistant Director (Cleaving)
0151 288 6133
V J Donnelly
Transport Manager
0151 288 6158

**EXEMPT/
CONFIDENTIAL:** NO

PURPOSE/SUMMARY:

To advise the Cabinet Member Environmental of the vehicle tendering procedure that will be used in relation to the Annual Vehicle Replacement Programme for departmental vehicles.

REASON WHY DECISION REQUIRED:

To comply with the Contracts Procedure Rules.

RECOMMENDATION(S):

That the Cabinet Member - Environmental notes the use of Commercial Vehicle Framework Agreement - Contract 565, as approved by the Finance Director in accordance with delegated powers, for the procurement of new vehicles and plant for various departments.

KEY DECISION: NO

FORWARD PLAN: Not Appropriate

IMPLEMENTATION DATE: Following the expiry of the "call-in" period for the minutes of the meeting

Agenda Item 8

ALTERNATIVE OPTIONS:

Use of an open tendering procedure, however it is unlikely that this would result in more competitive prices and it is a more time consuming and therefore expensive process.

IMPLICATIONS:

Budget/Policy Framework: None

Financial: There are no direct financial implications as a result of this report. This report advises of the tendering process that will be used for the replacement of vehicles, it does not authorise the replacement of the above vehicles, those will be individual business decisions taken in due course. However it is anticipated that the Council could benefit through both time, and cost savings on procurement of vehicles, by use of the Commercial Vehicle Framework Contract 565.

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None

Risk Assessment: None

Asset Management: None

CONSULTATION UNDERTAKEN/VIEWS

FD Comments – 247 - The Finance and Information Services Director has been consulted and his comments have been incorporated into this report

Agenda Item 8

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability	√		
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

Agenda Item 8

VEHICLE AND PLANT REPLACEMENTS 2009/10 FINANCIAL YEAR

BACKGROUND

1. The annual review of the Vehicle and Plant fleet has identified a number of vehicles nearing the end of current operating leases and which need to be considered for replacement.
2. Vehicles retained in secondary lease periods often prove to be unreliable and expensive to maintain. This leads to increased external hire costs, to replace fleet vehicles that are unavailable due to unscheduled repairs, which has an adverse effect on departmental service delivery and increases costs.
3. The Vehicle and Plant Replacement Programme has operated successfully over a number of years. It incorporates an in depth analysis of the current fleet, operating costs and consultation with the user departments to determine the most suitable replacements for the various activities. Specifications are then prepared for vehicles included in the replacement programme.
4. Cabinet have previously approved, on 16th June 2005, to amend the Council's Contracts Procedure Rules to enable the powers contained within Contract Procedure Rule 1.7 (Joint Procurement) to be delegated to the Finance Director.

TENDERING PROCEDURES

5. Meetings and vehicle demonstrations have taken place, with staff from user departments and vehicle manufacturers, to ensure that user requirements are reflected in replacement vehicle specifications.
6. Previously, due to the number of vehicles replaced annually and the level of expenditure involved, adverts have been placed in the Official Journal of the European Union (OJEU) and tenders sought using an Open Procedure. This often involved large numbers of returned tender documents and a lengthy evaluation period, prior to the results of tendering being reported to Cabinet for approval to award contracts.
7. Officers from the Transport Section, Environmental Protection Department and the Central Purchasing Section, Finance Department have met to discuss alternative methods for procurement. The use of a framework agreement was proposed to reduce the amount of time and therefore cost associated with procurement. The staff met with officers from Wirral Council who administer the Commercial Vehicle Framework Agreement – Contract 565. This framework agreement caters for the procurement of vehicles and plant by Welsh and Merseyside public sector organisations, which have a combined fleet size of approximately 15,000 vehicles.
8. The benefits to Sefton in utilising this framework is that the Authority can avoid the hidden costs of conducting an OJEU tender exercise and also benefit from the time saved, thus any savings or efficiencies can be realised far sooner.

Agenda Item 8

Sefton will benefit from the combined purchasing power of the Welsh and Merseyside Authorities and the economies that greater annual expenditure will achieve.

9. The framework agreement achieves maximum available discounts from the suppliers involved. Suppliers receive support from vehicle manufacturers via dealership or other retrospective agreements. The Council will conduct a mini-tender exercise via this framework agreement involving designated suppliers, it is anticipated that the majority of vehicles purchased will be from suppliers based within the Council's boundary or the geographical sub-region.

VEHICLE CATEGORY/TYPES

10. The following vehicles will shortly be due for replacement:

Vehicle Type	Number
Car Derived Vans	16
Skid Steer Loader	1
17 Seat Minibus	1
15 Ton Mechanical Road Sweeper	5
3.5 Ton Double Cab Flatback	3
7.5 Ton Curtainsider	5
18 Ton Skiploader	3
7.5 Ton Tipper	7
3.5 Ton Luton Van	3
People Carrier	1
Double Cab 4x4 Vehicle	4
4x4 Landrover Vehicle	4

11. All of the vehicles and plant items being recommended for replacement are at the end of their primary lease or in a secondary lease period and therefore are not subject to any early termination penalty.

This page is intentionally left blank

Agenda Item 9

REPORT TO: Cabinet Member – Environmental

DATE: 16th December 2009

SUBJECT: **AWARD OF CONTRACT – RECYCLING FOOD WASTE CONTAINERS**

WARDS AFFECTED: Ford, Harington, Molyneux, Netherton & Orrell, Park, Ravenmeols, St Oswald & Sudell

REPORT OF: P Moore
Environmental Protection Director

CONTACT OFFICER: Jim Black – Assistant Director
Tel: 0151 288 6133

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To advise the Cabinet Member – Environmental of the outcome of the evaluation of tenders for the provision and distribution of food waste containers and liners through external grant funding, provided by Waste Recycling Action Programme (WRAP) for the purpose of encouraging increased take-up of food waste recycling collection services.

REASON WHY DECISION REQUIRED:

To gain approval from the Cabinet Member – Environmental to award a contract for the provision and distribution of food waste containers and liners.

RECOMMENDATION(S):

The Cabinet Member – Environmental is requested to approve the award of a contract for the provision and distribution of food waste containers and liners to Tenderer number 2.

KEY DECISION: No

FORWARD PLAN: No

IMPLEMENTATION DATE: Immediately following the expiry of the call-in period.

Agenda Item 9

ALTERNATIVE OPTIONS:

None. The financial value of this contract necessitates a formal procurement exercise to comply with contract procedure rules and European procurement legislation.

IMPLICATIONS:

Budget/Policy Framework:

Financial: Costs associated with this contract will be met from the external grant funding provided by Waste Recycling Action Programme (WRAP) £300k.

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure	Nil	Nil		
Funded by:				
Sefton funded Resources		Current Budget		
Funded from External Resources	Yes			
When?				

Legal:

The exercise fulfils the Authority's obligations within the current European Procurement Directive 2004/18/EC Public Sector

Risk Assessment:

Asset Management:

CONSULTATION UNDERTAKEN/VIEWS

FINANCE DEPT. – FD254 - The Finance and Information Services Director has been consulted and his comments have been incorporated into this report

CORPORATE OBJECTIVE MONITORING:

Corporate Objective		Positive Impact	Neutral Impact	Negative Impact
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity		✓	
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy	✓		
8	Children and Young People		✓	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

An evaluation matrix showing the outcome of a tendering exercise arranged via Yorkshire Purchasing Organisation.

Agenda Item 9

Background

1. The Cabinet Member – Environmental will recall that the Environmental Protection Department has been allocated a £300,000 grant by the Waste Resources Action Programme (WRAP) to encourage increased take-up of its established weekly food waste collection service.
2. It is intended that the grant be used to purchase and distribute 30,000 sets of food waste containers, with introductory compostable liners and instructions, to households that have not previously requested to use this service (opt-in). This should encourage ongoing use of the service by a greater number of households within Sefton.
3. One of the conditions regarding use of this grant is that the funding must be spent by the end of March 2010. It is anticipated that the cost of procuring and distributing the containers, liners and associated information will be ~£250k.
4. The Authority's Contracts Procedure Rules state that where there is expenditure estimated to be above £30,000 the requirement must be tendered. The constitution further states that authorisation for expenditure between £150,000 and £500,000, where the lowest priced tender is recommended under a quality / price basis of evaluation, rests with the Cabinet Member.
5. Due to the timescale referred to above, the Yorkshire Purchasing Organisation (YPO) framework agreement – 000154, for the supply of Recycling Products, has been used to obtain tenders for the provision and distribution of food waste containers and compostable liners. The use of framework agreements has previously been approved by Cabinet on the 16th June 2005.
6. The food waste service has now been running for over 2 years, in this time a variety of caddies have been used and tested. Product specification for the caddies demands those most suited to purpose, being very robust and easy to handle both for residents and operatives.

Procurement Process

7. Tenders have been received from organisations that are eligible to tender in relation to YPO framework agreement – 000154. This process complies with Sefton's Contracts Procedure Rules and current European Procurement Legislation. The results of the evaluation exercise are referred to in Appendix A of this report.
8. Three companies submitted quotes relating to the requirements of the contract: Gelpack Excelsior Ltd, Peter Ridley Waste Systems and Straight Plc

9. The weighted scores provided by the YPO Framework can be seen in Appendix A (attached).
10. Samples of food waste containers and caddy liners were supplied for staff to consider in relation to service criteria and contract specification. This was considered necessary as containers do vary. Staff within Sefton already have experience of purchasing/using different types of food waste containers and have used this knowledge to rate or assess the sample containers provided.

Conclusion

11. The procurement of the goods and services via this exercise will enable the Environmental Protection Department to comply with the terms of the grant and to contain costs within the funding provided. Fixed prices will apply to all items for the term of a contract.
12. The anticipated total cost of the contract during the contract period is approximately ~£250,000.
13. The evaluation process, see Appendix A, has identified that Tender 2 represents the best value to Sefton both in terms of price and compliance with the required product specification for the contract.

This page is intentionally left blank

SEFTON MBC - TENDER EXERCISE

YPO FRAMEWORK AGREEMENT 000154

Weighted Scores

Tenderer Number	overall weighting	Ranking
1	40	3
2	82	1
3	60	2

<u>Award Criteria</u>	
Quality	35%
Cost	30%
Aesthetic & Functional	20%
Environmental	5%
Customer Service	5%
Innovation	5%

This page is intentionally left blank

Agenda Item 10

REPORT TO: Cabinet Member - Environmental

DATE: 16th December 2009

SUBJECT: **STEPCLEVER INITIATIVE – CLEANSING SECTION**

WARDS AFFECTED: Linacre And Derby

REPORT OF: Peter Moore
Environmental Protection Director

CONTACT OFFICER: Gary Berwick
Cleansing Services Manager
0151 288 6134

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To update the Cabinet Member - Environmental on the element of the Stepclever initiative, funded via the Government's Local Enterprise Growth Initiative (LEGI) to improve business confidence in South Sefton and North Liverpool, operated by the Cleansing Section.

REASON WHY DECISION REQUIRED:

It is important to report on the progress of this initiative and to ensure that the implications for when this external funding ends, March 2010, are understood.

RECOMMENDATION(S):

That the Cabinet Member – Environmental notes the content of the report and in particular notes the achievements of this externally funded initiative to date and the implications for the Cleansing Section of losing this funding/resource.

KEY DECISION: No

FORWARD PLAN: No

IMPLEMENTATION DATE: N/A

Agenda Item 10

ALTERNATIVE OPTIONS:

None

IMPLICATIONS:

Budget/Policy Framework:

Financial: The Stepclever Initiative (Cleansing project) has been funded over two years from external funding, which ends on 31 March 2010. The exit strategy in place will hopefully enable all of the staff funded by this scheme to be redeployed. If this is not achieved redundancy costs will be met from the funding provided for this scheme. It is not anticipated that any additional costs will be incurred by the Council as a result of this loss of funding.

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	YES, 31 st March 2010.			
How will the service be funded post expiry?				

Legal: N/A

Risk Assessment: N/A

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS

Finance – FD237 - The Finance and Information Services Director has been consulted and his comments have been incorporated into this report.

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities	√		
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being		√	
5	Environmental Sustainability	√		
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy		√	
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

None

Background

1. In late 2007, the Planning and Economic Regeneration Director was successful in securing funding from Local Enterprise Growth Initiative (LEGI) Round 2 for improvements to business areas within 2 wards in South Sefton (Linacre and Derby) and 4 wards in North Liverpool.
2. Part of the above contained a bid by the Cleansing section for approximately £250,000 of funding, over 2 years, to create an Environmental Improvements Team and to facilitate surveying in accordance with the District Local Environmental Quality (DLEQ) monitoring process, developed by Keep Britain Tidy. DLEQ provides a substantially more in-depth analysis of cleanliness, within the areas surveyed, than the standard surveying process used to provide data for National Indicator 195 – Improved street and environmental cleanliness (NI195).
3. The external funding has been used to create a small Environmental Improvements Team that deals with fly tipping and main gateway street cleansing within the 6 wards eligible for LEGI funding and a DLEQ/Stepclever Monitoring Officer who monitors the performance of the team and carries out DLEQ surveys.
4. The current funding for this initiative will cease on 31st March 2010 and the Cleansing Services Manager has been informed that no further funding will be available beyond that date.

Agenda Item 10

Stepclever Operation (Environmental Improvements Team)

5. The aim of the Stepclever operation is to enhance the core service currently provided by both Councils, specifically in business areas and main gateways within defined areas, so as to improve the local environment within the wards concerned and encourage local businesses to remain, invest, expand or re-locate to the area.
6. The Environmental Improvements Team carries out additional (main gateway) street cleansing, graffiti removal and removal of fly tipping within the wards identified, especially in the industrial areas of these wards. Over 300 tonnes of fly tipped waste have been removed from these areas during the period that the initiative has operated. In addition to this graffiti (long-standing and new) of both an anti-social and offensive nature has been removed from numerous locations.
7. The team operates under the direct control of the Cleansing Section and experience gained from previously successful externally funded interventions (e.g. Environmental Hit Squad 1 & 2 and Neighbourhood Liveability Intervention) has been used to increase the success of this initiative.
8. The team consists of 4 operational staff, working outside normal hours (night work), work is planned and managed by the externally funded DLEQ/Stepclever Monitoring Officer, with cover provided on a reciprocal basis via another externally funded initiative. The DLEQ/Stepclever Monitoring Officer has liaised with Liverpool's cleansing contractor (Enterprise) to identify key 'hot spot' business areas within the wards concerned. The officer also helps to provide the quarterly return required to claim the external funding offered for the Stepclever initiative.

Outcomes achieved

9. The initiative has achieved and indeed surpassed all of the targets/outcomes stated in relation to the agreement to provide external funding from LEGI. The Environmental Improvements Team has made a positive contribution to improving the local environment and has helped to make these areas more attractive for businesses.
10. The initiative has therefore helped to enhance the prospects of existing businesses remaining, investing or expanding and for other businesses relocating/commencing trading in the respective areas, thereby providing opportunities for improving wealth and economic activity for those living within the wards and providing a better base for further regeneration and development in the wards concerned.

11. This initiative has also directly contributed by employing local unemployed residents, providing them with enhanced training and improving their skill base.
12. The national indicators for street cleansing, graffiti and fly tipping (formerly BVPI 199, now NI 195 and NI 196 respectively) have all improved during the period that this initiative has operated (2008-10) and the generation of more detailed DLEQ reports has provided a greater understanding about which elements of cleanliness need to be improved (e.g. litter, detritus, graffiti etc.), which areas are suffering most and an indication, in the case of litter, as to what is specifically contributing to the conditions found (e.g. cigarette ends, fast food litter etc.).
13. The Stepclever operation is delivering a positive contribution in relation to agreed Local Area Agreement (LAA) targets for both Councils in respect of improving the local environment in the wards concerned and enhancing prospects for economic growth/recovery.

Exit strategy and Implications

14. The loss of funding will mean that the functions carried out via this initiative will cease in March 2010. The cessation of funding and the consequent reduction in officer time/resource for DLEQ surveying will mean that, from April 2010, the Cleansing Section will have to revert to the standard NI 195 process rather than utilise DLEQ for reporting on this indicator.
15. It is envisaged that the staff who are currently employed via this initiative will, wherever possible, be redeployed into vacancies that may arise either within the 'core' cleansing service or other externally funded initiatives.

This page is intentionally left blank

Agenda Item 11

REPORT TO: Cabinet Member - Environmental

DATE: 16 December 2009

SUBJECT: **WASTE COLLECTION COMMITMENT**

WARDS AFFECTED: All

REPORT OF: Peter Moore
Environmental Protection Manager

CONTACT OFFICER: David Packard
0151 934 4016

**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

For the Cabinet Member - Environmental to make a formal commitment for the Council to ensure the quality of waste collection services.

REASON WHY DECISION REQUIRED:

The Local Government Association and WRAP are encouraging Councils to make a public commitment to ensure the quality of waste collection services delivered to their residents. The commitment will act to guide the operation and further development of waste collection services in Sefton.

RECOMMENDATION(S):

That the Cabinet Member - Environmental makes a commitment, on behalf of the Council, to the residents of Sefton that:

“Sefton Council is committed to providing waste and recycling services which are good value for money and which meet the needs of residents. This means that the Council will:

- Explain clearly what service you can expect to receive
- Provide regular collection
- Provide a reliable collection service
- Consider any special requests that any individual households have
- Design our services and carry out collection in a way that does not produce litter
- Collect as many materials as we can for recycling and explain to you what happens to them
- Explain clearly what our service rules are and the reason for them
- Tell you in good time if we make changes to your services even temporarily
- Respond to complaints we receive about our service
- Tell our residents about our commitment to collecting waste”

KEY DECISION: No

FORWARD PLAN: Not appropriate

IMPLEMENTATION DATE: Not appropriate

Agenda Item 11

ALTERNATIVE OPTIONS:

Not to make the commitment.

IMPLICATIONS:

Budget/Policy Framework: Externally funded project.

Financial:

<u>CAPITAL EXPENDITURE</u>	2009/ 2010 £	2010/ 2011 £	2011/ 2012 £	2012/ 2013 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

Legal: None

Risk Assessment: None

Asset Management: Not relevant

CONSULTATION UNDERTAKEN/VIEWS

None

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities		√	
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities		√	
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Waste Collection Commitment – WRAP www.wrap.org.uk

Agenda Item 11

Background.

1. Over the past few years there have been significant changes nationally to waste collection services to encourage increased recycling. National recycling rates have risen significantly as a result.
2. The Waste Resources Action Programme (WRAP), who advise the government as to best practice with regard to waste collection, have developed a generic waste collection commitment and is inviting all waste collection authorities to adopt the first set of principles to guide the operation and development of their waste collection services. The 'Waste Collection Commitment' can be seen at www.wrap.org.uk. As a recipient of WRAP funding, Sefton Council is being particularly encouraged to adopt the commitment.
3. The Local Government Association is also encouraging all waste collection authorities to formally make the public commitment to guide the quality of waste collection services and in particular to work to the ten key principles below.
4. The formal commitment is a public statement for pursuing generic good practice principles many of the specific elements of which Sefton Council already has in place in delivering and developing its waste collection services.
5. The adoption of the commitment by Sefton Council would give management, operational staff and residents a formal statement as to the guiding principles that both the direct and contracted waste collection services should abide by and be considered as services further develop.
6. The Cabinet Member – Environmental is requested to make the following commitment to the residents of Sefton on behalf of Sefton Council:

“Sefton Council is committed to providing waste and recycling services which are good value for money and which meet the needs of residents.

This means that we will:

- Explain clearly what service you can expect to receive
- Provide regular collection
- Provide a reliable collection service
- Consider any special requests that any individual households have
- Design our services and carry out collection in a way that does not produce litter
- Collect as many materials as we can for recycling and explain to you what happens to them
- Explain clearly what our service rules are and the reason for them
- Tell you in good time if we make changes to your services even temporarily
- Respond to complaints we receive about our service
- Tell our residents about our commitment to collecting waste”

Current supporting activities

Agenda Item 11

7. Sefton Council currently provides best value waste collection services and is constantly exploring how the service can be economically improved. It is currently exploring how other materials such as cardboard and plastic bottles could be added to household recycling collection services.
8. The Council's service standards and waste collection policies are available on the Council's website. www.sefton.gov.uk.
9. The Council provides a twice-yearly recycling update newsletter to all homes that explains how to use recycling services and it provides a collection calendar to households on the wheelie bin service that details the grey week/green week pattern of collections. The specific collection calendar that applies to an individual address can also be viewed via a search on the councils website by entering the address via the following link www.sefton.gov.uk/Default.aspx?page=4247 and then clicking on 'view calendar'.
10. Details of any temporary or permanent change to collection schedules or services are usually communicated directly to residents via an information letter, leaflet or sticker.
11. The service is fully supported by Sefton Plus whose staff are fully briefed with respect to the normal service and any unusual service changes.
12. Many other Councils have already formally adopted the waste collection commitment.

This page is intentionally left blank

A guidance document for local authorities

The Waste Collection Commitment



The Waste Collection Commitment sets out in plain English the principles which should underlie domestic waste and recycling collection services.

Agenda Item 11

WRAP helps individuals, businesses and local authorities to reduce waste and recycle more, making better use of resources and helping to tackle climate change.

Written by: Brook Lyndhurst and WRAP



Supported by: The Local Authority Recycling Advisory Committee and Improvement and Efficiency South East



Front cover photography: Kerbside collection of recyclables in the London Borough of Camden.

WRAP and Brook Lyndhurst believe the content of this report to be correct as at the date of writing. However, factors such as prices, levels of recycled content and regulatory requirements are subject to change and users of the report should check with their suppliers to confirm the current situation. In addition, care should be taken in using any of the cost information provided as it is based upon numerous project-specific assumptions (such as scale, location, tender context, etc.).

The report does not claim to be exhaustive, nor does it claim to cover all relevant products and specifications available on the market. While steps have been taken to ensure accuracy, WRAP cannot accept responsibility or be held liable to any person for any loss or damage arising out of or in connection with this information being inaccurate, incomplete or misleading. It is the responsibility of the potential user of a material or product to consult with the supplier or manufacturer and ascertain whether a particular product will satisfy their specific requirements. The listing or featuring of a particular product or company does not constitute an endorsement by WRAP and WRAP cannot guarantee the performance of individual products or materials. This material is copyrighted. It may be reproduced free of charge subject to the material being accurate and not used in a misleading context. The source of the material must be identified and the copyright status acknowledged. This material must not be used to endorse or used to suggest WRAP's endorsement of a commercial product or service. For more detail, please refer to WRAP's Terms & Conditions on its web site: www.wrap.org.uk

About the Waste Collection Commitment

This work flows directly from recommendations made by the Communities and Local Government Select Committee's Fifth Report of Session 2006-7. The Committee said that: "*There is a strong case for moving towards a basic understood standard, if not for collection methods or timings or frequency or type, at least for what the householder who pays, at least in part, for refuse collection through his or her council tax should be able to expect from the local authority.*"¹

In their response to the Select Committee the Department for Environment, Food and Rural Affairs invited WRAP (Waste & Resources Action Programme) and the Local Government Association to develop a set of principles for a good collection system. The project has been supported by a steering group which also included representatives of the Local Authority Recycling Advisory Committee and Improvement and Efficiency South East.

¹ <http://www.publications.parliament.uk/pa/cm200607/cmselect/cmcomloc/536/536i.pdf>

Agenda Item 11

Contents

1.0	Introduction	3
2.0	The Waste Collection Commitment.....	4
	Principle 1 We will... explain clearly what services you can expect to receive	5
	Principle 2 We will... provide regular collections.....	6
	Principle 3 We will... provide a reliable collection service	7
	Principle 4 We will... consider any special requests that individual households may have.....	8
	Principle 5 We will... design our services and carry out collections in a way that doesn't produce litter.....	9
	Principle 6 We will... collect as many materials for recycling as we can and explain to you what happens to them	10
	Principle 7 We will... explain clearly what our service rules are and the reasons for them ..	11
	Principle 8 We will... tell you in good time if we have to make changes to your services, even temporarily.....	12
	Principle 9 We will... respond to complaints we receive about our services	13
	Principle 10 We will... tell all our residents about this commitment to collecting waste	14
3.0	Demonstrating your support for the Commitment	15
	3.1 Monitoring existing indicators	15
	3.2 General survey questions	15
	3.3 A more detailed survey	16
4.0	Supplementary detail	17
5.0	Further guidance on the issues covered by the Commitment.....	19

1.0 Introduction

Local authorities have a statutory duty to provide residents with waste collection services, including the collection of materials for recycling. Geography, population, housing stock, historical infrastructure, funding levels and differing local priorities all influence the development and delivery of services at a local level. Councils are therefore properly responsible for deciding how services can best be delivered in their areas.

This need to match local waste collection services to local circumstances has resulted in enormous variation in the services offered by local authorities, creating the potential for householders to lose sight of what constitutes a 'good' standard of service. The ongoing change from traditional waste disposal to integrated waste and recycling collection for an increasing range of materials has led to further variation.

The Waste Collection Commitment aims to clearly set out, through a number of general principles, the standard of service that every household in England should expect from their waste collection services and provide councils with advice on how to improve their services. It is hoped that this clearer understanding will help to deliver improved customer satisfaction and increase participation in recycling schemes.

Developing the Commitment

This Commitment is consumer focused. It has been developed from the findings of comprehensive market research which was undertaken in the autumn of 2008. The purpose of the market research was to better understand the aspects of waste collection services that English householders considered most important. The research involved a telephone survey of 2,083 householders, weighted to reflect the national demographic profile of England, followed by four focus groups that further explored some of the emerging issues.

The findings from the market research were shared with local authority representatives by means of two workshops in spring 2009. The key themes that emerged from the market research were developed with local authority involvement into a number of principles that define a good collection service.

How it will work

The Waste Collection Commitment is a voluntary, service-level agreement. By signing up to the Commitment, a local authority is committing to ensuring that the needs of its residents are central to the design and delivery of their waste and recycling collection services. We hope that it will lead participating local authorities to review not only how they design and operate their services but how they communicate with their service users. Ultimately, we hope that the level of service that residents can expect to receive will be made clearer and that satisfaction with collection services will be improved.

Support is available from the Local Government Services Team at WRAP to help Local Authorities develop services that comply with the principles of the Waste Collection Commitment, if that isn't currently the case.

The structure of this document

Following the structure of the Commitment itself (see next section), the remainder of this document provides guidance and support on each principle in turn. This outlines:

- The market research evidence in support of the principle; and
- Practical considerations to think about when assessing whether your authority is delivering on each of the principles.

Three further sections at the end of the document provide advice on:

- Demonstrating your support for the Waste Collection Commitment to residents;
- Sources of further guidance, tools and training; and
- Supplementary detail to help better understand how the Commitment fits into your waste service.

Agenda Item 11

2.0 The Waste Collection Commitment

"We are committed to providing waste and recycling services which are good value for money and which meet the needs of our residents.

This means we will:

- 1 Explain clearly what services you can expect to receive;
- 2 Provide regular collections;
- 3 Provide a reliable collection service;
- 4 Consider any special requests that individual households may have;
- 5 Design our services and carry out collections in a way that doesn't produce litter;
- 6 Collect as many materials for recycling as we can and explain to you what happens to them;
- 7 Explain clearly what our service rules are and the reasons for them;
- 8 Tell you in good time if we have to make changes to your services, even temporarily;
- 9 Respond to complaints we receive about our services; and
- 10 Tell all our residents about this commitment to collecting waste."

Principle 1

We will... explain clearly what services you can expect to receive

The background to this principle

WRAP's market research suggests that satisfaction with local authority communications concerning waste and recycling is lower than many other aspects of collection services.

- Only 65% of respondents were satisfied with council communications about changes to the day of their collection(s);
- Only 58% of respondents were satisfied with council communications about any alterations to their collection service (e.g. in what could be recycled); and
- Only 54% of respondents were satisfied with council communications about the reasoning behind the rules of their collection service.

Additional focus group work revealed concerns among some residents that they receive differential treatment according to the area – or even street – they live in. It is important that councils convey to all residents the specifics of the service that they can expect to receive.

Practical considerations

- Is information readily available to all residents regarding the waste and recycling services available to them? Remember, not all residents will have access to the internet;
- Do you clearly explain what residents need to do in order to participate in your recycling service?
- Do services differ across the authority? E.g. do collections from flats differ from those from houses? If so, are your communications clear about who can expect what?
- Are there alternative options open to particular types of household? Do you offer a range of containers for different types or sizes of households? Do you offer an assisted collection service? Do you publicise these options?
- Are there ways of providing households with only the information that is relevant to them?
- Do you need to make information available in other languages or in Braille? Do communications about collection services meet your council's policy on communications with residents?
- How do you ensure every household receives information about their services?
- Do you have a transient population? How do you ensure new residents receive all the information they need?
- What steps do you take to ensure that your call centre is informed about collection services, including any service options such as assisted collections?

Agenda Item 11

Principle 2

We will... provide regular collections

The background to this principle

A 'regular' collection can be broadly interpreted as one that is 'recurring at fixed times'². In this case, on the same day of the week. Ultimately, this commitment and **Principle 3** are about giving residents *certainty* about their collections.

Regularity emerged strongly from the market research that fed into the Waste Collection Commitment:

- When asked what aspects of their collections they liked, 17% of respondents mentioned the **regularity** of the service (making this the most popular answer to this question). 4% also said they liked the fact that their service was 'consistent', supporting the suggestion that what residents really value is certainty; and
- When asked about the most important things that mark out a good rubbish and recycling collection service, 22% mentioned regular collections.

Practical considerations

- Do you strive to ensure that a waste or recycling collection will always occur on the same day of the week for a given household?
- How do you deal with disruptions to collections i.e. bank holidays, road closures or inclement weather?
- How do you manage missed collections?
- Do you have a timescale for rectifying missed collections? Is this information communicated to residents?
- How do you monitor the performance of your collection crews?
- What feedback do you have from residents on your services?
- What steps do you take to make sure call centre staff are up to date with service schedules?

² Random House Dictionary, 2009

Principle 3

We will... provide a reliable collection service

The background to this principle

A 'reliable' collection is one that always occurs at a *consistent* time and in a *consistent* manner. Ultimately, this commitment and [Principle 2](#) are about giving residents *certainty* about their collections.

- Regularity and reliability emerged strongly from WRAP's market research:
- When asked what aspects of their collections they liked, 17% of respondents mentioned the **regularity** of the service (making this the most popular answer to this question) – while 8% of respondents said they liked the **reliability** of their collections. 4% also said they liked the fact that their service was 'consistent', supporting the suggestion that what residents really value is certainty;
- When asked about the most important things that mark out a good rubbish and recycling collection service, this time **reliability** was the most popular answer – given by 28% of respondents - while 22% mentioned regular collections.

When respondents were asked to rate the reliability of their rubbish and recycling collection, 79% said they were satisfied.

Practical considerations

- Do you strive to ensure that a waste or recycling collection will always occur on the same day of the week for a given household?
- How do you deal with disruptions to collections i.e. bank holidays or road closures?
- How do you manage missed collections?
- Do you have a timescale for rectifying missed collections? Is this information communicated to residents?
- How do you monitor the performance of your collection crews?
- What feedback do you have from residents on your services?
- What steps do you take to make sure call centre staff are up to date with service schedules?

Agenda Item 11

Principle 4

We will... consider any special requests that individual households may have

The background to this principle

There was insufficient space on the market research questionnaire to explore satisfaction with local authority arrangements for, say, residents with physical disabilities. However, the focus group work revealed a strong sense that collection services need to be sensitive to the particular circumstances of individual residents and households. This view was perhaps most frequently expressed in concerns about the level of flexibility offered by councils to larger (or smaller) households. Other respondents complained about lack of storage space for containers, or about restrictions on where and when they could leave containers out as a result of living in conservation areas or listed buildings.

Frustration at services that do not respond to the particular needs and circumstances of particular householders may have been reflected in lower levels of satisfaction with the size of rubbish and recycling containers amongst larger households. 86% of single person households agreed that the rubbish and recycling containers their council provided them with were an appropriate *size*, compared with only 58% of households of five or more people. Similarly, 82% of single person households agreed that the *number* of rubbish and recycling containers supplied to them by their council was reasonable, compared with only 63% of households of five or more people. This link between household size and satisfaction was replicated when it came to recycling and rubbish collections more generally.

It is important that local authorities give consideration to the different types of households they serve and strive to ensure that their collection services accommodate the specific circumstances of residents wherever possible.

Practical considerations

- Do you have sufficient flexibility in your service design and delivery to accommodate the needs of individual households? Some households may have a genuine need for a larger waste container whilst others may prefer a smaller size.
- Do you have clear policies that support the delivery of your services e.g. in relation to capacity made available for waste and recycling? If a household requires additional capacity for recyclables materials, is this provided?
- Do you have provisions in place for different types of property (e.g. sheltered accommodation, flats above shops, homes with a shortage of storage space for waste and recycling containers, etc.)?
- Do you have a policy for providing assisted collections?
- How are service options communicated to the residents that might need them?
- What policies do you have in place for dealing with resident enquiries?
- What steps are in place to make sure that call centre staff are kept up to date with any policies/rules for responding to such requirements?

Principle 5

We will... design our services and carry out collections in a way that doesn't produce litter

The background to this principle

When asked about the most important components of a 'good' rubbish and recycling collection service, 23% of respondents mentioned the cleanliness of streets after collections have taken place. Only reliability of service was mentioned more often. In addition, 15% of respondents said they were dissatisfied with the way their local authority had dealt with litter in the streets following collections.

Whilst not technically littering, the survey also suggested that some residents are annoyed by crews leaving containers in the wrong place after collections have taken place. 6% of respondents said containers being returned to the correct position was an essential component of a good collection service, while 3% listed containers being left in the wrong place as one of their top dislikes. The same percentage mentioned the placement of containers as one of the key areas in which their service could be improved.

Practical considerations

- Has adequate capacity been provided for residents to safely store and present their waste and recyclables for collection?
- Is additional capacity available to those that can demonstrate a need?
- Are containers providing sufficient protection from the weather, animals or vandals so as to prevent litter?
- Do you have a closed-lid policy to prevent waste blowing out of bins?
- If you accept side waste or additional recyclables, are you clear on how they should be presented for collection?
- Are crews briefed to clean up any spillages that happen during collection?
- Is street cleansing scheduled after waste and recycling collections where possible?
- Are crews encouraged to replace containers correctly after emptying?
- Are all collection crews aware of the Clean Neighbourhoods and Environment Act (2005)? [Part three](#) contains details of the offence of dropping litter.

Agenda Item 11

Principle 6

We will... collect as many materials for recycling as we can and explain to you what happens to them

The background to this principle

The public desire to maximise the range of materials collected for recycling is clear - 15% of survey respondents said their service would be improved if more materials were collected for recycling and 16% listed the limited range of materials collected as one of their dislikes about their service. At the other end of the spectrum, 11% listed the range of materials collected among the things they liked most about their collection service. Requests for a wider range of materials to be collected were often directed at particular materials, the most common being plastics and glass.

Stories in the media about materials put out for recycling being shipped to the far east, sent to landfill, or incinerated have fed scepticism about what happens to materials that are collected for recycling. Such sentiments emerged regularly in the focus groups and are closely linked to the pledge to explain how materials are used after collection. That part of the principle is also partly linked to concerns about crews' treatment of recycled materials, particularly when residents have been asked to separate these before leaving them out for collection. Almost a third of respondents (31%) agreed with the statement, 'It's pointless separating out different types of recycling because the council puts them all in one lorry anyway'.

Practical considerations

- Do you explain why you are able to collect the range of materials that you do?
- If you don't collect a key material such as glass or plastics for recycling, do you provide information on how residents can recycle these materials through other outlets such as bring sites or at Household Waste Recycling Centres?
- What systems are in place to ensure that all service information is updated with any changes to targeted materials?
- Can you track the recyclables collected by your authority to their final destination?
- How do you convey this information to residents? Is information available via your website as in this example from [Somerset](#)?

Principle 7

We will... explain clearly what our service rules are and the reasons for them

The background to this principle

As described under [Principle 1](#), satisfaction with council communications about waste and recycling collections is lower than for many other aspects of the service. Nonetheless, four out of five survey respondents (81%) agreed that the rules of their rubbish and recycling collection are “clear and simple”. Only around one in ten (11%) disagreed.

While this question related more to perceptions of the rules than the manner in which they are conveyed, there is clearly a link between effective communication of rules and a public belief that those rules are ‘clear and simple’. This was supported by the focus groups that followed the survey, although there was more uncertainty about rules when it came to some of the specifics, such as whether bottle tops should be screwed on, or whether packaging should be rinsed out.

Irrespective of current understanding and perceptions of collection service rules, the essence of this principle – that those rules, together with the reasoning behind them, should be clearly set out for residents – remains vitally important. With respect to explaining the reasoning behind rules, there was clear evidence from the survey that some local authorities have some way to go on this issue. Only 54% were satisfied with their council’s explanations about why rules are the way they are.

The public attitudes survey also asked how fair respondents felt a range of rules were. Rules relating to where containers should be left for collection were generally thought to be fair (82% of respondents), as were those relating to the time of day waste (81%) and recycling (81%) should be left out. Four fifths (80%) of respondents also believed rules about the condition recyclables should be left in were fair. Other rules, however – namely those relating to side waste and the presentation of waste and recycling containers (e.g. whether lids are closed or not) – received lower levels of support. It may be that explaining the reasoning behind service rules could also increase public support for some of these less popular aspects of collections.

Practical considerations

- Are you clear on your rules relating to side waste, over-filled bins, contamination of recyclables etc? Have these policies been agreed by elected members? Have these been communicated to residents?
- Are your messages kept simple? Do you explain why you require things to be done in a certain way?
- Do you explain what residents need to do in order that they participate correctly and why?
- How consistent are the instructions you issue?
- Is information readily available to residents regarding the rules of your service?
- Do the instructions issued to residents reflect the service specifications in your collection contract(s)?

Agenda Item 11

Principle 8

We will... tell you in good time if we have to make changes to your services, even temporarily

The background to this principle

As described in [Principle 1](#), survey respondents expressed much lower levels of satisfaction with council communications regarding their collection service than they did in relation to other aspects. More specifically, a significant proportion of respondents (15%) were dissatisfied with either their council's communication of changes to the day of collection, or communication of alterations to services (e.g. which materials are recycled) (18% dissatisfied).

Residents' demands for clear communication about alterations to services are clearly linked to their desire for collections to be regular and reliable (see [Principle 2](#) and [Principle 3](#)).

Practical considerations

Temporary changes (e.g. due to bank holidays or road closures)

- How do you ensure that the highways department informs you of any imminent road closures?
- Are you up-to-date with any planned road works/utility works?
- What is your policy for dealing with bank holiday collections?
- Do you have an up to date schedule on copy deadlines for council communications? E.g. resident newsletters; website updates in order that you can advise residents of any planned changes?
- How do you make sure that your call centre staff are kept up to date with all changes to service and are made aware of operational difficulties so that they are well-informed to deal with customer enquiries?

Permanent changes to the nature of the service

- How soon before a change is introduced do you send out leaflets introducing the changes? WRAP guidance recommends a lead time of around six weeks.
- Do you provide practical guidance with new containers?
- Do you support changes to the service with a PR campaign before, during and after roll out?
- How easy is your website to find and use? How detailed is the information you provide on it?
- Do you make use of service calendars and container branding (including basic service rules) to make the changes easier to follow for residents?
- Do you have a helpline to provide advice to householders with queries regarding the new service?
- How do you ensure that all staff, from collection crews through to your communications team, understand the new service and describe it in a consistent way?

Principle 9

We will... respond to complaints we receive about our services

The background to this principle

Along with communications about collections, some of the lowest levels of public satisfaction with collection services were recorded in relation to the way councils respond to problems³. Only 66% of respondents were satisfied with their council's response to litter on the streets after collections, while 65% of respondents were satisfied with their council's response to collection crews throwing recycling in with general waste. Satisfaction levels were still lower when it came to councils' response to containers being left in the wrong place by collection crew (61% satisfied) and fell to 50% when it came to councils' response to fly tipping. It is important that residents know how to bring problems to the attention of their local authority, and that councils have procedures in place to respond to problems and communicate with residents about that response.

Practical considerations

- What is the council corporate policy for dealing with complaints?
- Are enquiries separated from complaints?
- Is there clarity on who has responsibility for dealing with any enquiries or complaints received? If you have an external contractor, are roles and responsibilities agreed by way of a service level agreement within the contract?
- How long should a resident have to wait for a response to an enquiry or complaint?
- What options to residents have if they are not happy with the initial response?
- How are these procedures communicated to residents?

³ It should be noted that the wording of this question does leave some ambiguity. For example, being satisfied with the way in which a council has dealt with the problem does not necessarily suggest that a respondent complained to the council themselves.

Agenda Item 11

Principle 10

We will... tell all our residents about this commitment to collecting waste

The background to this principle

The original starting point in drafting the Waste Collection Commitment was to help households better understand the sort of standards they should expect of their collection services. In order for it to be effective, local authorities need not only to sign up to it, but to communicate their involvement – and the Commitment itself – to their residents.

Practical considerations

- Have you briefed your elected members and staff regarding the Waste Collection Commitment and what it means for them?
- Have you discussed the Commitment with your contractor, and addressed any issues that arise from it?
- How will you communicate the Waste Collection Commitment to your residents in a way that they are most likely to absorb it? You could consider:
 - Displaying the signed Commitment in council buildings;
 - Posting the Commitment on the council website;
 - Including an article on the Commitment in the council newsletter or magazine;
 - Issuing a press release to local media; and
 - Including a note in parish or town council meetings and newsletters.
- Will you integrate the Commitment into all communications relating to collection services?
- How frequently will you remind residents that you are signed up to the Commitment and what it means for them?

3.0 Demonstrating your support for the Commitment

The Waste Collection Agreement is voluntary and there are no reporting requirements associated with signing up. In doing so, though, you make a commitment to households in your area that you will strive to meet the standards it describes. This section therefore explores the sorts of approaches you could take to collecting evidence of your support for the Commitment's principles.

We suggest that there are three main sources of evidence which could be used to demonstrate your support for each principle, each requiring a different level of time and resources.

3.1 Monitoring existing indicators

Most local authorities monitor various aspects of their performance, be that through National Indicators⁴, the Place Survey⁵, the Customer Service Standard⁶ or local, bespoke indicator sets. Many of the existing national schemes are relevant to particular principles from the Commitment. For example, the Customer Service Standard requires certain levels of performance in communicating with residents and it may be that data you are collecting anyway through that scheme could be used to demonstrate that you are living up to some principles of the Waste Collection Commitment (e.g. 1, 6, 7, 8 and 10). Another good example is Question 8 of the Place Survey, which asks residents to rate their satisfaction with refuse collection, doorstep recycling and local tips/HWRCS.

You may also be collecting (or have access to) other data that could be linked to one or more of the principles. For example, you may have figures on the number of enquiries from the public about waste collection services. If the number of enquiries is low (or falling), this will help demonstrate your fulfilment of principles 1 and 7. Be wary of reading too much into this type of data though, and be prepared for improvements in service to actually result in negative shifts on a given indicator. Improving the way you communicate with residents about the service options available to them, for example, could result in the number of collection-related enquiries going *up*, as householders get in touch to make use of those options.

The more detailed the data your authority collects, the more helpful it can be in both demonstrating your support for the Waste Collection Commitment and in signalling where services can be improved. If you can map collection-related enquiries, for example, you may be able to pinpoint areas where communications are proving less effective or where service quality is poorer.

For those principles that involve communication with residents, it may be worth thinking about whether you can identify (and possibly even produce copies of) the communication materials you have used.

3.2 General survey questions

Since the Waste Collection Commitment is essentially about communicating your minimum standards of service to households, the best way to show that you are fulfilling the Commitment is to ask residents. It may be that you are able to commission a bespoke survey for this purpose or – the cheaper option – you could include questions relating to the Waste Collection Commitment on a more general household survey you are commissioning anyway (e.g. the Place Survey). If so, it will be important to limit the number of questions asked to avoid making the questionnaire overly long.

The simplest approach would be to ask a single question about awareness of the Waste Collection Commitment. The overarching goal of the Commitment is to ensure that residents are aware of the standards it sets out. If you are able to demonstrate that residents have heard of the Commitment, the battle is half won. You might follow this with a second question asking residents who have heard of the Commitment whether or not they think the council is delivering on it, though you will need to frame your answer responses carefully to take into account the variety of responses you might receive. You might, for example, use options along the lines of, 'It is delivering on

⁴ <http://www.communities.gov.uk/publications/localgovernment/nationalindicator>

⁵ <http://www.communities.gov.uk/publications/localgovernment/placesurveymanual0809>

⁶ http://www.cabinetoffice.gov.uk/chartermark/news/final_standard.aspx

Agenda Item 11

all of the commitment'; 'It is delivering on most of the Commitment'; 'It is delivering on some of the Commitment'; 'It is not delivering on most of the Commitment'; 'It is not delivering on any of the Commitment'; and 'Don't know'.

A more in-depth solution would be to ask specific questions about those principles you believe are most important (or that you will receive most publicity about). You might, for example, ask residents how reliable they believe their collection service is (Principle 3).

3.3 A more detailed survey

For some principles, a single question as outlined above is more than adequate. For others, however, exploring residents' attitudes is likely to take a more involved approach. Take, for example, Principle 6 ('We will collect as many materials for recycling as we can and explain to you what happens to them'). If you were to ask residents to indicate the extent to which they agree with the statement, "My council collects as many materials for recycling as it can and explains to me what happens to them", you might well get some strange results. How should someone answer, for example, if they believe you *do* collect as many materials as you can for recycling, but *don't* think you do enough to explain what happens to them? In cases like this, you might want to ask several questions relating to a single principle.

When using surveys, bear in mind that it may be helpful to be able to compare your performance with that of other councils, or with a national average. This means using questions from other, previous surveys wherever they suit your needs.

Advice on specific principles

This section outlines some tips on demonstrating your support for the principles of the Waste Collection Commitment.

Principle 2 – 'Provide regular collections'

Our research suggested that respondents often confuse 'regularity' (e.g. collections occurring at standard intervals) with 'frequency' (e.g. the length of those intervals). As a result, survey questions about performance on 'regularity' may be skewed by attitudes to frequency. To overcome this confusion you could ask whether residents are satisfied that collections are always made on the expected day.

Principle 5 – 'Design our service and carry out collections in a way that doesn't produce litter'

National Indicator 195⁷ may be of use with this principle, though it is focused more on overall incidence of litter and graffiti rather than the specific causes of litter. That is to say, it does not draw a distinction between collection-related litter and other forms of littering.

Principle 8 – 'Tell you in good time if we have to make changes to your services, even temporarily'

If no permanent changes have been made to your collection service in the last two years or more, you could probably restrict any monitoring you decide to carry out in relation to this principle to the communication of *temporary* changes such as alterations due to bank holidays or broken-down vehicles.

⁷ <http://cleanliness-indicator.defra.gov.uk/>

4.0 Supplementary detail

Making sense of the research

Both the survey and the focus groups commissioned by WRAP in support of this research were geared towards developing an understanding of the issues that matter to households in relation to their waste and recycling collections. While there was a strong sense that some issues (such as reliability and regularity) would prove significant, relatively little was known about others (the importance attached to clean streets, for example). It is important to remember that the final ten principles that make up the Waste Collection Commitment were born of the research, rather than defining it. As a result, the questions asked in the research sometimes do not line up perfectly with the final principles, but even where this is the case, the findings do provide useful background material in explaining why a given principle is necessary.

The relationship between different principles

Try to avoid thinking of each principle as a distinct entity. Rather, they highlight the often overlapping issues that are important to residents. For example, **Principle 4** requires authorities to be responsive to the particular circumstances of different households. **Principle 1** requires councils to communicate the collection services they offer to their residents. This will obviously include any options provided under **Principle 4**. Wherever possible, this type of cross-over is identified in the text.

Communicating with residents

A number of the principles expect certain policies and practices to be communicated to residents. We have provided links to guidance and support on communications at the end of this document, but the following paragraphs provide some overarching tips and suggestions for effectively conveying information to households.

■ Use different formats

There is no 'one size fits all' answer when it comes to communicating with residents – some will read their local paper; others won't. Some will read a leaflet on recycling and stick it on their fridge; others will just recycle it. Some will visit a website; others wouldn't dream of it.

■ Keep it simple

As a general rule of thumb, the more concisely you can convey information, the more likely people are to read and remember it. The Commitment itself has been awarded a Crystal Mark by the Plain English Campaign. Where additional detail is available, this can be clearly signposted (to a website for example). You could also consider having publicity materials certified by the Plain English Campaign⁸.

■ Make use of images

Images are often far more effective at conveying information than the printed word and can make communications materials look much more inviting. Try also to avoid materials looking too cluttered – empty space can feel like a waste, but can make communications much easier to digest.

■ Provide information at the point it is needed

Your communications will be most effective if you provide them at the point – or at the time – that they will be needed. Information about changes to services should be delivered not long before those changes occur. Similarly, focus group respondents showed great enthusiasm for outlining the rules of services on collection containers – by printing on bags or placing stickers on bins, for example.

■ Clearly explain how you can be contacted

Try to minimise the number of different contact points available to residents and clearly communicate these to households.

⁸ <http://www.plainenglish.co.uk/>

Agenda Item 11

■ Repetition, repetition, repetition

Remind residents regularly about your service commitments and households' obligations. Make sure that messages are consistent, although changing the means by which you convey them can help to maintain interest.

Value for money

During WRAP's consultation with local authorities on the development of the Waste Collection Commitment, it was suggested that the Commitment offers a useful opportunity to 'close the gap' for residents between their council tax and the local services it pays for. Fulfilling many of the principles of the Commitment may go some way to reassuring and reminding residents that services are designed to give *them* optimal value for money. For instance, explaining the reasoning behind the rules of the service may require mention of the cost of landfill to demonstrate why side waste rules or limits on bin capacity are necessary.

Value for money in services is valued by residents, though they may not think of it in exactly those terms. When asked to list the 'must haves' of a good collection service, 11% of respondents mentioned "an efficient service".

The need to be sensitive to local conditions

This Commitment has been drafted to allow local authorities the room and flexibility to design services in a way that best meets local conditions. It is acknowledged that a good solution in one area may be a very poor one thirty or forty miles down the road. The principles therefore deliberately steer away from being prescriptive about the specific components of collection services e.g. method of containment or collection frequency.

5.0 Further guidance on the issues covered by the Commitment

This section outlines some of the guidance available to you in implementing the Waste Collection Commitment. These tools are arranged under broad, thematic headings. In addition, note also that tailored support for local authorities is available from the Local Government Services team at WRAP in the areas of collections, communications and waste prevention. Further information is available at www.wrap.org.uk/local_authorities.

Communicating with residents

■ [Improving recycling through effective communication](#)

This guide has been prepared to help you plan your local recycling awareness campaign in line with the national Recycle Now campaign.

(http://www.wrap.org.uk/downloads/Developing_recycling_communications_campaigns.68a23e89.2732.pdf)

■ [Door-to-door canvassing](#)

WRAP's Step by step guide to door-to-door canvassing uses experience gained from canvassing projects and offers advice to ensure canvassing campaigns are successful. Local authority case studies illustrate how campaigns can be run locally.

(http://www.wrap.org.uk/local_authorities/research_guidance/communications/guide_to.html)

■ [Good practice communication examples](#)

Good practice examples on using communications to improve recycling performance funded through WRAP's Behavioural Change Local Fund 2006 - 2008. These contain useful methods of communications.

(http://www.wrap.org.uk/local_authorities/research_guidance/communications/wrap_funded_local.html)

■ [Improvement & Development Agency 'Connecting with communities' communications toolkit](#)

This toolkit aims to help councils improve communication with residents (as well as staff and other stakeholders) and includes tips on communicating in a recession, strategic communications and community engagement.

(<http://www.idea.gov.uk/idk/core/page.do?pageId=7816073>)

■ [Improving Low Participation Areas Guidance](#)

This decision making process assists with the identification of low participation areas and the development of an effective communications approach.

(http://www.wrap.org.uk/downloads/2009.02.16_FINAL_Improving_Low_Participation_Areas_-_Effective_communications_planning_-_Guidance_Document.2a4a5295.5360.pdf)

■ [Local Government Association & the Improvement & Development Agency – 'Communicating Cohesion: Evaluating Local Authority Communication Strategies'](#)

The study, which looked at experiences in six local areas, considered the relevance of myth-busting to managing tensions and experience of local and national media. (<http://www.lga.gov.uk/lga/core/page.do?pageId=1568757>)

Service design

■ [Alternate Weekly Collections](#)

This guide aims to provide practical advice for waste managers and elected members within local authorities. It is designed to help them determine whether AWC is a suitable option and, if so, to support the planning and

Agenda Item 11

delivery of a successful service. Valuable experience and lessons learned by authorities that have introduced AWC are highlighted throughout in case studies. (http://www.wrap.org.uk/downloads/AWC_Revised_Final_Report_-_130707.fb5a407f.4070.PDF)

■ Choosing and improving your glass collection service

This Good Practice Guide provides essential information to local authority waste managers on the collection and recycling of glass. Whether planning new glass collections, or making alterations to existing schemes, it can help you introduce the most sustainable service. (http://www.wrap.org.uk/downloads/Final_version_-_Glass_best_prac_-_May_2008.dd8d872e.5715.pdf)

■ Choosing the right collection system

This fact sheet compares different kerbside collection systems. (http://www.wrap.org.uk/downloads/Choosing_the_right_recycling_collection_system.c6a4ded3.7179.pdf)

■ Food waste collection guidance

Guidance document on collecting household food waste for recycling. (http://www.wrap.org.uk/downloads/food_waste_collection_guidance_-_final.48e88895.7323.pdf)

■ Recycling collections from flats

This guidance has been developed specifically to assist local authority officers to launch, manage and improve recycling and food waste collection schemes for blocks of flats. (<http://www.wrap.org.uk/flats>)

Monitoring and evaluation

■ HSE - Safe waste and recycling collection services

Guidance to help duty-holders identify hazards and ensure that sensible risk management is practised – includes reference to assisted collections. (<http://www.hse.gov.uk/pubns/waste23.pdf>)

■ Monitoring and evaluation guidance

Monitoring and evaluating the impact of your schemes and initiatives is essential if you want to improve them in the most cost-effective way. This area of the WRAP website gives you access to detailed, step-by-step guidance on a range of monitoring techniques. (<http://www.wrap.org.uk/monitoringandevaluation>)

■ **Waste Improvement Network**

Information, guidance and advice available at <http://www.win.org.uk/default.aspx>

Clean streets

■ Defra - National Indicator 195 (Cleanliness) guidance manual

Website is designed to provide a comprehensive and straightforward guide to planning, carrying out and reporting the NI 195 National Indicator for Cleanliness. It also provides information on how to use the data as a management tool, and how and where to get assistance if you are unclear. (<http://cleanliness-indicator.defra.gov.uk/>)

Training courses and workshops

■ Communications planning and design

This course aims to enable delegates to develop a communications plan for increasing householder participation in collection schemes and improve the quality and effectiveness of local authority waste and recycling communications material. (http://www.wrap.org.uk/wrap_corporate/events/comms_design.html)

■ Local Government Ombudsman: Good complaint handling - identifying and processing complaints

A one-day course to share expertise in identifying complaints, putting and keeping them on the right track. Specifically for local government staff who have direct contact with members of the public and who receive complaints as part of their day-to-day work. (<http://www.lgo.org.uk/training-councils/good-complaint-handling--gch-/>)

■ Monitoring and evaluation

This course aims to enable delegates to plan and implement monitoring and evaluation to inform and facilitate continuous improvements in service provision. (http://www.wrap.org.uk/wrap_corporate/events/me.html)

■ Recycle Now Design

This course aims to enable delegates to improve the overall design, development and cost efficiency of local authority waste and recycling communications. (http://www.wrap.org.uk/wrap_corporate/events/recycle_now_design.html)

■ Reviewing and retendering your services

This course aims to enable delegates to evaluate, recommend and implement changes to improve the performance, efficiency and cost-effectiveness of collection systems and lead the development and implementation of effective contract arrangements. (http://www.wrap.org.uk/wrap_corporate/events/contracts.html)

Agenda Item 11

**Waste & Resources
Action Programme**

The Old Academy
21 Horse Fair
Banbury, Oxon
OX16 0AH

Tel: 01295 819 900
Fax: 01295 819 911
E-mail: info@wrap.org.uk

Helpline freephone
0800 100 2040

www.wrap.org.uk/local_authorities