



## Democratic Services

**Location:** Phase II

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**CMD No:** 574

**To: COUNCILLOR MARTIN GODDARD  
CABINET MEMBER FOR FINANCE**

**COUNCILLOR EDDIE LAVERY  
CABINET MEMBER FOR RESIDENTS' SERVICES**

c.c. All Members of the Residents' Services Select Committee

c.c. Melanie Smith, Waste Services

c.c. Perry Scott, Corporate Director of Place

**Date:** 16 August 2022

## Non-Key Decision request

## Form D

### **CAPITAL RELEASE REPORT (July 2022)**

**DEPARTMENT:** Place

**SERVICE AREA / PROGRAMME:** Waste Services / Civic Centre Works

**Programme Capital Budget 2022/23: Miscellaneous Workstream - Improved Recycling Facilities at the Civic Centre.**

**RELEASE NO:** 4

Dear Cabinet Members

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Wednesday 24 August 2022** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied, and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Neil Fraser  
Democratic Services Officer

**Title of Report:** Waste Services / Civic Centre Works Programme Capital Budget 2022/23: Miscellaneous Workstream – Improved Recycling Facilities at the Civic Centre.  
**RELEASE NO:** 4

**Decision made:**

**Reasons for your decision:** (e.g. as stated in report)

**Alternatives considered and rejected:** (e.g. as stated in report)

Signed .....Date.....

*Cabinet Member for Finance / Cabinet Member for Residents' Services*

## CAPITAL RELEASE REPORT (July 2022)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: Waste Services / Civic Centre Works Programme Capital Budget 2022/23: Miscellaneous Workstream – Improved Recycling Facilities at the Civic Centre.

RELEASE NO: 4

<b>Cabinet Members</b>	Councillor Martin Goddard Councillor Eddie Lavery
<b>Cabinet Portfolios</b>	Cabinet Member for Finance Cabinet Member for Resident Services
<b>Officer Contact</b>	Melanie Smith, Waste Services
<b>Papers with report</b>	Appendix A with capital release requests for approval

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds.
<b>Putting our Residents First</b>	This report supports the Council objective of strong financial management.
<b>Financial Cost</b>	This report seeks the release of £12k from the Civic Centre Works Programme 2022/23 capital budget for improving recycling facilities for staff at Hillingdon Council's Civic Centre, including the introduction of food waste recycling. The works will commence upon release of the funds and are due for completion by 10/2022.
<b>Relevant Select Committee</b>	Residents' Services Select Committee.
<b>Ward(s) affected</b>	All.

## RECOMMENDATIONS

That the Cabinet Member for Finance and the Cabinet Member for Residents' Services agree to the capital release request of £12k from the Civic Centre Works Programme (CCWP) Capital Budget 2022/2023; Miscellaneous Workstream - Improved recycling facilities at the Civic Centre. (Appendix A).

## Reasons for recommendation

The London Mayor has set a recycling target of 65% by 2030 in the London Environment Strategy. To meet this, Hillingdon's household recycling rate will need to increase to 50% (the Borough's most recent published rate being 37.4 % for 2019/20) and the non-household rate up to 75%. In help support the achievement of the London-wide target for non-household waste, changes within the Civic Centre and surrounding offices must be implemented.

Within Hillingdon's July 2021 Climate Strategy July 2021, there are pledges to:

- C5.1 Lead by example with a clear waste collection and sorting strategy for the Council's own operations with year-on-year targets for improvement.
- C5.4 Work with businesses to reduce waste productivity and to provide more opportunities to customers to reduce and recycle their waste.
- C5.5 Encourage and support residents and communities to avoid, reduce, reuse and recycle waste in that order.

In addition to being aligned to the London Environment Strategy, this project will fully support Hillingdon's Climate Strategy, specifically C5.1 Lead by example.

The recycling team has been working with managing agents and businesses with bulk containers to improve recycling facilities throughout Hillingdon. However, given that bulk containers of recycling from the Civic Centre have been rejected due to contamination, it is essential that Council staff are encouraged to improve their recycling habits.

Currently there is a mismatch of five different container styles with unclear labelling being used across the Civic Centre. This causes confusion amongst staff, particularly those who are not Hillingdon residents, and often results in waste being placed into incorrect bins.

This has a dual negative impact, with recyclables 'lost' into the general waste stream and general waste placed erroneously into recycling bins causing contamination. The latter results in full bulk containers being rejected at the point of collection and therefore treated (and subsequently costed to the Council) as general waste.

Cleaning staff have many containers to service across various locations at a frequency of at least three times per day. The proposed installation of new containers will condense recycling facilities to 10 easy to identify locations across each level of the Civic Centre. They are uniform and clearly labelled, making it easier for staff and cleaners to identify the purpose of each bin. Although a new food waste facility is being introduced, the removal of over 250 unlabelled and mismatched individual waste containers and replacement with uniform and informative dual containers plus food caddies, there should be a significant reduction in the time that cleaners currently spend locating bins to service/empty.

The containers for food waste collections will be the same as those issued to residents for use within homes. These are 5 litre silver caddies with the London Borough of Hillingdon logo on the front. The communications team has designed a label that can be applied easily to the small plastic units to detail the types of food waste accepted in the caddies to maximise collection and minimise contamination.

## Alternative options considered

Stickers, posters and labelling of the current containers on site were considered as an option. However, those currently used for recycling are not suitable for labelling and with many different styles of container on site it would be difficult to direct staff to a single type of waste stream.

## Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

- Investment in recycling facilities at the Civic Centre presents an opportunity for disposal cost savings via better waste segregation and increased recycling. With successful communications and staff engagement, an improved quality of recycling should be possible. Costs for disposing of food waste and dry mixed recycling are significantly lower than that for general refuse. The savings per tonne for recycled material are detailed in the table below:

Category	Disposal cost per tonne	Saving per tonne when recycled
General waste	£124.23	n/a
Food waste	£9.98	£114.25
Mixed Dry Recycling*	£35.13	£89.10

\* 2022/23 budgeted cost per tonne, but varies by month dependent on composition and sales market values

- The proposed investment will support an improvement in recycling rates, with staff benefiting from the provision of more effective facilities to recycle their waste more effectively/correctly.
- The proposal is consistent with the London Environmental Strategy objective for maximising recycling by providing recycling provisions to all residents. Staff working within the Civic Centre should be seen as residents whilst working within the borough.
- Improving recycling provisions and providing fit for purpose containers will directly support Hillingdon's Climate Strategy July 2021 (C5 Waste management):

[Our vision, declaration and plan - Hillingdon Council](#)

- Most of the defunct existing containers will be re-purposed for other projects. If this is not feasible, they will be recycled if possible.
- Staff will be informed of the changes via a series of all-staff email communications, including a 'coming soon' message distributed in advance to prepare staff. This will be followed by a

‘welcome to your new waste containers’ email and weekly reminders, moving to monthly for a six-month period.

7. Staff will be provided with a contact email address enabling them raise queries regarding the new containers directly with the recycling team.
8. A toolbox talk to cleaning staff will provide them with the correct knowledge regarding waste disposal when emptying the Civic Centre’s containers. This will include who to contact should supplies of clear dry mixed recycling sacks or food waste caddy liners become low. They will also be provided with a 25-litre lidded caddy as a collection tool for food waste bags, enabling the transport of food waste cleanly and effectively to larger wheeled containers ready for weekly collection.
9. Food waste will be removed from the kitchens daily by cleaning staff and deposited in larger wheeled containers within the waste storage area. This will be emptied on a weekly basis by the Council’s food waste collection crews.
10. Similar food waste collection provisions have been trialled successfully across nine schools between September 2021 and July 2022. This has resulted in almost 30 tonnes of food waste being diverted from general waste and generating a disposal cost reduction of c.£3.5k.
11. Glasdon, suppliers of waste management solutions, were able to meet the Council’s specifications and provided the most economic quote for 90 containers at £12,264.12.

## **Financial Implications**

### **Civic Centre Works Programme Revised Budget £671k, Previously Released / Pending Release £113k, Capital Release Requested £12k. Appendix A**

The 2022/23 capital programme, approved by Cabinet and Council in February 2022, included a budget for the Civic Centre Works Programme (CCWP) of £671k.

Previously, £113k has been released or is included in a release report in preparation (up to Release No 3.) from the Civic Centre Works Programme 2022/23 capital budget.

This report is seeking the release of £12k for Improved recycling facilities at the Civic Centre. The release request is based upon quoted costs from Glasdon. Glasdon who are suppliers of office waste were able to meet the specification and provided the most economic quote.

The remaining £546k of the CCWP 2022/23 capital budget will be allocated to projects as an when required, subject to the capital release procedure.

As illustrated in the table in paragraph 1 of the Supporting Information section above, investment in recycling infrastructure presents an opportunity for disposal cost reductions within revenue budgets via improved waste segregation and diversion of material from residual waste. Following installation of the Civic Centre facilities recommended in this report, waste and recycling tonnages and disposal costs will be reviewed closely as part of the monthly budget monitoring cycle. The impact on the cleaning contract will also be assessed. Any savings identified will be addressed in future iterations of the Council’s Medium-Term Financial Forecast.

## RESIDENT BENEFIT & CONSULTATION

### The benefit or impact upon residents, service users and communities?

There will be a positive direct impact on the weekly collection of waste and recycling in the form of a reduced need for containers and reducing from two scheduled general waste collections per week, to one scheduled general waste collection of per week.

Staff who are also residents will benefit from the proposed installation as they will receive up to date information that can be transferred to their homes, improving knowledge of the services that they can access and further enhancing recycling rates.

In line with Council's vision of 'putting our residents first', there is a need to practice the messages shared with residents at the core of the Council. The recommended changes will support the Council in demonstrating best practice to residents.

The Civic Centre cleaning team will experience a more streamlined collection routine, reducing their need to search for containers and trying to identify whether waste is general refuse or recyclable. Time spent emptying waste containers should decrease, with the potential for efficiency benefits as a result.

### Consultation carried out or required

None required.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed the report and concurs with the financial implications set out above, noting that the recommended action to agree a release of £12k for Improved recycling facilities at the Civic Centre, will be funded from the approved 2022/23 Civic Centre Works Programme capital budget.

Following the installation of the Civic Centre facilities recommended in this report, waste and recycling tonnages and disposal costs will be reviewed closely as part of the monthly budget monitoring cycle. The impact on the cleaning contract will also be assessed. Any savings identified will be addressed in future iterations of the Council's Medium-Term Financial Forecast.

### Legal

Legal Services confirms that the Council is responsible for carrying out this function pursuant to Section 2 of the Health & Safety at Work etc Act 1974. Thus, there are no legal impediments to the capital release being authorised, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

## Capital Release Protocol

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision. No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified at a later date. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

## BACKGROUND PAPERS

NIL.

## APPENDIX A

Location	Project / Expenditure Title	Information	Funds Release Sought £000	Approve	Hold	More Information Required
LBH Civic Centre	Improved Recycling Facilities at the Civic Centre	90 x new & uniformed containers to promote correct recycling within LBH Civic Centre and other offices	12			
<b>Total seeking release</b>			<b>12</b>			
<b>Previously released</b>			<b>113</b>			
<b>Budget</b>			<b>671</b>			
<b>Remaining budget</b>			<b>546</b>			