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To: Councillor Bell, Convener; and Councillors Allan, Cormie, Delaney, Jackie Dunbar, John and Jennifer Stewart.

Town House,
ABERDEEN 20 November 2017

ZERO WASTE MANAGEMENT SUB COMMITTEE

The Members of the **ZERO WASTE MANAGEMENT SUB COMMITTEE** are requested to meet in **Committee Room 4 - Town House** on **TUESDAY, 28 NOVEMBER 2017 at 2.00 pm.**

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

- 1 Declarations of Interest (Pages 3 - 4)
- 2 Minute of Previous Meeting of 3 October 2017 - for approval (Pages 5 - 8)
- 3 Energy from Waste Project Update - CHI/17/294 (Pages 9 - 14)
- 4 Waste Service Update - CHI/17/296 (Pages 15 - 20)
- 5 Recovery of Postal Costs for Bioliners - CHI/17/295 (Pages 21 - 28)
- 6 Date of Next Meeting

Members are asked to note the date of the next meeting is scheduled for 21 February 2018 at 10.00am in the Town House.

EHRIA's related to reports on this agenda can be viewed at
[Equality and Human Rights Impact Assessments](#)

To access the Service Updates for this Committee please use the following link:
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Agenda Item 1

You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether reports for meetings raise any issue of declaration of interest. Your declaration of interest must be made under the standing item on the agenda, however if you do identify the need for a declaration of interest only when a particular matter is being discussed then you must declare the interest as soon as you realise it is necessary. The following wording may be helpful for you in making your declaration.

I declare an interest in item (x) for the following reasons

For example, I know the applicant / I am a member of the Board of X / I am employed by...
and I will therefore withdraw from the meeting room during any discussion and voting on that item.

OR

I have considered whether I require to declare an interest in item (x) for the following reasons however, having applied the objective test, I consider that my interest is so remote / insignificant that it does not require me to remove myself from consideration of the item.

OR

I declare an interest in item (x) for the following reasons however I consider that a specific exclusion applies as my interest is as a member of xxxx, which is

- (a) a devolved public body as defined in Schedule 3 to the Act;
- (b) a public body established by enactment or in pursuance of statutory powers or by the authority of statute or a statutory scheme;
- (c) a body with whom there is in force an agreement which has been made in pursuance of Section 19 of the Enterprise and New Towns (Scotland) Act 1990 by Scottish Enterprise or Highlands and Islands Enterprise for the discharge by that body of any of the functions of Scottish Enterprise or, as the case may be, Highlands and Islands Enterprise; or
- (d) a body being a company:-
 - i. established wholly or mainly for the purpose of providing services to the Councillor's local authority; and
 - ii. which has entered into a contractual arrangement with that local authority for the supply of goods and/or services to that local authority.

OR

I declare an interest in item (x) for the following reasons.....and although the body is covered by a specific exclusion, the matter before the Committee is one that is quasi-judicial / regulatory in nature where the body I am a member of:

- is applying for a licence, a consent or an approval
- is making an objection or representation
- has a material interest concerning a licence consent or approval
- is the subject of a statutory order of a regulatory nature made or proposed to be made by the local authority.... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

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ZERO WASTE MANAGEMENT SUB COMMITTEE

ABERDEEN, 3 October 2017 - Minute of Meeting of the ZERO WASTE MANAGEMENT SUB COMMITTEE. Present:- Councillor Bell, Convener; and Councillors Cooke (as substitute for Councillor Jackie Dunbar), Cormie, Delaney and Jennifer Stewart.

The agenda and reports associated with this minute can be located at the following link:

<https://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=439&MId=4386&Ver=4>

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

TOUR OF ALTENS EAST RECYCLING FACILITY

1. The Sub Committee undertook a tour of the facility, facilitated by Mr Colin Forshaw, Production Operations Manager, Suez Resource Recovery Limited and Mr Peter Lawrence, Waste and Recycling Manager, Aberdeen City Council.

Members of the Sub Committee were shown various processing areas within the facility and were given detailed explanations of how the different processes were carried out.

The Sub Committee then reconvened in the meeting room on site for the rest of its meeting.

MINUTE OF PREVIOUS MEETING OF 29 JUNE 2017

2. The Sub Committee had before it the minute of its meeting of 29 June 2017.

With reference to the Unadopted Roads Waste and Recycling Collection Policy (article 7 of the minute refers), Councillor Cooke asked if the definition of potholes had now been addressed. Mr Peter Lawrence, Waste and Recycling Manager advised that the policy was now linked to the Roads Safety Inspection Manual.

The Sub Committee resolved:

to note the update provided and to approve the minute.

ZERO WASTE MANAGEMENT SUB COMMITTEE

3 October 2017

ALTENS EAST RESOURCE RECOVERY CENTRE UPDATE - ZWMC/17/7689

3. The Sub Committee had before it a report by the Interim Director of Communities, Housing and Infrastructure which updated members on progress with the construction of the Altens East Resource Recovery Centre.

The report recommended:

that the Sub Committee note the report.

Mr Lawrence spoke to the report and with reference to paragraphs 3.3.2 and 3.3.3, he advised that some alterations to the plant by Bulk Handling Systems (BHS) would be required to improve the effectiveness of removing cardboard from other fibre based materials to meet the original design specification and that some improvement in the metal extraction in the Refuse Derived Fuel facility was needed to reduce contamination of the metal waste for re-sale.

Mr Lawrence further advised that although the plant was not operating at its optimal designed specification currently, the facility was exceeding current standards compared to any other facility operating within the UK. He advised that there was no time limit to the official signing off by Suez and that there would be no adverse financial impact incurred by Aberdeen City Council from not meeting the full specification for recyclables.

In response to a query from the Convener about possible waste still going to landfill sites, Mr Lawrence advised that the interim Refuse Derived Fuel (RDF) facility at the centre had been installed to reduce the use of landfill and it produced less emissions than landfill.

The Sub Committee resolved:

to note the report.

ENERGY FROM WASTE PROJECT UPDATE - ZWMC/17/7690

4. The Sub Committee had before it a report by the Interim Director of Communities, Housing and Infrastructure which provided an update on progress with the Energy from Waste Project.

Mr Lawrence spoke to the report and advised that interest in the project remained strong with four potential bidders engaging in dialogue and that it appeared likely all four parties would submit their detailed proposals by the deadline.

Mr Lawrence advised that informal letters of comfort would be received from SEPA in relation to the Thermal Treatment Guidelines and he provided a brief outline of the proof required to obtain approval from SEPA and confirmed that the proposed plant had been designed to prevent harmful emissions within the location and further afield.

ZERO WASTE MANAGEMENT SUB COMMITTEE

3 October 2017

The Sub Committee resolved:

to note the report.

DATE OF NEXT MEETING

5. The Sub Committee was advised that the date of its next meeting was 28 November at 2.00pm.

The Sub Committee resolved:

to note the details.

REMARKS

6. Councillor Jennifer Stewart offered her thanks for the tour of the facility and felt it had given her a greater understanding of the challenges and processes involved in reducing the city's waste. She proposed that all elected members be encouraged to visit the facility. Mr Lawrence advised that he would include Councillor Stewart's comments in the forthcoming report to the Communities, Housing and Infrastructure Committee.

Mr Lawrence advised that the official opening of the facility was scheduled for 20 October 2017 with invitations being sent out to all members and in addition, that visits for members of the general public were being scheduled for 2018.

The Sub Committee resolved:

to concur with Councillor Stewart's remarks and to note that all elected members would be encouraged to visit the facility to encourage them to 'spread the word' to support recycling.

VALEDICTORY

7. Mr Lawrence advised that this would be his last meeting of the Sub Committee as he was leaving the Council shortly.

The Convener offered his thanks to Mr Lawrence for his work for the Council over the years and wished him well in his new position.

The Sub Committee resolved:

to concur with the remarks of the Convener.

- COUNCILLOR PHILIP BELL, Convener.

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ABERDEEN CITY COUNCIL

COMMITTEE	Zero Waste Management Sub-Committee
DATE	28 November 2017
REPORT TITLE	Energy from Waste Project Update
REPORT NUMBER	CHI/17/294
INTERIM DIRECTOR	Bernadette Marjoram
REPORT AUTHOR	Pam Walker

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update the Sub-Committee on progress with the Energy from Waste Project

2. RECOMMENDATION

- a) That the report is noted.

3. BACKGROUND/MAIN ISSUES

3.1 Background

- 3.1.1 In 2010, Aberdeen City Council approved a Waste Strategy that identified Energy from Waste as the preferred mechanism for managing non-recyclable waste. This position was reiterated in a revised Waste Strategy approved in 2014.

- 3.2 The principle decision to develop an Energy from Waste (EfW) facility in Aberdeen was based upon a series of Business Cases, most recently in 2015 that identified a joint solution with Aberdeenshire and Moray Councils as the best value solution. The business case was the basis for a decision by the Council in December 2015 to enter into a Stage 1 Inter-Authority Agreement (IAA) with the partner authorities for the acquisition of a site in East Tullos for the facility and to obtain planning permission for an EfW facility with capacity for the projected non-recyclable waste arising from the three authorities in 2021 (150,000 tonnes per annum).

3.3 Planning permission for the facility was granted in October 2016 followed by a decision by Council to enter into a second Stage IAA agreement with the partner authorities to undertake a competitive dialogue procurement for the design, build and operation of the facility.

3.4 Procurement

3.4.1 As a major purchase for the Councils, the procurement of the EfW is subject to European Union Public Procurement Regulations. This required that the Councils advertise the project in the European Journal – the gazette of records, including tenders, for the European Union - and undertake an extensive procurement exercise. It is expected to take up to two years to award the Contract to a suitably qualified and experienced Contractor.

3.5 The terms of the procurement were established in the Inter-Authority Agreement established between Aberdeen City, Aberdeenshire and Moray Councils in October 2016. Some of the key characteristics of the procurement are:

- Design, build and operation of an EfW facility for 20 years
- Works period of no more than 3 years
- Handback of the facility at the end of the contract with residual life (i.e. ability to continue operation for a number of years)
- An EfW facility located at the former gas holder site in East Tullos
- An EfW with capacity of 150,000 tpa in line with existing planning permission
- A plant that is enabled to provide both heat and power
- A plant that has the ability to provide heat to a local district heating network
- A plant that provides maximum financial benefit to the Councils through electricity production while utilising heat as required by SEPA.

3.6 The Contract Notice was published in the European Journal on 3rd February 2017 inviting companies to prequalify to take part in the procurement exercise. Submissions were received on 20th March and four companies have been selected to discuss their proposals.

3.7 Since March a series of dialogue meetings have been held with each of the bidders. The purpose of these meetings is to assist the bidders in developing their proposals and allows the Project Team to identify areas that require further clarification both in the proposals but also the detail of the Councils' requirements from the procurement. By December 2017, the dialogue process will be completed and Bidders will be asked to submit their detailed proposals. This is slightly later than previously reported however does not affect the overall programme. It was felt necessary to extend this period to allow more of the Projects requirements to be finalised which will lead to better submissions from Bidders. Following evaluation of the submissions, the Councils hope to identify two of those Bidders to take part in further discussions and to submit Final Tenders. The preferred Bidder should be known by April 2018 with the Contract awarded in the Autumn of 2018.

3.8 Site Purchase and Remediation

3.8.1 The site identified for the plant at East Tullos within Aberdeen City is being purchased from SGN (Scotia Gas Networks) by Aberdeen City Council and is conditional on SGN demolishing structures and decontaminating the site to a satisfactory standard.

3.9 SGN commenced demolition and remediation works in January 2017 with the bulk of the works being undertaken over the summer. All of the structures (including the 4 section steel gas holder) have now been removed and further geotechnical and environmental investigations undertaken to clarify the ground conditions.

3.10 The Council is now in receipt of these investigation reports and is considering whether these meet the conditions of site purchase.

3.11 Planning Permission and Environmental Permit

3.11.1 Planning permission for a 150,000 tonne EfW facility was granted by Aberdeen City Council on the 10th October 2016. The Permission will be provided to the successful bidder. It is likely that bidder will require some minor amendments to be made to fit the final agreed design. It is unlikely that any major change could be accommodated within the timescale of the project since it could involve a new application.

3.12 In order to develop and operate the EfW facility, it will be necessary for the successful bidder to obtain a Permit to operate from the Scottish Environment Protection Agency (SEPA). It is anticipated that an application for this will be submitted once the preferred bidder is appointed (spring 2018). This application will be subject to public scrutiny with SEPA undertaking a consultation exercise.

3.13 Exemption from Thermal Treatment Guideline Pre-Treatment Requirements

3.13.1 As previously reported an application for an exemption from the requirement to pre-treat waste for the removal of dense plastics and metals from the waste stream has been made in accordance with the Waste (Scotland) Regulations 2012. This exemption will only be accepted if SEPA are satisfied that the three authorities have widespread (100%) collections in place for plastics and metals and that other recyclables are also being removed from the general waste stream. By removing as much material of this nature at source, the quality of recyclable products is much higher, ensuring better value is achieved for the authorities and that markets exist for reprocessing.

3.14 To date, the authorities are awaiting letters of comfort from SEPA that exemptions will be granted at the appropriate time (i.e. immediately prior to commencement of plant operation in 2021).

3.15 Current Project Timeline

3.15.1 The project remains on schedule for commencement of waste operations in late-summer 2021. The key future stages are as follows:

- Continue dialogue meetings until December 2017
- Detailed submissions submitted for evaluation January 2018
- Shortlisting of Two Bidders March 2018
- Further dialogue March 2018
- Submission of Final Tenders April 2018
- Identification of Preferred Bidder May 2018
- Inter Authority Agreement (3) August 2018
- Contract Award August 2018
- Service Commencement August 2021

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

4.2 The projected costs associated with the site acquisition, procurement and design and build of the EFW facility are included in the Council's approved capital plan.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

6.1 No new risks have been identified arising from this update report.

7. IMPACT SECTION

7.1 Economy

7.1.1 Development of the EFW facility will provide the most cost-effective and low risk solution to the management of non-recyclable waste following the introduction of the ban on landfilling of biodegradable waste in 2020; this has been demonstrated in the revised EFW business case considered by Council in advance of entering into the IAAs with partner authorities. The project is a significant infrastructure investment for the city.

7.2 People

- 7.2.1 There are no new impacts arising from this report. A EIA has been developed along with the Aberdeen City Waste Strategy which includes this project. Continuing stakeholder engagement is managed primarily through the Energy from Waste Stakeholder Group.
- 7.2.2 Since the commencement of dialogue meetings, engagement with the Stakeholder Group has been reduced as the dialogue process does not require frequent discussion or reporting. The Project recently engaged professional mediators to assist with reviewing the activity of this group and to assist with improving relationships with the local Communities and they will present their recommendations to all stakeholders during November.

7.3 Place

- 7.3.1 The development of an alternative solution for non-recyclable waste to landfill will significantly reduce greenhouse gas emissions from the disposal of waste. The EfW will also produce low carbon electricity and heat, offsetting fossil fuel generated energy that is utilised in the city.

7.4 Technology

- 7.4.1 The EfW facility will utilise the best available techniques for the management of waste with the procurement process encouraging the introduction of innovative technology to reduce emissions and maximise energy efficiency.

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ABERDEEN CITY COUNCIL

COMMITTEE	Zero Waste Management Sub-Committee
DATE	28 November 2017
REPORT TITLE	Waste Service Update
REPORT NUMBER	CHI/17/296
INTERIM DIRECTOR	Bernadette Marjoram
REPORT AUTHOR	Pam Walker

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update the Sub-Committee on progress with the Waste Service in relation to the Altens East Recycling and Recovery Centre and the collection service.

2. RECOMMENDATION

- a) That the Sub-Committee note the report.

3. BACKGROUND/MAIN ISSUES

3.1 Background

- 3.1.1 In 2010, Aberdeen City Council approved a Waste Strategy that identified a need to find a mechanism to significantly increase the coverage of recycling collections in the city in order to minimise long term costs to the council, improve environmental performance and comply with anticipated regulatory requirements (subsequently enacted through the Waste (Scotland) Regulations 2012). The business case also considered the short term (until 2021) requirement to manage non-recyclable waste.

- 3.2 The best value solution was identified as the development of a Materials Recycling Facility (MRF) and Refuse Derived Fuel (RDF) facility at Altens East and associated collection service changes designed to increase recycling in the city.

3.3 Current Status

3.3.1 Altens East

3.4 Construction of the Altens East facility started on site in January 2016 and civils construction is now complete with minor snagging items outstanding. The installation of the MRF and RDF plants is also complete and both plants are now accepting Council waste and producing outputs. The facility was officially opened on 20th October 2017 by Councillor Jenny Laing and David Palmer-Jones, CEO of Suez.

3.5 In relation to the MRF, the quality of the products is high and Suez is reporting that there is no current difficulty in finding markets for the products from the plant. Early feedback from reprocessors is that the quality of the materials are comparable and, in some cases, better, than those collected from source segregated collections (where materials are separated by the householder or at the point of collection instead of at an MRF). Suez is continuing to work with Bulk Handling Systems (BHS), the MRF and RDF equipment supplier, to address some outstanding issues in relation to the operation of the plant and as a result, formal handover of the plant has not been accepted to date.

3.6 All general refuse from the city's collections are being managed through the RDF facility and a number of shiploads of fuel have now been sent to plants in Sweden via Montrose port that provide heat and power for households and businesses. There also remain some performance issues in relation to the quality of metals removed during the process (with respect to the purity of material that is being separated for recycling through the magnetic extraction system) and Suez again have not yet formally accepted handover from BHS for the plant. As a result of these issues, the commissioning period for the plant has been extended.

3.7 Public tours of the MRF have now commenced and there have been a number of parties who have taken up this opportunity and further tours are planned over coming weeks. Bookings for tours are being managed by the Waste & Recycling Team. A promotional video has also been produced which will be used to showcase the facility to residents, businesses, industry and others and an additional "virtual reality" tour is also under development. These resources will be available on the Council website in due course.

3.8 Collection Operations

3.8.1 The facility at Altens East was undertaken to facilitate the introduction of new waste collections across the city. A detailed report on the progress of the new service introduction and issues associated was presented to Communities, Housing and Infrastructure Committee, however, it is evident that there has been a significant boost in recycling as a result of the new services with latest figures indicating a 10% increase in the Council's overall recycling rate recycling since the new service commenced in March (2016 recycling rate was 39%, unconfirmed recycling rate for period March-September 2017 is 49%).

- 3.9 Members will be aware that there have been difficulties in certain areas arising from the rollout with particular challenges in the food and garden waste collection where unprecedented demand along with a complete reorganisation of routing to match in with recycling and refuse collection days has resulted in unbalanced routes and non-completion of rounds. In addition, staff and vehicle availability and the settling of operations from the new depot at Altens East have contributed to service disruption.
- 3.10 A review of these routes has now been undertaken and consideration is being given to the changes required ahead of the peak garden waste season in 2018. In addition to this, awareness raising of the existing policy that households should not present more than 2 brown bins for collection will be undertaken over the coming months ahead of next Spring.
- 3.11 Additional work has been carried out to consider areas of the city where narrow streets have caused accessibility issues for LGVs and adjustments have been made to the routes in order that these areas can also be safely serviced – this issue also contributed to some of the missed bin complaints.
- 3.12 With respect to the number of complaints and enquiries received, latest data from October shows that the level of these has dropped significantly and is currently back to “normal” levels (levels similar to before any service changes were implemented). In addition, the backlog of bulky uplifts which was causing delays has also returned to normal levels and the majority of collections are currently being carried out within the 10 working day target. This is being monitored closely.
- 3.13 With respect to recycling collection, a recent participation study showed an average participation rate of 80% across a sample of households in the city, this is very encouraging. However, there continues to be challenges with keeping the quality of materials high and as such the Recycling Team are working hard on those identifiable pockets where contamination continues to be an issue. The team are working closely with the operations team to work to reduce levels of contamination in the recycling containers. Crews continue to use the Collective system to report issues in real time and this information is used by the team to identify where their input is required.
- 3.14 In addition to the contamination work, it is evident that there is an issue with the number of bins being left permanently on city streets and this has been exacerbated in some areas by the addition of the extra bins that were delivered as part of the new service. In some areas, work is ongoing to convert these individual bins to communal bins where this is identified as the best solution – this work is expected to be completed by the end of March 2018.

- 3.15 To address those areas where communal bins are not suitable, the team have devised a plan to address the issue of multiple bins being permanently left on the street and a pilot project was carried out in Midstocket Road recently. This involves working to identify which bins belong to which household, liaising with residents to ask them to remove their bins from the streets wherever possible, and then ultimately removal of any remaining bins which are then deemed to be “orphan”. Appendix A gives more detail on the procedure being adopted.
- 3.16 Work is also progressing on the “Unadopted Roads” policy. Letters have been drafted and a list has been drawn up of those properties that require to be contacted on this issue. The implementation of this will further assist with improving the efficiency of the service. A checklist for the process has also been drawn up (see Appendix B), which includes informing local elected members in order that they are aware when there are properties affected by this change in their ward.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report.
- 4.2 The projected costs associated with the design and build of the Altens East facility are included in the Council’s approved capital plan.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

- 6.1 No new risks have been identified arising from this update report.

7. IMPACT SECTION

7.1 Economy

- 7.1.1 Development of the Altens East facility will provide the most cost-effective and low risk solution to the management of recyclable waste. The facility has created approx. 30 new full time posts. A significant piece of high standard infrastructure has been developed for the benefit of the city for many years to come.

7.2 People

- 7.2.1 There are no new impacts arising from this report. A EHRIA has been developed along with the Aberdeen City Waste Strategy which includes this project.

7.3 Place

- 7.3.1 The introduction of significantly enhanced recycling services for all households across the city and the associated sorting and separation of these materials in the city significantly improves the environmental impact of the city and encourages a more responsible approach to our amenity. The work to reduce the number of bins left on streets further enhances the amenity of the city. The interim RDF solution for non-recyclable waste to landfill will significantly reduce greenhouse gas emissions from the disposal of waste.

7.4 Technology

- 7.4.1 The Altens East facility utilises the best available techniques for the management of recyclable waste. It has been described as the highest quality and most advanced MRF in the UK.

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ABERDEEN CITY COUNCIL

COMMITTEE	Zero Waste Management Sub-Committee
DATE	28 November 2017
REPORT TITLE	Recovery of Postal Costs for Bioliners
REPORT NUMBER	CHI/17/295
INTERIM DIRECTOR	Bernadette Marjoram
REPORT AUTHOR	Pam Walker

1. PURPOSE OF REPORT:-

- 1.1 The purpose of this report is to gain approval to introduce cost recovery for the postage costs associated with posting bioliners out to residents (with the alternative option being to collect from local collection points free of charge).

2. RECOMMENDATION(S)

- a) The Zero Waste Management Sub-Committee supports the proposal to introduce a charge to cover the postage costs for bioliners and refers this to Finance, Policy and Resources for formal approval.

3. BACKGROUND/MAIN ISSUES

- 3.1 The Council has historically provided bioliners to householders for the collection of food waste free of charge. Householders can get these in two ways – either by collecting from any of a number of collection points across the city (see Appendix 1 for a list of locations), or by contacting the Council to request that they are posted out. This report addresses the cost of the postage for this service.

- 3.1.1 The cost of postage has risen dramatically since this was introduced and in 2017 the cost per package (2 rolls of 25 bags) is around £2.33. This has had a significant impact on the postage budget and increased uptake in the service due to recent service changes has also placed additional pressure on the administrative functions of the Council. This has come to a point where the Facilities Service has stated that the cost of posting bioliners has played a significant part in the overspending of this budget and therefore this has been reviewed to consider ways to reduce or eliminate this cost.

3.2 Options

3.2.1 A number of options were identified and considered for alleviating the financial burden of provision of bioliners by post. These are:

- a) cessation of the postage service entirely (and bioliners would then only be available for collection from the collection points around the city)
- b) continuing with the current arrangement but review current postage arrangements to investigate whether there is a better value option
- c) continuing to offer the postage service but the customer pays the cost of postage

3.2.2 In all scenarios the bags themselves continue to be provided free of charge at this time. This is to promote participation in the food waste service.

3.3 Considerations

- A number of issues were raised as part of the discussion:

Issue	Response
If bags are no longer posted out, are there enough collection points to give adequate coverage across the city?	The collection points have been mapped and reviewed. There were a few areas of the city that were identified as lacking in local collection points. Additional points have now been identified in these areas.
Can we able to keep the collection points adequately stocked as demand to collect will inevitably increase if there is a charge for postage.	The rate of current usage has been reviewed and a programmed delivery schedule would be put in place to ensure the points are kept stocked. Consideration will be given to better stock control/ordering procedures that help ensure that there is always stock.
Could we consider some form of "Click and Collect" type system to better control the distribution of bags at Collection Points?	This may be possible via the new digital platform and will be further investigated.
If a charge is introduced would we still post FOC to those on assisted collection on the assumption that they are unable to collect?	Yes. The contact centre have access to the information regarding who has an assisted collection so this can be used to allow this to happen.
Can we provide more and better information about alternatives to bioliners if people run out - e.g. wrapping food waste in paper or tipping food waste directly into the brown bin (not suitable for communal bins). Or that bioliners can be purchased from most supermarkets.	Recycling Team have put together information leaflets and posters on this subject and messages are on the relevant pages on the council website. This has also featured on the social media pages. We will continue to communicate this message wherever possible.

4. FINANCIAL IMPLICATIONS

4.1 Prior to the roll out of the new services, the annual cost of posting out binliners was approximately £25,000, but this can vary according to demand. There was significantly higher demand in summer of 2017 during the roll out of the new services – this was due to increased demand due to the new service and associated increased publicity that accompanied this. It is expected that going forward, the annual cost is likely to be in the region of £30-35,000 which accounts for the additional participation that has occurred since the service changes and the fact that food waste has now been rolled out across all of the communal properties also.

4.1.1 It is proposed that the authority would continue to provide a free of charge postal service of binliners to those on the assisted collection service (which assumes that those using that service have limited mobility and therefore the collection option is not as suitable), but this would be negligible. Currently, there are around 1,200 households on this service, assuming they require 2 deliveries per year, at the current cost of £2.33 then this equates to £5,592 per annum. However, this assumes that 100% of those would require this which is unlikely to be the case.

4.1.2 This cost currently sits in the Facilities budget, not with the Waste & Recycling Service.

4.2 The proposed charge would be a straightforward cost recovery. No administration fee is being considered. At current rates this would be £2.33 per package.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

Risk	Mitigating action	Level
Reduced participation in service as a result of charge being introduced.	Increased communication of alternative options such as picking up bags from collection points or using newspapers or putting loose food into the brown bins.	Medium
Increased demand on Collection Points	Communication with collection points increased, better stock control procedures put in place.	Medium

7. IMPACT SECTION

7.1 Economy

7.1.1 This report has no significant impact on the economy.

7.2 People

7.2.1 This change will impact on those who are used to regularly requesting bags to be posted to them. However, it is likely that in many cases people are unaware of the other options. As the bags are still provided free of charge the impact should be minimal.

7.2.2 An EHRIA has been completed and is attached. There are no significant equalities impacts as this proposal does not reduce the options available for obtaining bioliners. Those people who are already using the assisted collection service will continue to receive the service free of charge as they are less likely to be able to collect their bags from a collection point.

7.2.3 A PIA is not required for this report.

7.3 Place

7.3.1 This proposal will reduce the number of packages being delivered to individual households by post. Householders will be actively encouraged to collect their bioliners while they are out and about on other business. More information will also be provided on reducing food waste (this reducing the requirement for bioliners) and the use of alternative service options not requiring the use of bioliners. These actions should reduce the overall requirement for bioliners across the City – both in terms of provision and postal delivery.

7.4 Technology

7.4.1 Further work will be carried out to look at the opportunities for the Council's new digital platform which can give additional information on where the usage of bioliners is high, e.g. this could allow for an "annual allowance of bioliners" per household if some form of "click and collect" type scheme were implemented. Where a household is exceeding this, action and support can be provided to help identify the reasons for the higher than average demand and help the household to reduce this.

8. APPENDICES

Appendix 1: List of collection points for bioliners.

9. REPORT AUTHOR DETAILS

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Bioliner Collection Points

ACC East Area Housing Office (Tillydrone)	Formartine Road, Aberdeen, AB24 2QX
Airyhall Library	Springfield Rd, Aberdeen, Aberdeen City AB15 7RF
Beacon Learning Centre	Kepplehills Road, Bucksburn, AB21 9DG
Bridge of Don Learning Centre	Braehead Way, Bridge of Don, Aberdeen, AB22 8RR
Bridge of Don Library	Scotstown Road, Aberdeen AB22 8HH
Bucksburn Library	Kepplehills Road, Aberdeen AB21 9DG
Castleton Court	Castleton Drive, AB16 5JP
Central Library	Rosemount Viaduct, Aberdeen AB25 1GW
Cornhill Learning Centre	Cornhill Drive, Beechwood Road, Aberdeen, AB16 5BL
Cornhill Library	Cornhill Drive, Aberdeen AB16 5UT
Cove Library	Loirston Avenue, Aberdeen AB12 3HE
Culter Library	189 North Deeside Road, Peterculter AB14 0UJ
Cults Learning Centre	Community Wing, Cults Academy, Quarry Road, Aberdeen, AB15 9TP
Cults Library	429 North Deeside Road, Aberdeen AB15 9SX
Dyce Learning Centre	Gordon Terrace, Aberdeen AB21 7BD
Dyce Library	Riverview Drive, Aberdeen AB21 7NF
Ferryhill Court	Whinhill Gate
Ferryhill Library	Fonthill Road, Aberdeen AB11 6UP
Hazlehead Learning Centre	Hazlehead Primary School, Provost Graham Avenue, Aberdeen, AB15 8HD
Hilton Court	Hilton Court, Aberdeen AB24 4GD
Janesfield Manor Sheltered Housing	Auchinyell Road, Aberdeen AB10 7FS
Kaimhill Learning Centre	Community Wing, Kaimhill Primary, Pitmedden Terrace, Aberdeen, AB10 7HR
Kaimhill Library	Pitmedden Ter, Aberdeen AB10 7
Kincorth Community Centre	Provost Watt Drive, Aberdeen AB12 5NA
Kincorth Customer Access Point	Provost Watt Drive, Aberdeen AB12 5NA
Kincorth Library	Provost Watt Drive, Aberdeen AB12 5NA
Manor Park Learning Centre	Daneston Circle, Northfield, Aberdeen, AB16 7YB
Mastrick Access Point	Spey Road
Mastrick Customer Access Point	Spey Road, AB16 6SH
Mastrick Library	Mastrick Library Greenfern Road, Aberdeen AB16 6TR
Mile End Learning Centre (Raeden)	Midsocket Road, Aberdeen, AB15 5PD
Northfield Library	Byron Square, Aberdeen AB16 7LL
Rosemount Learning Centre	Rosemount Community Centre, Belgrave Terrace, AB25 2NS
Seaton Community Project	Community Wing Seaton School, Aberdeen AB24 1XE
Sunnybank Learning Centre	Sunnybank Road, Aberdeen, AB24 3NJ
Tillydrone Library	Tillydrone Library Pennan Road, Aberdeen AB24 2UD
Torry Library	Victoria Road, Torry Library, Aberdeen AB11 9NJ
Tullos Learning Centre	Girdleness Road, Aberdeen, AB11 8FJ

Woodhill Court	<u>Castleton Drive, AB16 5JP</u>
Woodside Fountain Centre	<u>Marquis Rd, Aberdeen AB24 2QY</u>
Woodside Library	<u>356 Clifton Road, Aberdeen AB24 4DX</u>
Torry Leisure Centre	<u>Oscar Road , Aberdeen, AB11 8ER</u>
<u>Camphill Estate Murtle</u>	Murtle House, Bielside, Aberdeen, Scotland, AB15 9EP
Marischal College	Broad St, Aberdeen, AB10 1YS