

## **CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING**

**Venue: Town Hall, Moorgate  
Street, ROTHERHAM.  
S60 2TH**

**Date: Monday, 3rd February, 2014**

**Time: 9.30 a.m.**

### **A G E N D A**

1. To determine if the following matters are likely to be considered under the categories suggested, in accordance with Part 1 of Schedule 12A (as amended March 2006) to the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Apologies for absence
4. Minutes of the previous meeting held on 13th January, 2014 (herewith) (Pages 1 - 4)
5. Minutes of a meeting of the Health, Welfare and Safety Panel held on 10th January, 2014 (herewith) (Pages 5 - 7)
6. Review of Provision of Household Waste Recycling Centres - 2014/2015 Budget (report herewith) (Pages 8 - 16)
7. Emergency Planning Update and Health and Safety Issues (Officers to report)
8. Waste Update (Officers to report)
9. Date and time of next meeting - Monday, 3rd March, 2014 at 9.30 a.m.

**CABINET MEMBER FOR WASTE AND EMERGENCY PLANNING  
13th January, 2014**

Present:- Councillor R. S. Russell (in the Chair); and Councillor Swift.

Apologies for absence were received from Councillor Ali.

**L36. MINUTES OF THE PREVIOUS MEETING HELD ON 2ND DECEMBER, 2013**

Resolved:- That the minutes of the previous meeting of the Cabinet Member and Advisers for Waste and Emergency Planning held on 2<sup>nd</sup> December, 2013, be approved as a correct record for signature by the Chairman.

**L37. ENVIRO-CRIME AND ENFORCEMENT**

Reference was made to the role and work of this Council's Enforcement Teams in respect of enviro-crime, for example: fly-tipping, littering, dog fouling and waste disposal/transfer, including the role of the Rotherham town centre wardens.

Resolved:- That a report on these issues be submitted to the next meeting of the Cabinet Member and Advisers for Waste and Emergency Planning.

**L38. EMERGENCY PLANNING UPDATE AND HEALTH AND SAFETY ISSUES**

Consideration was given to the update provided by the Emergency and Safety Manager and the Principal Health and Safety Officer. The update included:-

(a) Business Continuity

- Attendance at a South Yorkshire Business Continuity leads Pandemic Flu exercise to table individual agency plans; lessons identified have been incorporated into this Council's planning arrangements;
- Discussions continue with this Council's and Sheffield City Council's Public Health colleagues in terms of a health response and how best to integrate the planning arrangements;
- Consultation comments on the council's draft recovery plan have been incorporated;
- Sheffield City Council recovery awareness raising sessions organised for February and March 2014;
- Attendance at a number of departmental management teams to promote BCMShared and update Business Continuity Plans within departments.

- This Council's Seasonal Flu Vaccinations have been organised and the programme completed for frontline Health and Social Care staff.
- The Severe Weather Plan has been published for consultation.
- The Flu plan has been disseminated for consultation and an interim version published.

(b) Emergency Planning

- The Sheffield City Council Major Incident Plan has been revised and circulated.
- Work to upgrade the electronic management information system (EPIMS) is on target and a recent review clearly demonstrates a number of improvements.
- After the visit to the Reservoir Conference, organised by the Government Department for Communities and Local Government and Exercise Rutland is being staged on 4 February 2014 to validate the Sheffield Reservoir Emergency Offsite Plan.
- The emergency mortuary workshop produced a number of actions and a visit to potential sites.
- All Sheffield City Council Directors have received basic training in Emergency Planning and their role in the response to an emergency.

Planning for forthcoming exercises in 2014:-

- Exercise Rutland – Tuesday 4 February 2014  
- table top exercise tackling a Reservoir Emergency
- Owlerton Stadium, Hillsborough – Wednesday 12 March 2014 -  
Multi-agency Rest centre exercise involving the voluntary sector
- Exercise Flux – Wednesday 19 March 2014 – live Reception  
Centre by  
Sheffield City Council Communities Portfolio at Sheffield Town Hall
- COMAH exercise at Victrex, Greasbrough – Tuesday 8 April 2014.  
Live multi-agency response to an incident
- Exercise Polaski – Wednesday 9 April 2014 - Wildfire Exercise
- Exercise Jelly – Wednesday 30 April 2014  
Sheffield's Children's Services and Communities' internal exercise
- RMBC Corporate Exercise – Thursday 15 May 2014

- COMAH exercise – Outukumpo, Sheffield - Thursday 15 May 2014.

(c) Health and Safety

- Members of the Health and Safety Team attended a free “Fire Safety Awareness” conference in Doncaster organised by KIA Fire Safety Ltd. The conference provided advice and guidance around Fire Safety within residential care homes.
- Advice and guidance to staff working in Riverside House on display screen equipment and carried out workstation assessments.
- A ‘toolbox talk’ delivered by the WYG Group; WYG are contracted to carry out asbestos surveys of Council properties requiring refurbishment. The training was aimed at staff working for Morrisons and WYG outlined how they carry out the surveys and addressed any concerns from Morrisons’ staff.
- Visit to a foster care residential property in Dinnington as part of a programme of refurbishment works where extensions are being built to foster homes, so that they can accommodate the needs of the individuals being fostered and their families.
- Delivery of training on Fire Safety, General Health and Safety and COSHH to staff working at Netherfield Court; the training was well received and of particular importance given the vulnerable nature of the clients in the facility.

Resolved:- That the update be noted and the Emergency and Safety Manager and the Principal Health and Safety Officer be thanked for their contribution.

**L39. WASTE UPDATE**

Consideration was given to the update provided by the Waste Manager, Environment and Development Services and the Principal Officer, Streetpride. The update included:-

- (a) continuing discussions with the Council’s waste partners;
- (b) closure of the waste disposal site at Worksop;
- (c) the continuing discussions about the Waste Treatment and Disposal Contract for the 2014/15 financial year;
- (d) budget issues affecting waste disposal and availability of waste disposal sites.

(e) regulations relating to Waste Electrical and Electronic Equipment (WEEE) and implications for the BDR joint waste agreement.

Resolved:- That the update be noted and the Waste Manager and the Principal Officer, Streetpride be thanked for their contribution.

**HEALTH, WELFARE AND SAFETY PANEL  
FRIDAY, 10TH JANUARY, 2014**

Present:- Councillor R. S. Russell (in the Chair); Councillors G. A. Russell, P. A. Russell, Swift, Whelbourn and Wootton; Mrs. J. Adams (NUT), Mrs. S. Brook (NASUWT), Mr. P. Harris (GMB) and Mrs. K. Hall-Garritt and Mr. G. Millns (UNISON).

Apologies for absence were received from Councillor Ali and from Mr. K. Stoddart (ATL).

**12. MR. M. BURKITT - HEALTH AND SAFETY OFFICER**

The Panel agreed to send their best wishes to Mr. M. Burkitt (Health and Safety Officer), wishing him a speedy recovery from illness.

**13. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH OCTOBER, 2013**

Resolved:- That the minutes of the previous meeting of the Health, Welfare and Safety Panel, held on 18th October, 2013, be approved as a correct record for signature by the Chairman.

**14. MATTERS ARISING**

With regard to Minute No. 11(g) (Kelford School, Kimberworth), a further inspection has taken place of the changing rooms at this School. The Panel emphasised that the changing rooms must not be used for storage purposes.

**15. STATISTICS OF ACCIDENTS, INJURIES AND INCIDENTS OF VIOLENCE TO EMPLOYEES**

Consideration of this item was deferred until the next meeting.

**16. HEALTH AND SAFETY BULLETIN**

Consideration was given to the Health and Safety Bulletin, containing recent articles and reports of legal cases relating to health and safety.

The following items were highlighted:-

- matters of interest from the Health and Safety Executive, including the 40th anniversary of the Health and Safety At Work Act; revised guidance on managing and controlling asbestos; and practical advice on controlling legionella bacteria in water systems; it was noted that the contract for the Council's legionella control systems are being renewed;
- safety myth (risk assessments need not be long and complex);
- recent Court Cases, one incident involving the death of an employee at the Sheffield Forgemasters; an unregistered gas fitter; and safety failings at a care home in London.

Resolved:- (1) That the Principal Health and Safety Officer distribute copies of the bulletin throughout the Authority and also publish the bulletin on the Council's Intranet web site.

(2) That the Health, Welfare and Safety Panel be informed of the details of this Council's legionella control systems.

#### **17. VISITS OF INSPECTION HELD ON 6TH DECEMBER, 2013**

Consideration was given to matters arising from the visits of inspection made by the Panel on Friday, 6th December, 2013.

The report included the responses provided by Service Areas to the various issues raised at the inspections. Particular reference was made to:-

##### **(a) Eric Manns Building**

Reference was made to the checking of the water temperature controls, to ensure the correct water temperatures within this building. It was noted that the clinical waste contract is now in place. Health and Safety Officers would make a further inspection and ensure that there are responses to all reported items. The Panel asked to be informed of action to be taken in respect of the light intensity within this building.

##### **(b) Key Choices Property Shop (Old Town Hall, Rotherham)**

The Panel emphasised that all building managers should be reminded of the requirement to prevent unauthorised access to rooms where cleaning materials are stored and to display appropriate signs where necessary. The practice of decanting cleaning fluids and chemicals into unmarked containers must also be prohibited.

##### **(c) Portable Appliance (PAT) Testing**

Discussion took place on the portable appliance (PAT) testing of electrical equipment and the need to ensure that up-to-date records of such testing are maintained and available for inspection.

##### **(d) Visitors' Centre, Bridgewater, Rotherham**

The portable appliance (PAT) testing of electrical equipment has now been ordered.

##### **(e) Rotherham town centre – landscaping work**

Having viewed an incident involving landscaping works whilst walking between premises in the Rotherham town centre, Panel members emphasised the importance of operatives always wearing the correct

personal protective equipment.

(f) Visits of Inspection – Thrybergh Country Park

Health and Safety Officers will make a visit of inspection to the Thrybergh Country Park and inspect (i) the administrative building and shop (employee safety) and (ii) view the condition of the footways (access for people with a disability).



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member and Advisers for Waste and Emergency Planning</b>
<b>2.</b>	<b>Date:</b>	<b>Monday 3<sup>rd</sup> February 2014</b>
<b>3.</b>	<b>Title:</b>	<b>2014/15 Budget – Review of the Provision of Household Waste Recycling Centres – All Wards Affected</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

## **5. Summary**

This report reviews the current provision of the Household Waste Recycling Centres (HWRCs) in Rotherham and recommends reducing the days of operation to achieve the budgetary savings required for Financial Year 2014/15.

## **6. Recommendations**

**6.1 It is recommended that Cabinet Member for Waste and Emergency Planning approves:**

- 1. The closure of Warren Vale HWRC on Tuesday and Wednesday each week**
- 2. The closure of Lidget Lane HWRC on Thursday and Friday each week**

## 7. Proposals and Details

- 7.1 The Council as a Waste Disposal Authority has a statutory obligation under the Environmental Protection Act 1990 for “places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited”.
- 7.2 It is up to the Council to decide how it fulfils its duty in 7.1 above. In respect of how many Centres are provided, where they are situated and their opening days and hours.
- 7.3 The management of Rotherham’s HWRCs is arranged through a joint BDR (Barnsley, Doncaster and Rotherham) contract with FCC Environment Limited.
- 7.4 The contract with FCC Environment Limited sets out their duties in relation to the Council’s network of HWRCs, including the opening days and hours of each Centre.
- 7.5 In order to change any contractual obligation, a variation to contract will need to be agreed with the service provider. Within the existing contract is a schedule of rates which makes provision for and quantifies the financial adjustment to the weekly contract management fee, resultant from any changes in the opening hours and/or whole day Centre closures.
- 7.6 All our Centres are currently open daily at the following times:

April 1 <sup>st</sup> to September 30 <sup>th</sup>	10:00 am to 6:30 pm
October 1 <sup>st</sup> to March 31 <sup>st</sup>	10:00 am to 4:00 pm

In previous financial years the required budgetary savings have been achieved by cutting back on the daily opening times. It is now considered that normal opening times stand at a minimal level. Further narrowing of the daily opening times would leave insufficient hours in the day for it to be worthwhile opening a Centre.

- 7.7 Closing selected Centres on specific days would best address the key issue of achieving the required budgetary saving. Still avoiding the need to permanently close a Centre and minimising the impact on the majority of Rotherham’s service users.
- 7.8 In order to achieve the required level of savings we need to close the equivalent of one Centre for four days per week (the level of contractual savings do not differ between Centres). However, to avoid disadvantaging one population area unfairly, it should not be the same Centre which is closed on each day.
- 7.9 In determining which Centres to close on which day we have taken account of: location, travel distance to alternative Centres, facility size, tonnage throughput (customer usage), previous recycling performance, provision for permitted vehicles. In discussion with the service provider, FCC Environment Limited, account has also been taken of their existing staffing rotas to limit, as far as possible, any requirement for compulsory redundancies.

**7.10 It is proposed that:**

- **Warren Vale HWRC closes on Tuesday and Wednesday each week**
- **Lidget Lane HWRC closes on Thursday and Friday each week**
- **Car Hill and Magilla HWRCs operating hours remain unchanged**

**8. Finance**

- 8.1** Savings have been calculated on the basis of a contractual Schedule of Rates and agreed with FCC Environment Limited.
- 8.2** Reducing the number of operational days impacts upon the number of FCC staff required to manage our HWRC service. The proposal to close two Centres for two days each per week provides the best fit with FCC Environment Limited staffing rotas. This helps minimise the number of compulsory redundancies required. It has been identified that two posts will be lost through this proposal.
- 8.3** FCC Environment Limited have indicated that any costs incurred through redundancy payments resulting from the Council action will be passed back to the Council. These potential costs could be £10,000 per redundancy.
- 8.4** FCC Environment Limited have acknowledged that they currently have two vacant posts on the Rotherham Centres. It has been agreed that an immediate freeze be placed on filling these posts to avoid the need for any compulsory redundancies.
- 8.5** The freeze on filling the vacant posts will mean that casual labour will need to be employed to cover the service until the reduced days of operation commence. There is an additional differential cost to FCC in employing casuals as opposed to permanent employees. FCC have indicated that they may raise a claim against the Council to cover any additional costs they incur in restructuring their staffing levels as a result of our changes.
- 8.6** The estimated saving from this proposal in Financial Year 2014/15 is £26,000 per annum (less a “one-off” contingency sum should FCC claim for the reimbursement of any staff restructuring costs - see 8.5 above). The detailed calculation is provided in APPENDIX 5

**9. Risks and Uncertainties**

- 9.1** Reducing the number of operational days will generate some customer dissatisfaction. This may be minimised by the careful selection of which Centre closes on which day. Ensuring that the travel time to the nearest open Centre is kept to a minimum and no specific population area is unfairly affected.
- 9.2** There is a risk that incidents of fly tipping may increase. Fly Tipping is often linked to businesses illegally avoiding the payment of waste disposal costs. It is

considered this situation will not be exacerbated by the limited closure of our Centres, where the deposit of trade waste is already prohibited. Alternative HWRC provision will remain for Rotherham householders to use and it is thought the majority of the general public will not resort to illegal behaviour. If required, on days when a Centre is closed, there will be increased surveillance of the local vicinity by Enforcement Teams.

- 9.3** The financial savings have been calculated on the assumption that when a Centre is closed, the waste that would have gone to that Centre will be delivered to another HWRC.

## **10. Policy and Performance Agenda Implications**

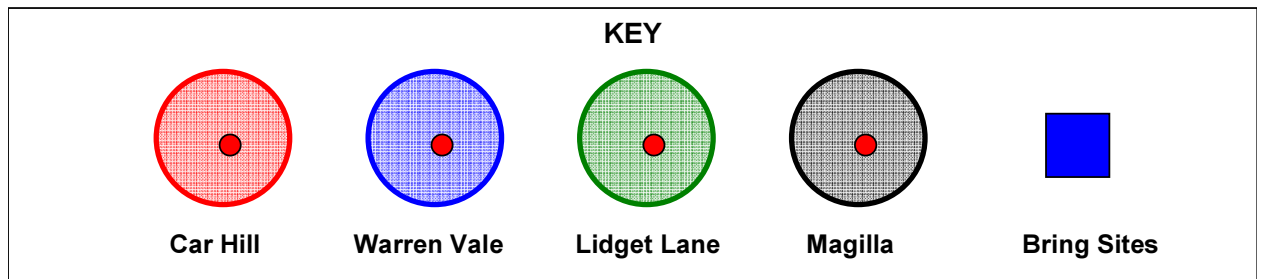
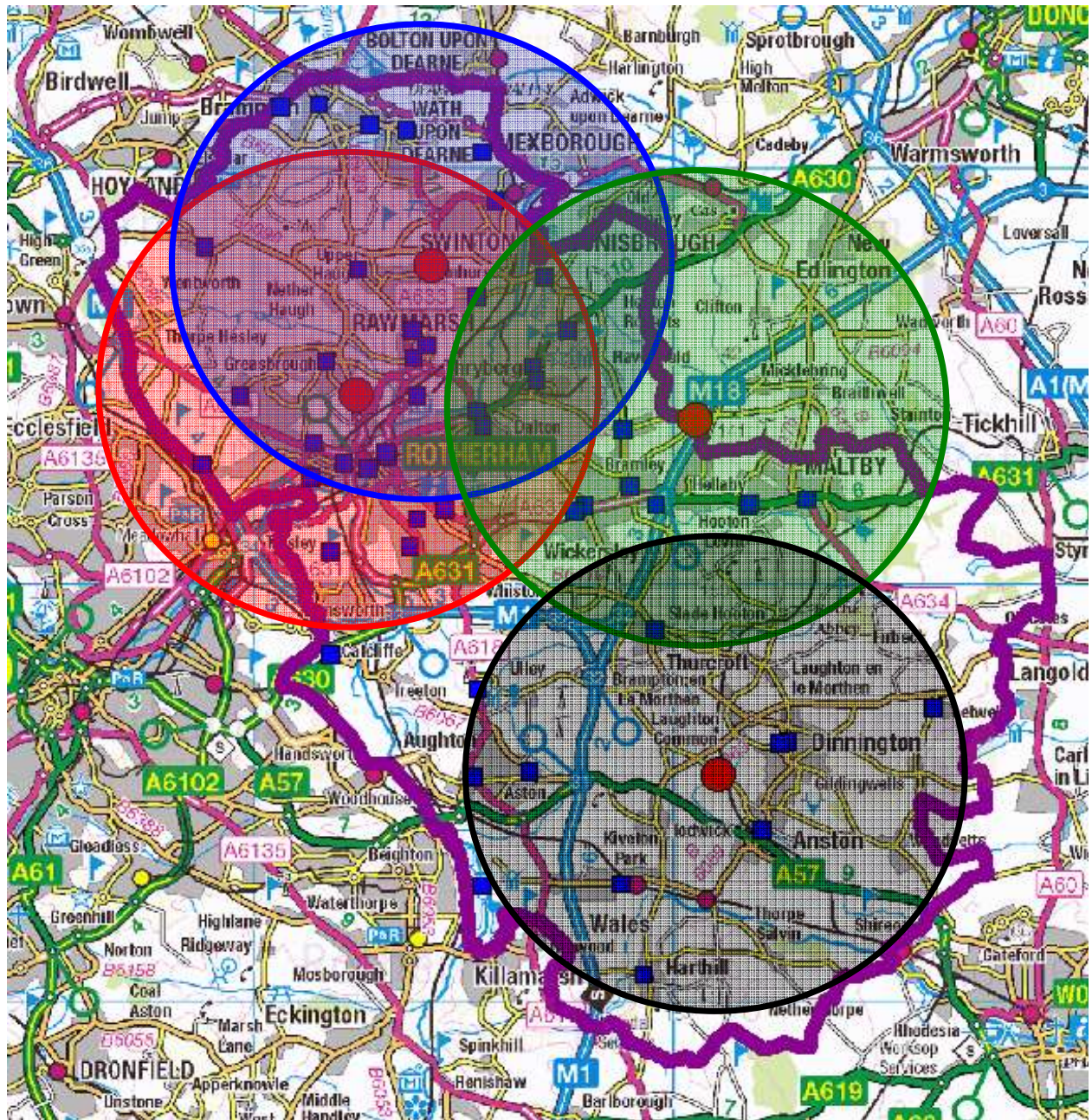
- 10.1** The provision of HWRCs contribute towards achieving the Corporate priority “All areas of Rotherham are safe, clean and well maintained”.
- 10.2** Reducing the days of operation should have no impact upon equalities and diversity. Days of operation will be proportionately reduced across the whole service dependant upon site usage and tonnage throughput. The HWRC network will be left intact and able to continue to provide a high quality service to residents with no particular group or area adversely affected.
- 10.3** The impact on the Council’s recycling rate should be minimal as there are other opportunities for householders to recycle their waste. Including kerbside collections and the bring bank network.

## **11. Background Papers and Consultation**

- 11.1** The National Assessment of Civic Amenity Sites Report 2004 and the WRAP Guidance on the Management of Household Waste Recycling Centres 2012 identify the average catchment radius per HWRC in England to be 4.3 miles. Applying the average catchment radius to each of Rotherham’s HWRCs shows that over 90% of the Borough receives at least average HWRC provision. **APPENDIX 1** refers.
- 11.2** The same WRAP Guidance recommends that at least one HWRC is provided per 143,750 residents. Provision in Rotherham is much more favourable, with one HWRC being provided for every 64,320 residents.
- 11.3 APPENDIX 2** – Shows the level of HWRC provision made by neighbouring Local Authorities. Some of these Local Authorities have previously taken the decision to close selected sites on specific days. Where applicable, the Rotherham HWRC(s) most likely to receive cross border traffic from neighbouring Local Authorities is identified.
- 11.4 APPENDIX 3** – Provides performance data for each of our HWRCs.
- 11.5 APPENDIX 4** – Journey distances to alternative Centres in Rotherham.
- 11.6 APPENDIX 5** – Detailed calculation of the anticipated savings resulting from this proposal.

**Contact Name : David Hill, Waste Management Officer, Ext. 22147, david-eds.hill@rotherham.gov.uk**

APPENDIX 1 – Catchment Radius for each Rotherham HWRC (based upon average for England (4.3 miles) in 2010/11)



**HOUSEHOLD WASTE RECYCLING CENTRES**  
**Neighbouring Local Authority Provision**

**APPENDIX 2**

LA Area	HWRC Location	Post Code	Summer Hours		Winter Hours		Days Open							Potential for Cross Border Inputs at:
			Apr	Sept	Oct	Mar	Su	M	Tu	W	Th	F	Sa	
<b>Barnsley</b>	Goldthorpe	S63 9AT	09:00	17:00	09:00	16:00	Y	Y	Y	Y	Y	Y	Y	Car Hill & Warren Vale
	Smithies Lane	S71 1NL	09:00	17:00	09:00	16:00	Y	Y	Y	Y	Y	Y		
	Penistone	S36 6HH	09:00	17:00	09:00	16:00	Y	Y	Y	Y	Y	Y		
	West St. Worsbrough	S70 5DJ	08:00	19:00	08:00	16:00	Y	Y	Y	Y	Y	Y	Car Hill & Warren Vale	
<b>Doncaster</b>	Armthorpe	DN2 5QB	08:30	19:00	08:30	19:00	Y	Y	Y	Y	Y	Y		
	Balby	DN4 9AJ	09:30	19:00	09:30	17:00	Y	Y			Y	Y	Lidget Lane	
	Carcroft	DN6 7BD	09:30	19:00	09:30	17:00	Y	Y			Y	Y		
	Conisbrough	DN12 2AE	09:30	19:00	09:30	17:00	Y	Y	Y	Y			Y	Lidget Lane & Warren Vale
	Hatfield	DN7 4JT	09:30	19:00	09:30	17:00	Y	Y	Y	Y			Y	
	Rossington	DN11 0PS	09:30	19:00	09:30	17:00	Y	Y			Y	Y	Y	Lidget Lane
<b>Sheffield</b>	Beighton	S13 7PS	10:00	18:00	10:00	16:00	Y	Y		Y	Y	Y	Y	Magilla
	Blackstock Road	S14 1FY	10:00	18:00	10:00	16:00	Y	Y	Y		Y	Y	Y	
	Deepcar	S36 2DT	10:00	18:00	10:00	16:00	Y	Y			Y	Y	Y	
	High Green	S35 4GR	10:00	18:00	10:00	16:00	Y	Y	Y			Y	Y	Car Hill
	Shirecliffe	S5 8WA	10:00	18:00	10:00	16:00	Y	Y	Y	Y	Y	Y	Y	
<b>Bassetlaw (NCC)</b>	Worksop	S80 3HA	08:00	20:00	08:00	16:00	Y	Y	Y	Y	Y	Y	Y	Magilla
	Retford	DN22 7LE	08:00	20:00	08:00	16:00	Y	Y	Y	Y	Y	Y	Y	

**ROTHERHAM BOROUGH COUNCIL**  
**Household Waste Recycling Centres**  
**Performance Data**

**APPENDIX 3**

	Site Area (sq. metre)	Annual Throughput (tonnes)	Congestion Measure (tonnes per sq. metre)	Recycling Rate (incl. Inert)	Recycling Rate (excl. Inert)
<b>Car Hill</b>	5,700	6,214	1.09	69%	48%
<b>Warren Vale</b>	2,200	4,711	2.14	71%	48%
<b>Lidget Lane</b>	3,300	4,300	1.30	76%	54%
<b>Magilla</b>	3,800	4,779	1.26	75%	53%

*Note: a traffic count is not taken routinely at any of our HWRCs*

**JOURNEY DISTANCES TO ALTERNATIVE CENTRES**

**APPENDIX 4**

<b>Miles</b>	<b>Car Hill</b>	<b>Warren Vale</b>	<b>Lidget Lane</b>	<b>Magilla</b>
<b>Car Hill</b>		3.2	6.7	10.9
<b>Warren Vale</b>	3.2		6.1	11.8
<b>Lidget Lane</b>	6.7	6.1		5.4
<b>Magilla</b>	10.9	11.8	5.4	



ROTHERHAM METROPOLITAN BOROUGH COUNCIL  
Waste Management  
HWRC Estimated Savings 2014/15

APPENDIX 5

Month	Opening Hours per day	Potential Working Days in Month	Car Hill		Warren Vale		Lidget Lane		Magilla		Total Revised Cost			Current Cost	Saving
			No Closures		Close Tues & Wed		Close Thurs & Fri		No Closures		£ 37.52	£ 15.36	Total	£ 37.52	
			Open Day	Closed Day	Open Day	Closed Day	Open Day	Closed Day	Open Day	Closed Day	Open Day	Closed Day		Total	
Apr-14	8.5	30	30		20	10	22	8	30		£ 32,530	£ 2,350	£ 34,880	£ 38,270	£ 3,390
May-14	8.5	31	31		23	8	21	10	31		£ 33,806	£ 2,350	£ 36,156	£ 39,546	£ 3,390
Jun-14	8.5	30	30		22	8	22	8	30		£ 33,168	£ 2,089	£ 35,257	£ 38,270	£ 3,014
Jul-14	8.5	31	31		21	10	22	9	31		£ 33,487	£ 2,481	£ 35,967	£ 39,546	£ 3,579
Aug-14	8.5	31	31		23	8	22	9	31		£ 34,124	£ 2,220	£ 36,344	£ 39,546	£ 3,202
Sep-14	8.5	30	30		21	9	22	8	30		£ 32,849	£ 2,220	£ 35,068	£ 38,270	£ 3,202
Oct-14	6.0	31	31		22	9	21	10	31		£ 23,638	£ 1,751	£ 25,389	£ 27,915	£ 2,526
Nov-14	6.0	30	30		22	8	22	8	30		£ 23,412	£ 1,475	£ 24,887	£ 27,014	£ 2,127
Dec-14	6.0	29	29		19	10	23	6	29		£ 22,512	£ 1,475	£ 23,987	£ 26,114	£ 2,127
Jan-15	6.0	30	30		22	8	21	9	30		£ 23,187	£ 1,567	£ 24,754	£ 27,014	£ 2,260
Feb-15	6.0	28	28		20	8	20	8	28		£ 21,612	£ 1,475	£ 23,086	£ 25,213	£ 2,127
Mar-15	6.0	31	31		22	9	23	8	31		£ 24,088	£ 1,567	£ 25,655	£ 27,915	£ 2,260
<b>TOTAL</b>											<b>£ 338,412</b>	<b>£ 23,017</b>	<b>£ 361,429</b>	<b>£ 394,635</b>	<b>£ 33,207</b>
<i>Contract Rates used are at 2013/14 level</i>											Less contingency for FCC restructuring costs				-£ 7,000
											<b>TOTAL SAVING - FINANCIAL YEAR 2014/15</b>				<b>£ 26,207</b>