

Archived Decisions for the Portfolio Holder for Highways 2013



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Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Highways**

Updated Communicable Disease Outbreak Plan

Decision Taken 30 January 2013

DECISION	Reason for Decision:
That the revised 'Communicable Disease Outbreak Plan for Wales', published by the CMO for Wales, and appended to this report, be adopted with immediate effect. That the revised plan replaces the version adopted previously.	To apply the most up to date and relevant model plan to our communicable disease work.

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CYNGOR SIR POWYS COUNTY COUNCIL.

8th January 2013

REPORT AUTHOR: Environmental Health - Commercial Manager

SUBJECT: Updated Communicable Disease Outbreak Plan

REPORT FOR: Decision of Portfolio Holder for Highways

1. Introduction

1.1 The model document, 'Communicable Disease Outbreak Plan for Wales' is used as guidance by all stakeholders, including Welsh local authorities, when dealing with an outbreak of communicable disease. It has been updated recently and consideration now needs to be given to adopting the amended version for use in Powys.

2. Background

2.1 The plan, developed by Public Health Wales and endorsed by the Welsh Assembly Government, was originally adopted and approved by Powys County Council in March 2011. It is used when managing all outbreaks of communicable disease across Wales.

2.2 Between October 2011 and April 2012, the Welsh Government's Health Protection Committee's Outbreak and Incident Subgroup met to consider lessons from the 2010 "Heads of the Valleys" Legionnaires disease outbreak and the E. Coli VTEC O157 PT8 2011 outbreak in the UK. Following this work, a number of recommendations were made to amend the Communicable Disease Outbreak Plan for Wales, specifically:

- The provision of an evaluation template;
- Inclusion of a Legionella sampling protocol;
- Advice on proactive media engagement.

The updated Plan has since been through informal consultation involving a small number of key stakeholders.

2.3 An amended plan has now been issued by the Chief Medical Officer (CMO) for Wales and the Authority now needs to adopt this updated version for use in all forms of outbreak of communicable disease covered by the plan.

Recommendation:	Reason for Recommendation:
That the revised 'Communicable Disease Outbreak Plan for Wales', published by the CMO for Wales, and	To apply the most up to date and relevant model plan to our communicable disease work.

appended to this report, be adopted with immediate effect. That the revised plan replaces the version adopted previously.	
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Relevant Portfolio Member(s):	Councillor W B Thomas
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Relevant Local Member(s):	N/a
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Background Papers used to prepare report:

CMO (2012)17

The Communicable Disease Outbreak Plan for Wales (Revised document)



Llywodraeth Cymru
Welsh Government

The Communicable Disease Outbreak Plan for Wales

(‘The Wales Outbreak Plan’)

September 2012

Preface

In recent years, there have been multiple plans in Wales for the investigation and control of communicable disease. All these have contained very similar guidance. Whilst it has been recognised that each individual plan was robust and fit for purpose, the presence of several plans for use in outbreaks has caused confusion as to which plan should be followed. Therefore, at the request of the Welsh Government, a multi-agency working group was convened in 2008 to draw the plans together into one generic template.

This model plan (“The Wales Outbreak Plan”) is the result of that work. It should be used as the template for managing all communicable disease outbreaks with public health implications across Wales. It has been developed from the amalgamation of the following plans:

- **Plan for handling Major Outbreaks of Food Poisoning (2004)**
- **The Emergency Framework for health-related incidents and outbreaks in Wales and Herefordshire potentially caused by contaminated drinking water (“Water Framework”) (January 2008) (which in turn replaced the older *Cryptosporidium* plan)**
- **Model Plan for the Management of Communicable Disease Outbreaks in Wales (1995 and draft update 2007)**

The “Wales Outbreak Plan” consists of a generic template and appendices containing details pertinent to all outbreaks. After these, there are more appendices containing the technical operational detail needed for managing specific issues. In the case of cross-border outbreaks, all those led by Wales will be managed in accordance with this plan.

Hospitals have their own outbreak plans for internal outbreaks on their premises. However, if an outbreak has any potential public health implications, then this plan takes precedence in control of the outbreak. Appendix 6 describes these arrangements.

Within the former “Water Framework”, there was a section on managing water incidents which was separate to managing water borne outbreaks, but used the same generic principles. This section has been retained in the Water Specific Appendices.

When to use this plan

The “Wales Outbreak Plan” describes arrangements in outbreaks where the Outbreak Control Team (OCT) is the decision-making body in controlling the outbreak.

Where an outbreak crosses the border and affects people living in one or more of the other UK countries, the Outbreak Control Team arrangements may differ, for example, the Team may be chaired by a representative of an agency outside Wales, but the principles of this plan should still apply and the Welsh response should be guided by the requirement to protect the public’s health.

There will be rare occasions where an outbreak or incident may develop into an overwhelming communicable disease emergency or there is suspicion of a bioterrorism event. In such a scenario, the Wales Resilience Emergency Planning structures may need to be invoked and the Outbreak Control Team would need to consider escalation to involve the Local Resilience Forum (LRF) Chair.

The Chair of the Local Resilience Forum (usually a senior police official) would advise on the need to invoke these structures and would convene a Strategic Coordination Group to oversee the response if necessary. A separate document, the **Wales Framework for Managing Major Infectious Disease Emergencies**, describes the overarching arrangements that will apply. In these exceptional circumstances there are also specific UK plans for bioterrorism or other particular infectious disease threats which take precedence over this plan.

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Abbreviations

CCDC	Consultant in Communicable Disease Control
CDSC	Communicable Disease Surveillance Centre
CMO	Chief Medical Officer of Wales
CSSIW	Care and Social Service Inspectorate Wales
DCWW	Dŵr Cymru Welsh Water
DEFRA	Department for Environment, Food and Rural Affairs
DML	Director of Public Health Wales Microbiology Laboratory
DPP	Director of Public Protection (Director of Environmental Health or nominated Deputy)
DWI	Drinking Water Inspectorate
EA	Environment Agency
EDPH	Executive Director of Public Health (of the Health Board)
EHO	Environmental Health Officer
FSA	Food Standards Agency
HB	Health Board
HPA	Health Protection Agency
IMT	Incident Management Team
LA	Local Authority (including Port Health Authority)
NHS	National Health Service
OCT	Outbreak Control Team
PCT	Primary Care Trust
PO	Proper Officer
STAC	Scientific and Technical Advice Cell

1. INTRODUCTION

- 1.1. This document sets out arrangements for managing all outbreaks of communicable disease in Wales. This is the model for all outbreaks led by or within Wales.
- 1.2. The plan is comprised of two parts. Part 1 is the generic plan for how all outbreaks led by Wales will be handled. Part 2 is the incident/disease specific appendices providing additional technical detail for certain specified circumstances.
- 1.3. Responsibility for managing outbreaks is shared by **all** the organisations who are members of the Outbreak Control Team (OCT). Core OCT Members are responsible for ensuring that all relevant organisations are co-opted on to the OCT (see Appendix 1: Outbreak Control Team). This responsibility includes the provision of sufficient financial and other resources necessary to bring the outbreak to a successful conclusion. Others can make a request to join the OCT if there is a case to do so but the final decision on membership resides with the core OCT.
- 1.4. An outbreak is usually declared jointly by the DPP, the Consultant in Communicable Disease Control (CCDC) and the Director of Microbiology/Consultant Microbiologist after these individuals have jointly considered the facts available. However, any one of these can declare an outbreak if required.
- 1.5. The core members of all OCTs are the Directors of Public Protection (DPP), the CCDC, the Director of Microbiology/Consultant Microbiologist, Lead Officer for Communicable Disease of the LA and the Executive Director of Public Health (EDPH) for the Health Board (HB).
- 1.6. This plan is intended to be a framework for these organisations to discharge their duties in relation to the management and control of communicable disease outbreaks. To facilitate this, the appendices contain procedures, guidance and other information that these organisations may refer to as appropriate.
- 1.7. Where an outbreak affects people in other UK countries, it is expected that all relevant outbreak control partners in each area will work together to perform the duties jointly of the OCT. This will include the appointment of the Chair of the OCT, appropriate spokespeople, and agreeing any joint communications to be issued.

2. MANAGEMENT AND ORGANISATION ARRANGEMENTS FOR HANDLING OUTBREAKS

- 2.1. The primary objective in the management of an outbreak is to protect public health by identifying the source of the outbreak and implementing

necessary measures to prevent further spread or recurrence of the infection. The protection of public health takes priority over all other considerations and this must be understood by all members of the OCT.

- 2.2. The secondary objective is to improve surveillance, refine outbreak management, add to the evidence collection and learn lessons to improve communicable disease control for the future.
- 2.3. The successful management of outbreaks is dependent upon good and timely communication between the LA, the HBs and Public Health Wales and all interested parties.
- 2.4. On occasions when there are cross boundary interests, e.g. place of residence in one LA and place of employment/schools/other associations in a different LA, the investigation processes would usually be undertaken by the LA where the individual is resident. If exclusion is necessary this would usually be undertaken by the LA where the risk is located i.e. place of employment, school, etc following discussions with the resident LA. This will apply to cases, contacts and controls. Active communications between all the LAs involved are essential and all LAs will collaborate fully in the investigation process.

3. DETERMINATION OF AN OUTBREAK

Detection and Assessment

- 3.1 Where it appears to any one of the DPP, CCDC or the Director of Microbiology Laboratory (DML)/Consultant Microbiologist that an outbreak may exist, immediate contact will be made with the other two parties. The three parties will jointly consider the facts available and will determine whether or not an outbreak does exist. Any one of the parties can declare an outbreak, if required. The CCDC will inform the Director of Public Health (DPH) (or another senior representative of the relevant HB) of the situation.
- 3.2 In reality, there are many minor outbreaks and clusters of disease that occur in Wales every year that are managed satisfactorily without the formal declaration of an outbreak and the convening of an OCT. When a decision has been made not to formally declare an outbreak, it is the duty of the three parties above to keep the situation under review to determine if the formal declaration of an outbreak and an OCT is needed subsequently.

Declaration

- 3.3 The decision to declare an outbreak and to subsequently convene an OCT as necessary may be made jointly by the three parties or by any one of the above parties. Even if the other parties do not agree there is an outbreak, there is a duty on them to attend the OCT meeting and formally explain their opinion and to discuss this further.
- 3.4 The establishment of an OCT as soon as possible will normally be considered if an outbreak is characterised by one or more of the following:

- a) immediate and/or continuing communicable disease health hazard significant to the population at risk;
 - b) one or more cases of serious communicable disease;
 - c) large numbers of cases or numbers greater than expected;
 - d) involvement of more than one LA .
- 3.5 Core membership of the OCT will be in accordance with Appendix 1 (OCT)
- 3.6 If a microbiologist in any hospital local to the outbreak is not involved in the discussions, then the Lead Infection Control Specialist for the local hospital(s) to the outbreak (for example Infection Control Doctor, Consultant Microbiologist or lead Infection Control Nurse) should be informed promptly of the situation by the CCDC.

Outbreak Control Team

- 3.7 The Chair of the OCT will be appointed at the first meeting. The Chair will normally be the DPP or the CCDC as appropriate, but there may be occasions when it is more appropriate that another core member of the OCT is appointed as Chair.
- 3.8 It shall be the duty of the Chair to ensure that the OCT is managed properly and in a professional manner.
- 3.9 Responsibility for handling the outbreak **must** be given to the OCT by the parent organisations, and representatives **must** be of sufficient seniority to make and implement decisions and to ensure that adequate resources are available to undertake outbreak management.

Communication

- 3.10 It is essential that effective communication be established between all members of the team and maintained throughout the outbreak in accordance with Appendix 3 (Tasks of the Outbreak Control Team) and 4 (Media Relations). The Chair will ensure that minutes will be taken at all meetings of the OCT and circulated to participating agencies. The minute taker is accountable to the Chair for this function.
- 3.11 It is recommended that whenever possible, the OCT should meet in person rather than communicate through teleconferencing. It is recognised that this may not always be practical for every meeting or in some areas, but face to face meetings should be utilised when possible, particularly when difficult decisions are being considered.
- 3.12 Use of communication through the media may be a valuable part of the control strategy of the outbreak. The OCT should consider the risks and benefits of pro-active versus reactive media engagement in any outbreak.
- 3.13 A member of the OCT should be asked to liaise with the manager of any premise/organisation involved in the outbreak to explain how an OCT works and the potential consequences of declaring an outbreak.

Conclusion

- 3.14 The OCT should consider how best to communicate with cases about:
- the declaration of the end of the outbreak and
 - the release of the OCT report
- Appendix 10 contains advice on such communication
- 3.15 At the conclusion of the outbreak the OCT will prepare a written report. The minutes and report should be anonymised as far as possible.

Evaluation

- 3.16 After the conclusion of the outbreak, the OCT should undertake an evaluation of the outbreak. The evaluation should be based on the template in Appendix 11 and be included in the OCT report. The timing of the evaluation can be flexible; OCTs may find it helpful to have time to reflect on the outbreak prior to carrying out the evaluation.

4. OUTBREAK REPORT

- 4.1 Where an OCT is convened a record of proceedings will be made and circulated to a distribution list agreed by OCT members. In the event of a significant outbreak a report will in addition be circulated to Communicable Disease Surveillance Centre (CDSC) in Wales, to the Welsh Assembly Government, the Health Board, the Food Standards Agency (FSA) (where food is the implicated vehicle), Drinking Water Inspectorate (DWI) (where drinking water is the implicated vehicle), all local authorities involved and any other parties as deemed appropriate by the OCT.
- 4.2 This report will contain details of the investigation, compilation of the results and conclusions. Minutes of all outbreak control team meetings will usually be appended. However it is recognised that in some outbreaks the minutes contain material such as extensive individual identifiable /commercially sensitive information which it may not be appropriate to distribute widely in the public domain. In these cases minutes should not be appended to OCT reports but should still be available (suitably redacted) on request.
- 4.3 The suggested format is contained in Appendix 9 (Format for Outbreak Reports).
- 4.4 Where an OCT is not convened the CDSC green form will be sent to CDSC (Wales) and the Welsh Government by the CCDC. In addition, local authorities will complete the Outbreak Report Form and send it to CDSC (Wales).
- 4.5 The OCT report is owned jointly by all the organisations represented on the OCT. The OCT should agree when and how the report is to be first released, paying due consideration to impending legal proceedings and freedom of information issues.

5. REVIEW

- 5.1. This Plan will be reviewed formally every 3 years or sooner if it has been identified that changes are required.
- 5.2. The review will include a consultation between the relevant parties and any other organisations or individuals as appropriate regarding organisational arrangements for the management of an outbreak.
- 5.3. Simulation exercises to test the efficiency and effectiveness of the plan will be held at least every two years in the event of the plan not having been activated during that time.
- 5.4. Records of the Plan review and any amendments shall be kept and summarised in the Outbreak Plan.

Appendix 1: Outbreak Control Team

1. MEMBERSHIP OF THE OUTBREAK CONTROL TEAM

Core Members (All Outbreaks)

- Director of Public Protection (or their nominated officer of sufficient seniority)
- Consultant in Communicable Disease Control
- Director Microbiology Laboratory/Consultant Microbiologist
- Lead Officer for Communicable Disease of the LA
- Executive Director of Public Health of the Health Board

Additional Core Members (Some Outbreaks)

- LA Secretariat
- Resource Team provided by:
 - a) Local Authority;
 - b) Public Health Wales;
 - c) Microbiology Laboratory; and
 - d) Health Board.
- Regional Epidemiologist/CDSC
- Public Relations Officer

Co-opted Members as necessary

e.g.:

- Animal Health
- Meat Hygiene Service
- Public Analyst
- Food Examiner
- Water Company plc
- Environment Agency
- Health and Safety Executive
- Representatives from other Outbreak Control Teams/LAs
- Food Standards Agency Wales
- Care and Social Services Inspectorate Wales (CSSIW)
- Port Health
- Infection Control Team
- Immunisation Co-ordinator
- Drinking Water Inspectorate
- Healthcare Inspectorate Wales
- Veterinary Laboratory Agency
- Others as appropriate

2. DUTIES OF THE OUTBREAK CONTROL TEAM

These may include:

1. Appointing a Chair (bearing in the mind the advantages of continuity).
2. Taking minutes to record decisions and actions.
3. Reviewing evidence and confirming that there is an outbreak or a significant incident which requires Public Health intervention.
4. Defining cases and identification of cases or carriers as appropriate.
5. Identifying the population at risk.
6. Identifying the nature, vehicle and source of infection by using microbiological, epidemiological and environmental health expertise.
7. Stopping the outbreak if it is continuing.
8. Developing a strategy to deal with the outbreak and allocating individual and organisational responsibilities for implementing action.
9. Investigating the outbreak, implementing control measures and monitoring their effectiveness, using laboratory, epidemiological and environmental health expertise.
10. Ensuring adequate human and other resources are available for the management of the outbreak.
11. Ensuring that in the absence of a team member a competent deputy is made available.
12. Ensuring appropriate arrangements are in place for out of hours contact with all members.
13. Preventing further cases elsewhere by communicating findings to national agencies.
14. Keeping relevant local agencies, the general public and the media appropriately informed.
15. Providing support, advice, and guidance to all individuals and organisations directly involved.
16. Considering the potential staff training opportunities of the outbreak (attendance at the OCT is at the discretion of the Chair).
17. Identifying and utilising any opportunities for the acquisition of new knowledge about communicable disease control.
18. Declaring the conclusion of the outbreak and preparing a final report.
19. Evaluating lessons learnt.

3. ROLES AND RESPONSIBILITIES OF OCT MEMBERS

- 3.1 At the first meeting of the OCT, **all** members (whether core or co-opted) will agree to work to this plan. No organisation will attend in an observer capacity. **The primary duty of each member of the OCT is to play their part in the control of the outbreak and protect public health.** All other duties will be secondary.
- 3.2 The OCT will work without undue interference. Each member will recognise the roles and duties of other members, particularly where an outbreak crosses LA boundaries or involves a hospital(s).
- 3.3 Members of the OCT must declare any interest in any organisation or premises which is the subject of the Outbreak investigation. This is

likely to occur if the premises are owned by the HB, Public Health Wales or LA. Anyone who declares such an interest should not chair the OCT. Where an interest is declared the Chair of the OCT shall ensure that any member of the OCT attends as a member of the OCT and not as duty holder of the premises. A person having an interest in the premises and being part of an OCT shall have no vote in determining a policy or action by the OCT. Alternatively, the Chair of the OCT may require the nomination of an additional person from that organisation to the OCT.

- 3.4 Any OCT member, whether core or co-opted, **must** disclose any relevant information about any organisation or premises they regulate which is the subject of the outbreak investigation.
- 3.5 In the early stages of an investigation, it is not always apparent whether any serious criminal offence has been committed. However the OCT is reminded that the police may conduct an investigation where there is an indication of the commission of a serious offence. The police investigation may overlap with the work of the OCT and may need to be considered in the wider context of managing the outbreak. Any information collected in the outbreak therefore may be used as evidence in a criminal prosecution.

Director of Public Protection

1. Together with the CCDC and Local DML/Consultant Microbiologist to jointly consider the facts, declare an outbreak and convene the OCT.
2. To provide facilities and resources for the OCT including administrative support for team meetings, if appropriate.
3. Where necessary, to organise an outbreak control centre or helpline.
4. Where appropriate, to make available staff to assist in the investigation of the outbreak as required by the OCT.
5. To provide specialist information or action on environmental health aspects of any disease control.
6. To initiate case finding as appropriate.
7. To arrange for the prompt inspection of premises considered to be implicated in any outbreak and to receive reports thereon.
8. To consider the use of statutory powers as appropriate.
9. To make available to other LAs any extra resources or assistance they may require.
10. To inform the Chair/Leader of the Council and Chief Executive of the Authority of the outbreak and action taken in response

11. At an early stage in the investigation to inform the FSA of any outbreak where food is implicated providing suitable and sufficient initial information
12. To liaise with FSA where regional or national withdrawal of food may be required.
13. To liaise with other DsPP and the Welsh Assembly Government if the outbreak is wider than of local significance.
14. Where appropriate, to carry out environmental investigations and where necessary to exercise powers of entry, closure or prosecution.
15. To liaise with other bodies including government departments such as the Welsh Government, DEFRA, FSA and government agencies such as the Environment Agency, Drinking Water Inspectorate, Health & Safety Executive, Veterinary Laboratory Agency and other bodies, such as Dwr Cymru, as appropriate.
16. Where appropriate, to arrange for the transport of clinical and/or environmental specimens to recognised laboratories for examination.
17. Where appropriate, to investigate the availability of cleansing and/or other treatment of premises, articles, equipment, land and animals, seeking specialist advice as appropriate.
18. To provide local information including that on vulnerable groups, businesses and institutions where appropriate.
19. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

Consultant in Communicable Disease Control

1. Together with the DPP and Local DML/Consultant Microbiologist jointly consider the facts, to declare an outbreak and convene the OCT.
2. To provide facilities and resources for the OCT including administrative support for team meetings, if appropriate.
3. Where necessary, to organise an outbreak control centre or helpline.
4. Where appropriate, to make available staff to assist in the investigation of the outbreak as required by the OCT.
5. To provide expert medical and epidemiological advice to the OCT on the management of the outbreak including the interpretation of the clinical data, methodology of investigation and control measures to minimise spread and prevent recurrence.
6. To initiate case finding as appropriate.

7. To inform the Chief Medical Officer at Welsh Government, the HB's EDPH and Public Health Wales Director of Health Protection of the outbreak.
8. To consult and liaise with CDSC (Wales) and with other CCDC's.
9. To assess and collate epidemiological information and to carry out epidemiological studies.
10. Where appropriate, to arrange for medical examination of cases and contacts and the taking of clinical specimens.
11. Where appropriate, to arrange immunisation and/or prophylaxis for cases, contacts and others at risk.
12. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

Director of Public Health Wales Microbiology Laboratory / Consultant Microbiologist

1. Together with the CCDC and the DPP jointly consider the facts, to declare an outbreak and convene the OCT.
2. To provide expert microbiological advice to the OCT on patient management, interpretation of clinical data, methodology of investigation, collection of specimens and control measures required to minimise spread and prevent recurrence.
3. To provide an outbreak number for outbreaks on request from the DPP or the CCDC.
4. To arrange prompt examination/analysis and reporting of clinical and/or environmental samples, as required.
5. To advise on the inspection of premises and other implicated settings as appropriate and collection of appropriate samples, as required.
6. Where necessary, to provide certificates of examination/analysis in respect of samples submitted for examination.
7. Where appropriate, to arrange for any further testing or typing of organisms identified or isolated.
8. To liaise with other public health, hospital and reference laboratories.
9. The local Microbiology Laboratory will normally:

- i) provide suitable specimen containers and request forms;
 - ii) provide laboratory testing facilities;
 - iii) arrange for any special investigations required to be carried out by reference laboratories;
 - iv) be responsible for arranging transport of specimens/isolates to reference laboratories; and
 - v) provide both rapid and written confirmation of results.
10. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

Communicable Disease Surveillance Centre (Wales)

1. To provide expert epidemiological advice and assistance to the OCT for the investigation and management of the outbreak.
2. To liaise with the HPA Centre for Infections and where appropriate other national and international public health agencies.
3. Where trainees are seconded to Public Health Wales, CDSC will agree with the CCDC the nature and extent of their role in an outbreak.
4. Where appropriate, to assist in the dissemination (or collection) of information about the outbreak to colleagues in Wales and elsewhere.
5. To consider and utilise any opportunities for training of public health and environmental health staff in outbreak management.
6. If CDSC staff are involved in field investigations the OCT may expect:
 - i) expert advice from a consultant;
 - ii) a field visit by a public health trainee either on short or long-term attachment accompanied, if appropriate, by a consultant;
 - iii) support with study design and assistance with questionnaire development, interviews, data processing and analysis;
 - iv) attendance at initial OCT and subsequent meetings as necessary;
 - v) a preliminary and final report of CDSC's involvement including recommendations for action;
 - vi) copies of outbreak master file data or other material collected by CDSC, if requested;
 - vii) assistance in preparing a scientific report for publication, if appropriate; and
 - viii) advice on improving local surveillance.
7. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

Health Board Executive Director of Public Health

1. To ensure that a senior representative of the HB is always available to respond in the event of an outbreak.
2. To attend (or nominate a sufficiently senior member of staff to attend) OCT meetings.
3. To enable the OCT (usually via the CCDC) to call on and deploy resources controlled/contracted by the HB at short notice to investigate and control communicable disease outbreaks, including skilled staff and resources (e.g. for urgent immunisation sessions / clinical examinations / chemoprophylaxis) as necessary.
4. To provide/facilitate access to patients suffering from infection, their health records, clinical colleagues and information held on databases if necessary for outbreak investigation and control.
5. To disseminate information to the public or health professionals locally as directed by the OCT.
6. To liaise with other HB EDPHs if required.
7. To prepare the final report with other members of the OCT and to distribute and publish as appropriate.

Appendix 2 : Roles of LAs, HBs, Public Health Wales and Other Agencies

1. Local Authorities

- 1.1 LAs have statutory responsibility for notifiable infectious disease in their locality (which includes the control of food poisoning) under the Public Health (Control of Disease) Act 1984 as amended by the Health and Social Care Act 2008, and the Health Protection (Notification) (Wales) Regulations 2010.
- 1.2 LAs have duties as an enforcing authority under the Health and Safety at Work etc. Act 1974. They also have an important role in the control of some zoonoses as the licensing authority for animal establishments. LAs also have duties under the Water Industry Act 1991, sections 77-79, relating to the wholesomeness of public water supplies. They also have responsibility for private water supplies under the Private Water Supplies (Wales) Regulations 2010.
- 1.3 The Local Government Act 1972 enables the LA to appoint individuals as Proper Officer's (PO) to carry out certain functions of the LA. It also enables the LA to delegate powers to individual officers in order to ensure the effective and efficient operation of its functions.
- 1.4 The LA normally appoints the DPP as a PO with delegated authority to sign notices, issue licences and to lay information and make complaints to the Justices for the prosecution of offenders without reference to the LA, in respect of relevant environmental health legislation.
- 1.5 The LA normally appoints and authorises the Public Health Wales' CCDC as PO under the terms of the Public Health (Control of Disease) Act 1984. LAs may appoint a sufficient number of Alternate POs who will act in the absence of the PO. All PO appointments will be made in writing and confirm specifically the enactments in which they will act.
- 1.6 The PO normally reports to the LA through the DPP.
- 1.7 The CCDC when acting as PO does so as an officer of the LA.
- 1.8 Other suitably qualified public health professionals in Public Health Wales may be appointed and authorised as alternates to act in the absence of the PO.

2. Health Boards

- 2.1 The HB has a number of responsibilities in relation to the public health function, and has overall responsibility for the health of the population within its geographical boundaries. These responsibilities include: the direct provision of healthcare through hospitals and community services; the commissioning of other services relating to health including disease

prevention; involvement in promoting health and a role in relation to primary care provision.

- 2.2 The HB has the services of an appropriately qualified CCDC with executive responsibility for the surveillance, prevention and control of communicable disease within the HB's boundary. CCDCs are appointed as PO of the LAs within the HB area for communicable disease control purposes. Alternate PO CCDCs are available if the CCDC who normally covers the relevant HB is unavailable. (Note: 'Control' includes surveillance and prevention as well as control).
- 2.3 The HB will collaborate with all relevant agencies (including LAs, Public Health Wales and others) to ensure that appropriate arrangements are in place for the prevention, surveillance and control of communicable disease for their population and ensure that the responsibilities for these are clearly defined.
- 2.4 In the event of an outbreak, the HB will provide all necessary support to the OCT. This includes ensuring that the CCDC has access to patients suffering from infection and to advice from clinical colleagues as required.
- 2.5 The HB may commission health care services through formal contracts with other health care providers. Contracts should ensure that satisfactory infection control arrangements are in place, including a requirement that the CCDC be informed of any notifiable disease, or infection problems, with implications for the public health.
- 2.6 Outbreaks may occur in hospitals managed by the HB. Most hospital outbreaks have minimal or no wider public health implications and will be dealt with using that hospital's own internal outbreak plan. However, if an infectious disease outbreak within a hospital has any potentially serious public health implications, responsibility for outbreak control passes to an OCT convened in accordance with this plan (as specified in Appendix 6 :Hospital Outbreaks with Potential public health Implications).

3. Public Health Wales

- 3.1 The following elements within the Health Protection Division of Public Health Wales currently have a role in the prevention, surveillance and control of communicable disease:
 - a) the CCDC and health protection team;
 - b) the Microbiology Laboratories;
 - c) the Communicable Disease Surveillance Centre,
- 3.2 The CCDC and the health protection team
This group supports the HB in the discharge of its duties. It is one of the initial points of contact for any possible outbreak, conducts the initial investigation as appropriate and participates in the OCT. It will liaise and communicate with the HB, WAG and others where appropriate.
- 3.3 The Microbiology Laboratories
Public Health Wales Microbiology Laboratories are responsible for

maintaining a national capability for the detection, diagnosis, treatment, prevention and control of infections and communicable disease.

- 3.4 The Public Health Wales network of laboratories provides comprehensive laboratory facilities for the identification of infection and infectious agents in humans and the environment.

3.5 The Communicable Disease Surveillance Centre (Wales)

CDSC provides epidemiological expertise for population surveillance, investigation of outbreaks and development of strategies for prevention and control. It also offers training for public health doctors and Environmental Health Officers (EHOs) in outbreak management.

- 3.6 CDSC (Wales) conducts surveillance in Wales, and provides expert epidemiological advice and assistance in the control of outbreaks upon request.

- 3.7 CDSC should be involved in the following types of incident:

- a) outbreaks of unknown cause involving severe morbidity or mortality;
- b) outbreaks due to relatively rare pathogens;
- c) outbreaks suspected to involve other districts or be the herald of a large scale incident;
- d) outbreaks which are attracting public or national media concern;
- e) outbreaks of particular interest to national surveillance.

- 3.8 CDSC may also ask to assist with incidents that provide opportunities for training or advancing public health knowledge.

- 3.9 In national or international outbreaks, CDSC may be best placed to co-ordinate the outbreak investigation with the co-operation of CCDC and DPP.

4. **Food Standards Agency**

- 4.1 The Food Standards Agency (FSA) is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food. The FSA in conjunction with local authorities has developed a Framework Agreement on LA Food Law Enforcement. The Framework Agreement requires local authorities to set up, maintain and implement a documented procedure which has been developed in association with all relevant organisations in relation to the control of outbreaks of food related infectious disease in accordance with relevant central guidance.

- 4.2 The FSA will, when notified by a LA of an outbreak of food related infectious disease which has wider implications, offer support to LAs during their investigations. The response of the Agency will be dependent upon the particular circumstances and may include provision of scientific advice and communication links with local authorities in other parts of the United Kingdom. The Agency will, where necessary, facilitate the issue of a food alert or a RASFF (Rapid Alert System for Food and Feed).

- 4.3 The FSA has responsibility for enforcing hygiene legislation in some meat plants (including slaughterhouses and cutting plants) and will, where such premises are implicated in an outbreak, arrange prompt inspection of premises and offer full co-operation with the investigation.

5. Care & Social Service Inspectorate Wales (CSSIW)

- 5.1 CSSIW has responsibility for registering and inspecting nursing and residential care homes under the Registered Homes Act 1984 and regulations made there under. The inspection teams of CSSIW ensure that standards of care as laid down in regulations are in place in each premises. CSSIW will also ensure that adequate infection control arrangements are in place.

6. Health Protection Agency (HPA)

- 6.1 The HPA is made up of a number of centres, namely the Centre for Radiation, Chemical and Environmental Hazards, Local and Regional Services, the Centre for Infections and the Centre for Emergency Preparedness and Response. However, the remit of the HPA in Wales is limited to those services which are not provided by Public Health Wales.
- 6.2 With regard to the management of communicable disease outbreaks, this includes specialist and reference microbiology tests and services provided in HPA laboratories, and expert advice from the Centre for Infections. Access to the HPA and its services for these functions is usually made through Public Health Wales Microbiology Laboratories.
- 6.3 In addition, the HPA provides expert advisory services to Wales for chemical and radiological issues via the Centre for Radiation, Chemical and Environmental Hazards, which is made up of a number of specialist centres. Services provided include expert advice on human health effects from chemicals in water, soil, air and waste as well as information and support to the NHS and health professionals on toxicology. There is a specialist centre for Chemical Hazards and Poisons in Cardiff.

7. Water Companies

- 7.1 The number of private water supplies in Wales means that careful consideration is needed to ensure all relevant water sources are identified. Water companies have statutory duties under the Water Industry Act 1991 to supply safe and wholesome water, as defined in the Water Quality Regulations, within their respective regions. When a breach of a water quality standard has occurred that might have a potential impact on public health, water companies are required to inform the relevant Local Authorities and CCDCs and to agree, and undertake, the appropriate investigations and mitigation measures to control or prevent potential risk e.g. Boil Water Notices. In the event of a continuing risk to the safety of public water supplies and an escalation to 'Incident' or 'Outbreak' status, the water companies shall appoint one or more senior responsible officers to the Incident Management Team (IMT) or OCT to fulfil specific operational and customer related requirements.

7.2 The water company representative(s) will have sufficient authority and knowledge to:

- a) Understand the cause, effects and extent of the issue and inform the IMT/OCT fully of any events before the incident or outbreak was declared
- b) Make the appropriate operational decisions on behalf of the IMT or OCT and ensure that they are immediately and fully implemented by the water company
- c) Provide the IMT or OCT with a water company perspective on the management of the incident
- d) Be adequately briefed and ensure that the IMT or OCT are made aware of, and have access to, all relevant water quality and operational data
- e) Facilitate the diversion and commitment of water company resources i.e. equipment and manpower to manage the incident
- f) Inform customer communications and other stakeholder briefings and, if necessary, enlist the support of the media communications personnel within the Company. This will include agreeing 'lines to take' for customer call centres and sharing this with the IMT/OCT.
- g) Share any necessary information from their customer database.
- h) Ensure that all alliance partners and other experts, contractors, etc. assist the IMT/OCT and ensure that any relevant information is shared with all members.

8. Drinking Water Inspectorate (DWI)

8.1 DWI acts for and on behalf of the Secretary of State and Welsh Ministers to ensure that water companies in England and Wales meet their statutory obligations relating to drinking water quality. In this capacity DWI has a technical audit role for public water supplies, including inspection, investigation and powers of enforcement, plus a technical advice role to Ministers and other Government bodies. In addition the Chief Inspector of Drinking Water has independent powers of prosecution relating to the duties of water companies under the Water Industry Act 1991.

Appendix 3 : Tasks of the Outbreak Control Team

The following tasks should be considered in order to deal effectively with an outbreak. The step-by-step approach does not imply that each action must follow the one preceding it. In practice, some steps must be carried out simultaneously and not all steps will be required on every occasion.

3.1. Preliminary Phase

1. Consider whether or not cases have the same illness and establish a tentative diagnosis.
2. Establish case definition (clinical and/or microbiological).
3. Determine if there is a real outbreak.
4. Case finding and establishing single comprehensive case list.
5. Collect relevant clinical and/or environmental specimens for laboratory analysis.
6. Conduct unstructured, in-depth interviews of index cases.
7. Conduct appropriate environmental investigation including inspection of involved or implicated premises and other relevant environments including land, water, air, plant or equipment.
8. Identify population at risk and a representative(s) of that population.
9. Identify anything, including people, water, location, premises, equipment and food, posing a risk of further spread and Initiate immediate control measures.
10. Form preliminary hypotheses on the cause of the outbreak.
11. Make decision about whether to undertake detailed analytical studies.
12. Assess the availability of adequate resources to deal with the outbreak.

3.2. Descriptive Phase

1. Identify and investigate the food distribution chain/water supply network or other potential routes of transmission.
2. Identify as many cases as possible.
3. Describe cases by 'time, place and person'.

4. Construct epidemic curve.

5. Collect clinical and/or epidemiological and/or environmental data from affected and unaffected persons using a standardised questionnaire.

3.3. Collation

1. Calculate attack rates.
2. Confirm factors common to all or most cases.
3. Categorise cases by 'time, place or person' associations.
4. Test and review hypotheses.
5. Collect further clinical, environmental or any other relevant specimens for laboratory analysis.
6. Ascertain source and mode of spread.
7. Carry out analytical epidemiological study.

3.4. Control Measures

1. Control the source: animal, human or environmental.
2. Control the mode of spread by:
 - a) Isolation, exclusion, screening and/or monitoring of cases and contacts
 - b) Protection of contacts by immunisation or prophylaxis
 - c) Giving infection control and other advice to cases and contacts
 - d) Examination, sampling and detention and where necessary seizure, removal and disposal of foodstuffs
 - e) Giving advice in respect of closure and/or disinfection of premises
 - f) Giving advice on prohibition of defective processes, procedures or practices
 - g) Or any other measure that needs to be taken
3. Monitor control measures by continued surveillance for disease.
4. Declare the outbreak over.

3.5. Communication

1. Consider the best means of communication with internal & external colleagues, stakeholders, patients/cases and carers, and the public, including the need for an incident room and/or helplines
2. Ensure appropriate information and advice is given to the public, especially

those at high risk

3. Ensure accuracy and timeliness
4. Include all those who need to know
5. Use the media constructively
6. Liaise with all relevant agencies including:
 - a) Other LA's/Port Health
 - b) Other Health Boards
 - c) CDSC (Wales)
 - d) HPA
 - e) General Practitioners
 - f) Education and Social Services Departments
 - g) Public Analyst
 - h) Government Agencies e.g. DEFRA, Environment Agency
 - i) Welsh Government
 - j) Divisional Veterinary Officer
 - k) Water Company plc
 - l) Health and Safety Executive
 - m) FSA
 - n) CCSIW
 - o) DWI
 - p) Community Health Councils
 - q) Consumer Council for Water
7. Prepare a written report.
8. Disseminate information on any lessons learnt from managing the outbreak

Appendix 4: Media Relations

1. The OCT will endeavour to keep the public and media as fully informed as necessary without prejudicing the investigation and without compromising any statutory responsibilities or legal requirements and without releasing the identity of any patient/case.
2. At the first meeting of the OCT arrangements for dealing with the media should be discussed and agreed. This should include a nominated spokesperson(s) and a process for arranging press conferences and releasing press statements.
3. Early and proactive engagement with the media and public should be the usual practice in most outbreaks. Even when the source is not identified, and/or there are no public health messages yet identified, an early and proactive public statement is strongly recommended. (For example: that a potential outbreak exists, an OCT has been established and agencies are working together).
4. There are a few outbreaks in which **all** the following conditions apply:
 - The at risk group has been identified in full
 - The at risk group has been communicated with directly
 - There are no wider public health implications **and**
 - Proactive media engagement is likely to have significant disadvantages.In these rare cases, **if** the OCT makes the decision not to undertake proactive engagement with the media, the OCT should formally discuss and document the rationale for this decision in the OCT minutes.
5. Press statements should be prepared and agreed by the OCT or a small subgroup previously agreed by the OCT.
6. Press statements on behalf of the OCT will normally only be released by the Public Relations Officer nominated by the OCT. If the OCT considers this inappropriate, or the nominated Public Relations Officer is not available, the Team will nominate an alternative spokesperson.
7. **No other member of the OCT or the participating agencies will release information to the press or arrange press conferences without the agreement of the Team.**
8. With the agreement of the OCT, press spokespersons will be appointed for specific purposes.
8. Notwithstanding the above, in the case of food poisoning outbreaks, all media statements should be prepared having regard to the provisions contained in the current Food Law Code of Practice.
9. Copies of press statements will be sent to the Welsh Government and other organisations as appropriate.
10. Consideration should be given as to whether it would be appropriate to purchase local media space to provide clear public health messages in the event of a large outbreak with significant implications to the public generally

Appendix 5: Cross Boundary Outbreaks

1. The CCDC must inform the office of the Chief Medical Officer (CMO) of the Welsh Government of any cross boundary outbreak and should invite the CDSC to assist in its investigation and management.
2. Regardless of where the cases lie, the OCT will take responsibility for the investigation, management and control of the outbreak. All involved LAs will participate fully in the OCT process.
3. The initial meeting of the OCT will normally be chaired by the CCDC or DPP for the most appropriate LA on the information available at the time. The Chair for the remainder of the outbreak will usually stay with this individual unless agreed otherwise.
4. There will be a duty on the chair of the OCT to invite officers from local authorities and relevant agencies to be part of the OCT where appropriate.
5. Other involved authorities will be invited to participate at an appropriate level and to provide resources at a proportionate level.
6. The organisation of cross boundary arrangements between LAs will be in accordance with 2.4 (page 9) in the main plan.

Appendix 6: Hospital Outbreaks with Potential Public Health Implications

1. In HBs, ultimate responsibility for infection prevention and control lies with the Chief Executive and is normally delegated to an Executive Director. The operational responsibility for infection prevention and control is then delegated to the Lead Infection Control Specialist (for example Infection Control Doctor, Consultant Microbiologist or lead Infection Control Nurse). The delivery of infection control support is through the Infection Control Team, led by the Lead Infection Control Specialist. The Infection Control Team is responsible for investigating incidents and outbreaks, reporting to the executive lead for infection prevention and control and ultimately the Chief Executive.
2. Most hospital outbreaks have minimal or no public health implications and will be dealt with using the hospital's own internal outbreak plan. However, if an infectious disease outbreak within a hospital has any potentially serious public health implications, it will be managed using this plan (The Wales Outbreak Plan).
3. The Lead Infection Control Specialist will make an initial assessment of the extent and importance of any infectious disease incident and will report to the CCDC in a timely manner, any incident of potential public health importance. The CCDC will inform the DPP of the relevant LA. The CCDC, the Lead Infection Control Specialist and the DPP (as appropriate) will then agree (in consultation with others as required) any further action necessary with regard to the public health implications. This discussion will not prevent any immediate action which is required to manage the outbreak by any one of these parties.
4. If it is agreed that there are potentially serious public health implications arising from the incident and an outbreak is declared, this plan will be followed, supplemented by the hospital outbreak plan as required. Due regard should be had as to the statutory obligations of the LA in respect of certain diseases of public health importance.
5. It is expected that all hospital outbreak policies will stipulate that the local CCDC should be informed whenever a hospital OCT is convened regardless of the circumstances. The CCDC will assess whether there are any potential public health implications associated with any hospital outbreak. If any are identified, action should proceed as laid out in paragraph 3 and 4 above.
6. Whilst it is difficult to be prescriptive as to what constitutes a potentially serious public health implication, the following are suggestive features:
 - a) the outbreak has significant implications for the community;
 - b) involves many cases of notifiable disease;
 - c) involves even small numbers of a disease which constitutes a serious public health hazard;
 - d) Involves food or water borne transmission of infection.
7. If the use of this plan cannot be agreed, the issue should be referred to the Chief Executive of the HB involved.

8. Whenever this plan is activated, the lead organisation for media and public communications will be agreed at the OCT meeting. All media and public communications will be agreed jointly between the organisations involved and will follow the principles laid out in appendix 4.

Appendix 7: Out of Hours Service and Emergency Arrangements

1. All core members must make suitable and sufficient arrangements for providing an effective service to deal with incidents and outbreaks at all times outside normal office hours. These will include:
 - In the evening and night times after normal office hours have finished
 - At weekends
 - During bank holidays
 - During extended periods of office closures, e.g. Christmas, Easter.
2. The arrangements must include references to communications, resources and equipment, and enforcement activity administration.
3. All core members will ensure that effective communication systems are in place and take responsibility for updating contact points whenever necessary.
4. All core members should ensure that the resources necessary for out-of-hours actions can be quickly put into place. This should include:
 - Meeting rooms
 - Administration support
 - Officers with necessary competencies and delegated authority.

Appendix 8: Points of Contact

To be completed by each organisation locally

Appendix 9: Format for Outbreak Reports

All reports and other documents produced by the OCT must comply with the requirements of the Data Protection Acts 1994 and 1998. For that purpose reports and other documents will anonymise any sensitive personal information and references to patients and businesses will be numerical and alphabetical, respectively.

- 1. Executive Summary**
- 2. Introduction/Background:** Brief narrative of circumstances of outbreak
- 3. Investigation:**
 - a) Case Definition
 - b) Epidemiological
 - c) Microbiological
 - d) Environmental
 - e) Chemical
- 4. Results:**
 - a) Epidemiological
 - b) Microbiological
 - c) Environmental
 - d) Chemical
- 5. Control Measures**
- 6. Conclusions/Recommendations:**
 - a) a statement on the causes of the outbreak, including any failures of procedures or breaches of legislation
 - b) identification of culpable persons or businesses
 - c) referrals to other agencies for their actions
 - d) comments on the conduct of the investigation, evaluation and lessons learnt
 - e) comments on any training needs identified by the investigation and performance against agreed standards
- 7. Appendices:**
 - a) Minutes of OCT meetings if appropriate
 - b) OCT evaluation of the outbreak (Appendix 11)
 - c) Results of statistical analyses
 - d) Epidemiological Report
 - e) CDSC Report form

Appendix 10: Communication for Release of Outbreak Reports

1. All outbreaks are different. The decision about how to handle the release should start with an **assessment of the media/political and public significance of the outbreak**.
2. In all significant outbreaks there should be a brief **Communications Plan** around the release of the report. (*Note :The declaration of the end of a significant outbreak may require a similar type of communication planning*)
3. The plan should include consideration of communication with:
 - a) Cases
 - b) Public and media
 - c) NHS partners
 - d) other public agencies
 - e) Politicians
 - f) Board members
4. The media options around release include:
 - a) Nothing (if outbreak has not been featured in the public domain)
 - b) Web story
 - c) Press release (consider including FAQs if the outbreak is complex to guide reporters to key facts)
 - d) Press briefing (however, the right spokespeople are necessary before considering such a briefing)
5. Whatever option is used, it is important to reinforce the message that the OCT report is a **multi-agency** report.
6. If the OCT report is to be released to the media and the public proactively, then communication with cases/relatives about OCT report release should consider the following:
 - a) EHOs are often the key individuals in communicating with cases/relatives in many outbreaks. They should be supported in assessing the appropriate approach which may be different for individual cases depending on (for example) outcome of illness, degree of contact with OCT members, previous appearances in the press, whether they would welcome contact and also the total number of cases in outbreak (issues of practicality).
 - b) Health literacy issues should be considered in any approach made
 - c) Cases do not necessarily need the report, particularly if it is complex. Consider the following options as alternatives to simply sending the report:
 - A letter signposting key findings and that the report has been published and how to obtain it- possibly together with the press FAQs
 - Verbal contact by telephone/personal visit

- E-mail contact with the above and an electronic link to the report
7. All methods of communication should clarify the point that the report is first and foremost a scientific document not intended for a general audience.
 8. EHOs and Health Protection Teams members should consider acquiring e-mail addresses routinely for cases on interview if appropriate.
 9. As a general principle, avoid Mondays for report release and check key spokespeople available for day of release.
 10. There is the potential for use of social media (secure web pages for cases, outbreak twitter account etc) for communications with some cases in the future.

Appendix 11: Template for outbreak /significant incident evaluation

Introduction

1. The Chair of the Outbreaks and Incidents subgroup of the Welsh Government Health Protection Committee should be sent a copy of all OCT reports. Those from significant outbreaks should be formally reviewed to fulfil the following objectives:
 - a) To draw out key positive and negative elements of the outbreak/ incident response;
 - b) To consider ways to enhance and improve the response;
 - c) To consider future challenges in achieving improvements; and
 - d) To draw out learning points for future outbreak response.
2. The OCT's own evaluation plays a key role in informing this process. Therefore, after the conclusion of an outbreak, the OCT should undertake its own internal evaluation, using the template below and include this in full in the OCT report.

Outbreak evaluation template¹

3. The OCT evaluation should cover the following headings:
 - a) Cause of the outbreak,
 - b) Surveillance and detection of the outbreak
 - c) Preparedness for the outbreak,
 - d) Management of the outbreak,
 - e) Control measures
4. The specific issues under each heading that should be evaluated include:
 - a) timeliness of detection and response,
 - b) effectiveness,
 - c) cost,
 - d) lost opportunities,
 - e) new/revised policies

As appropriate, pertinent findings from the evaluation should inform the discussion, conclusion and recommendations sections of the OCT report.

¹Template adapted from: World Health Organisation. Outbreak control. Evaluation. In: World Health Organisation. *Communicable disease control in emergencies. A field manual*. Geneva: WHO; 2005. Section 4.5, p.128-9. Available at: http://www.who.int/infectious-disease-news/IDdocs/whocds200527/ISBN_9241546166.pdf [Accessed 28th Feb 2012]

Appendix 12: Authorisation

1. The Local Government Act 1972 allows local authorities to appoint POs to perform certain functions to discharge the duties that a LA has to carry out. Determined by the specific policies of each individual Council, certain powers will be delegated to the DPP to enable to the discharge of the communicable disease function. Section 1 of the Public Health (Control of Disease) Act 1984 requires local authorities to execute the provisions of that Act. To assist the DPP in the performance of the function, the DPP will appoint EHOs and authorise them to carry out specific functions. Each EHO will be authorised by a committee minute or report depending on the level of delegation within that authority.
2. Similarly, the LA can appoint a medically qualified person to act as a PO to assist in discharging the functions of the Act and associated regulations. Guidance was given on this matter in circular WHRC(73)33. The appointment and level of authorisation will be confirmed by a committee minute or delegated power as appropriate. In addition, the LA should appoint other medically qualified persons to act when the PO is not available. These “Alternate Proper Officers” must be similarly appointed and authorised. Guidance was given on this matter in circular WHC(94)27.

Appendix 13: Lead Officer

1. Lead Officer in Communicable Disease

- 1.1 The development of the Lead Officer for Communicable Disease concept has 2 functions namely:
 - a) the appointment of officer(s) within LAs who have specific expertise and responsibilities in the Communicable Disease function; and
 - b) to work with others as a cohort of specialists in the Communicable Disease function to be used on various locations in Wales to assist in the investigation, control and management of outbreaks of Communicable Disease.
- 1.2 The initiative is supported by all LAs in Wales, and given approval by the DPP in Wales and included in Welsh Government CMO's Communicable Disease Strategy, published in July 2001.
- 1.3 This is part of the continuing development of the communicable disease function in LAs and in particular the implementation of the Communicable Disease Outbreak Plan, and is considered to be an important aspect of a LA 's role in providing effective and sufficient resources to enable it to respond to major outbreaks of communicable diseases.
- 1.4 The CMO's Communicable Disease Strategy has recommended the adoption of the principle of a "**Lead Officer**" and the Welsh Government has provided a level of funding, through Public Health Wales, to facilitate the training of Lead Officers in all LAs in Wales.

2. Lead Officer

- 2.1 Each LA in Wales will appoint a named "Lead Officer" for communicable disease. This officer will be an existing employee of a LA working in the communicable disease/food safety section within the public protection department.

Qualifications

- 2.2 The Lead Officer will normally be a qualified EHO with a degree in Environmental Health or the EHORB Diploma and preferably additional qualifications in a related subject. The Lead Officer should have extensive experience in the Communicable Disease function as a field officer and preferably in a management/supervisory role. Although communicable disease is not limited to food poisoning, the Lead Officer should have (or have easy access to advice from an officer with) extensive experience in food safety.

2.3 Job Description

1. To provide expert advice and information on all aspects of the communicable disease function within the LA
 2. To advise on specific aspects of investigation of serious or major incidents of communicable disease
 3. To provide advice and support to the Chair of the OCT during major outbreaks of Communicable Disease.
 4. To lead the investigative processes for such outbreaks on behalf of the LA.
 5. To assess the effectiveness and progress of such investigations.
 6. To be available for secondment to another LA following a request from that authority. This secondment is to assist that authority in the performance of tasks outlined in this document.
- 2.4 It is anticipated that this officer will be a named person in the Communicable Disease Outbreak Plan but will **not** assume the responsibility of chairing the OCT convened to manage and control the outbreak. This function has already been dealt with in the Plan.

3. Further aspects to consider

3.1 Level of appointed person:

The person designated "Lead Officer" should be the officer who normally carries out the investigative work in an outbreak situation. The Lead Officer would not normally be a person at the head of the organisation whose role is essentially managerial neither should they be a recently qualified officer.

3.2 Type of specialism required.

It is anticipated that the Lead Officer will be or have had experience in the Food Safety/Communicable Disease functions.

3.3 Additional qualifications are not required but are desirable and additional training will be provided by the LA as described above.

4. Arrangements for Collaborative Working

4.1 A further aspect of a LA's competence to successfully control and manage a communicable disease outbreak is to have sufficient number of trained staff available when required. It is possible that either because of job vacancies, holidays or sick absence or because the outbreak is so large that an individual authority may be unable to provide sufficient internal staff resources. It is in these instances that resources may be obtained from a neighbouring LA through a process of collaborative working.

4.2 The collaborative working may take several forms, namely:

- a) to assist in the various investigative processes of the outbreak investigation;
- b) to carry out other routine Communicable Disease investigation work which is not part of the substantive outbreak; or
- c) the secondment of an officer to assist in the control and management of an outbreak

4.3 To facilitate this process, local authorities should have in place appropriate administrative processes to enable these collaborative actions to occur as soon as they are required. Issues such as travelling arrangements, costs, indemnify, authorisation must be resolved by the LAs involved. Any such arrangements must be explicit and date limited

Appendix 14: FOOD SPECIFIC APPENDIX

Appendix 14. 1 : Legal Responsibilities

1. **Background**

- 1.1 The specific statutory responsibilities, duties and powers which are significant in the handling of an outbreak of food poisoning are set out in the Public Health (Control of Disease) Act 1984, the Health Protection (Local Authority Powers) Wales Regulations 2010, Health Protection (Part 2A Orders) (Wales) Regulations 2010 and the Health Protection (Notification) (Wales) regulations 2010, the Food Safety Act 1990, the Public Health (Ships) Regulations 1979, the Public Health (Aircraft) Regulations 1979 and the International Health Regulations 2005.
- 1.2 The responsibilities, duties and powers are placed either upon the LA or upon a PO or an authorised officer of the LA.
- 1.3 The Food Standards Agency has a statutory duty to monitor the performance of food enforcement authorities. This includes a Local Authority's handling of cases and outbreaks, of food borne illness. There may be occasions where Agency officials will need to visit a LA in connection with an outbreak – where this need arises, the Agency will have regard to the priority of managing the incident and will do everything possible to ensure that the roles of the official co-opted to the OCT and the official undertaking any monitoring are kept separate.

2. **Definitions**

- 2.1 **Food Poisoning (CMO (92) 14.WO)** - Any disease of an infectious or toxic nature caused by or thought to be caused by the consumption of food or water.

3. **Guidance**

- 3.1 The guidance listed below will assist in the management and control of a food poisoning outbreak. It is recommended that documents below (3.2, 3.3 and 3.4) are kept with and used alongside this outbreak plan. Document 3.2 in particular is a key document in the control of an outbreak. Other documents listed should be used where appropriate.
- 3.2 **Preventing person-to-person spread following gastrointestinal infections:** guidelines for public health physicians and environmental health officers – Communicable Disease and Public Health Vol 7, No 4 December 2004.

This guidance is directed at doctors and EHOs for the purpose of controlling infection in general populations. It covers advice for enteric precautions, specifies 'at risk' groups and gives guidance on exclusions in specified cases.

3.3 **Management of Outbreaks of Foodborne Illness in England and Wales - Food Standards Agency:** This guidance provides a framework for health professionals to assist them in the management of outbreaks of infectious disease caused by ingestion of microbiologically contaminated food. It is designed to assist the OCT in dealing with an outbreak and provides an aide memoir for medical and nursing staff, environmental health professionals, scientists and others involved in the investigation.

3.4 **Food Handlers: Fitness to Work. A Practical Guide for Food Business Operators 2009** - Food Standards Agency

This guidance helps managers and staff to prevent infected food handlers spreading illness through food that they work with.

3.5 **The Investigation of Sporadic Cases of *E. coli* O157 - South East Wales Communicable Disease Task Group 2004 (as reviewed in 2006).**

This document is intended for use by Environmental Health Officers when dealing with sporadic cases of *E. coli* O157 however, some of the investigative suggestions and controls are transferable and useful to utilise to an *E. coli* O157 outbreak situation.

Appendix 15: WATER SPECIFIC APPENDIX

Appendix 15: Health Related Incidents in Wales Potentially Caused by Contaminated Drinking Water

15.1 Introduction

1. The Water Specific Appendices are derived from the guidance document *The Emergency Framework for health-related incidents and outbreaks in Wales & Herefordshire potentially caused by contaminated drinking water*.
2. This guidance was developed by a multi-agency group including representations from LAs, Public Health Wales, Dwr Cymru and an independent expert advisor.

15.2 Purpose

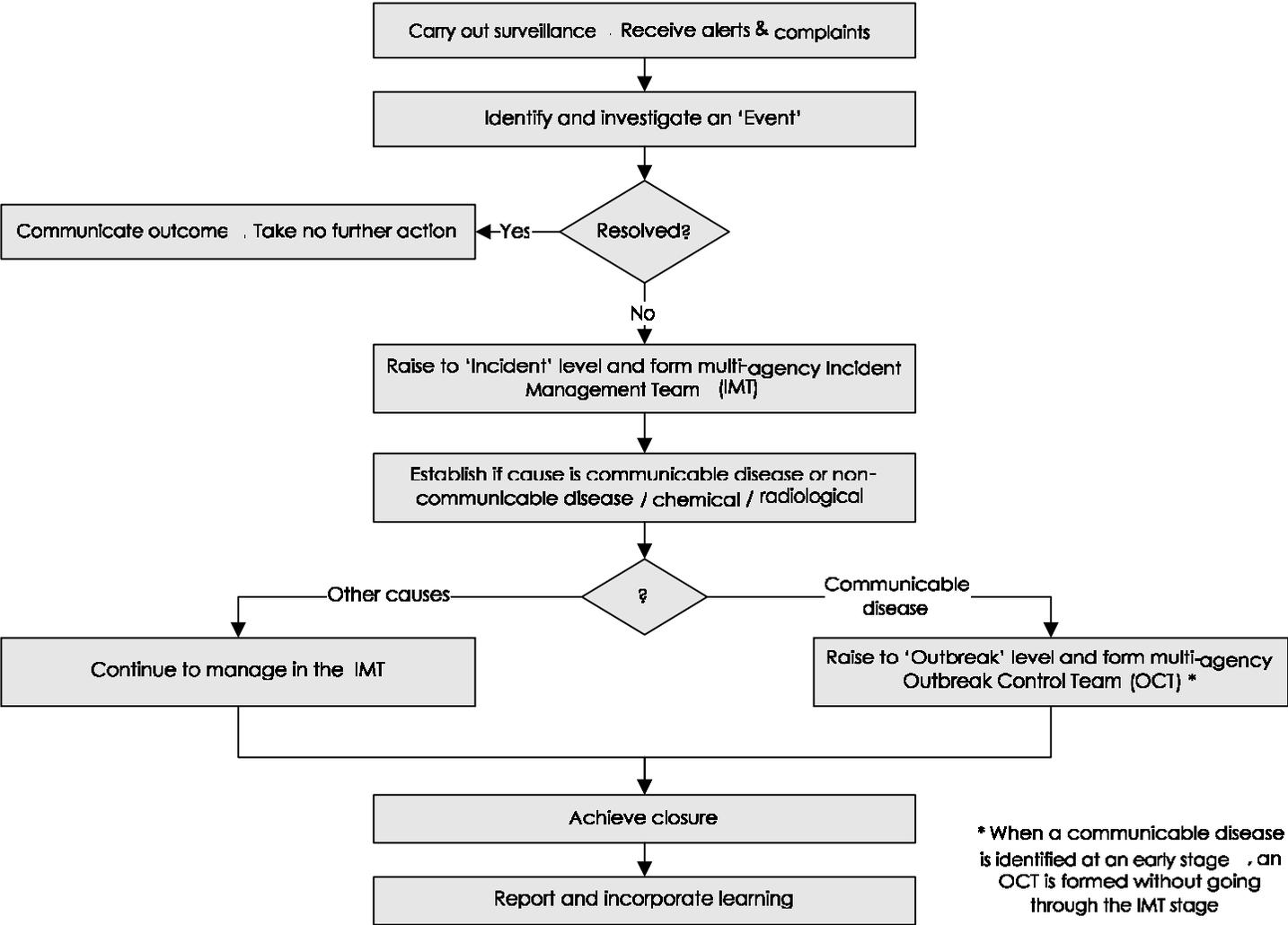
1. This Appendix sets out a multi-agency process for potential health-related incidents which involve public drinking water supplies **(for communicable disease outbreaks involving water, the Wales Outbreak Plan at the front of this document should be followed)**. It is designed to guide those involved, encouraging collaboration between agencies and bringing clarity of process and responsibility. It will inform the detailed procedures of the numerous organizations involved in protecting public health and resolving drinking water-related issues. Its implementation will facilitate rapid and effective responses to emergency situations.
2. The Appendix does not override national and local resilience plans or the statutory duties of individual organisations. It does not describe the detailed internal procedures of the water companies and the reporting requirements to the DWI.
3. The original document was endorsed by the Steering Group of the Water Health Partnership for Wales as a guidance document for use throughout Wales and Herefordshire.

15.3 Responsibilities

1. Responsibility for managing the public health aspects of events, incidents and outbreaks involving water is shared by LAs, HBs and Public Health Wales, with the full assistance of the relevant Water Company and their service providers, plus other experts or relevant consultants. This Appendix outlines those responsibilities and the process by which these organisations effectively work together.
2. In Herefordshire (as part of England), Primary Care Trusts (PCTs) and the HPA take the responsibility of the HBs and Public Health Wales respectively.

15.4. High-level Process Map

The process map below describes the basic steps in the overall process. Three sheets of more detailed maps are included on page 49-51.



15.5 Incident Management

1. The primary objective in an incident is to protect public health by identifying the source of the contamination, implementing the necessary measures to minimise exposure and prevent further spread or recurrence. Given the number of private water supplies in Wales it is important that careful consideration is given to ensure the relevant water source is identified. Success is dependent upon effective and timely communication between LAs, HBs, Public Health Wales and water companies and other involved parties. Informal discussion of potential problems, including consideration of immediate control measures, is encouraged at an early stage.
2. When an event¹ appears to have a significant potential impact on public health, it is escalated to an incident and an Incident Management Team (IMT) formed². Any party can notify other parties of an incident with potential public health implications and initiate an IMT. An 'incident' is a sub-set of 'event' including but not limited to:
 - a) Any sudden and unexpected breach of the Water Supply (Water Quality) Regulations which is a potential danger to human health
 - b) Any unusual deterioration in water quality³.
 - c) Any evidence of unusual and unexplained clustering of cases in the community
 - d) Any significant perceived risk to the health of consumers
 - e) Significant consumer perception of changes in water quality
 - f) Significant consumer concern about the quality of the water supplied
 - g) Any combination of the above
3. Appendix 15.11 (page 54) outlines the membership and duties of the IMT. Clear roles should be assigned to IMT members. At the earliest opportunity, there needs to be agreement on public information for general release and how to handle on-going media contacts (see Appendix 4: Media Relations, page 28). Expert advice should be sought on whether it is appropriate to follow up by commissioning an epidemiological study. Advice will also be shared with experts retained by the water company, the HPA for chemicals and radiological contamination, and NHS Medical Physicists when appropriate.
4. If chemical contamination (or other agents not causing an outbreak) requires an IMT to meet to assess the public health impact, the LA and Public Health Wales shall ensure adequate resources to facilitate this. A chair shall be agreed and minutes taken. Rapid decisions may need to be agreed with the water company to minimise exposure and the checklist (Appendix 15.11.4, page 55) should be considered. All information gathered should be shared amongst the IMT members.

¹ Within this Framework, an 'event' is any biological, chemical or radiological occurrence which may potentially impact public health.

² An IMT may work over phone or video links when appropriate, rather than hold meetings.

³ For guidance on epidemiological evidence used to determine the likely association with drinking water, refer to Appendix 13.14.

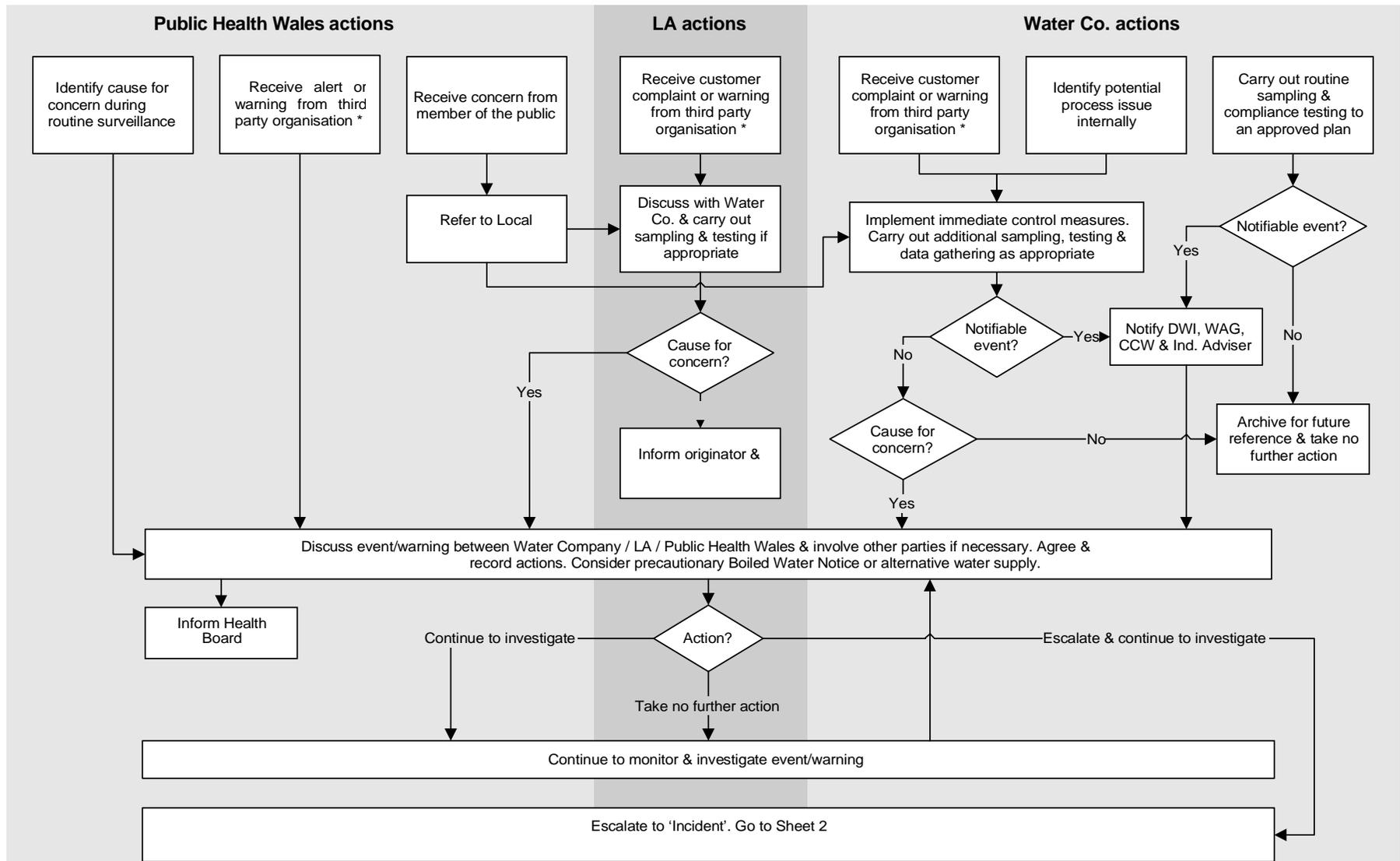
5. Once the incident is clearly under control, an interim report should be prepared and shared with all the relevant bodies including Welsh Government, DWI, the affected LAs, as well as all IMT members (this is distinct from the reports which the water companies is required to submit to DWI). A final report may need to be delayed until any epidemiological studies can be completed. This could be followed by a peer-reviewed publication.
6. Where an IMT is convened, a record of proceedings will be made and circulated to an agreed distribution list. In the event of a significant emergency, the report will also be circulated to; the Welsh Government, the HB, all LAs involved, DWI and any other parties as deemed appropriate by the IMT.
7. The IMT shall bear in mind the statutory requirement for the water company to report at 3 working days and 20 working days (and at other times as required) to the DWI. This report will contain details of the investigation, compilation of the results, conclusions, recommendations and lessons learnt. Minutes of all IMT and/or OCT meetings will be appended.

15.6 Outbreak Control

1. Where an outbreak is suspected or declared, the Generic Plan should be followed.
2. The OCT shall bear in mind the statutory requirement for the water company to report at 3 working days and 20 working days (and at other times as required) to the DWI. This report will contain details of the investigation, compilation of the results, conclusions, recommendations and lessons learnt. Minutes of all IMT and/or OCT meetings will be appended.

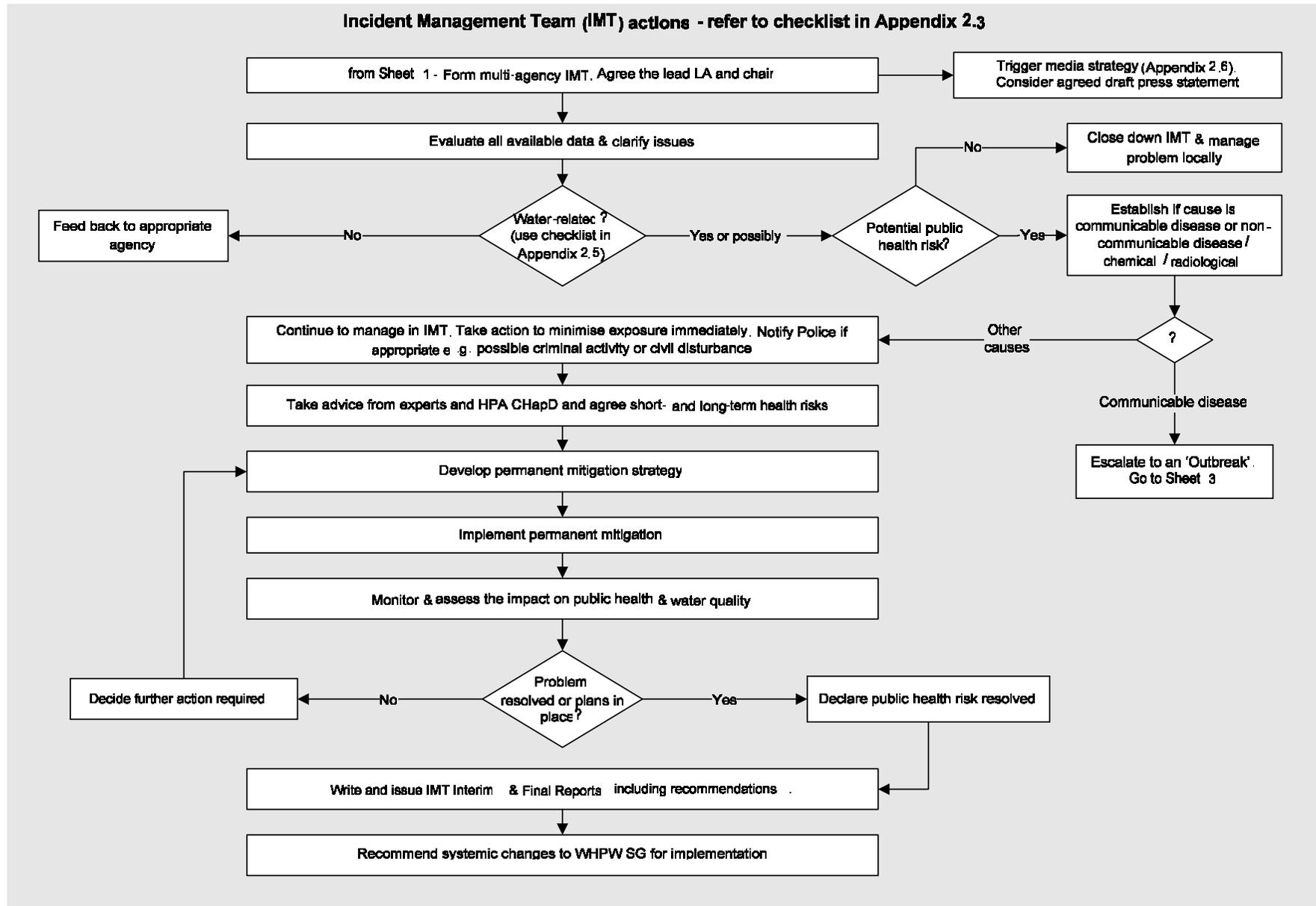
15.7. Detailed Process Maps: Sheet 1 – Identifying Events and Escalating

Page 60

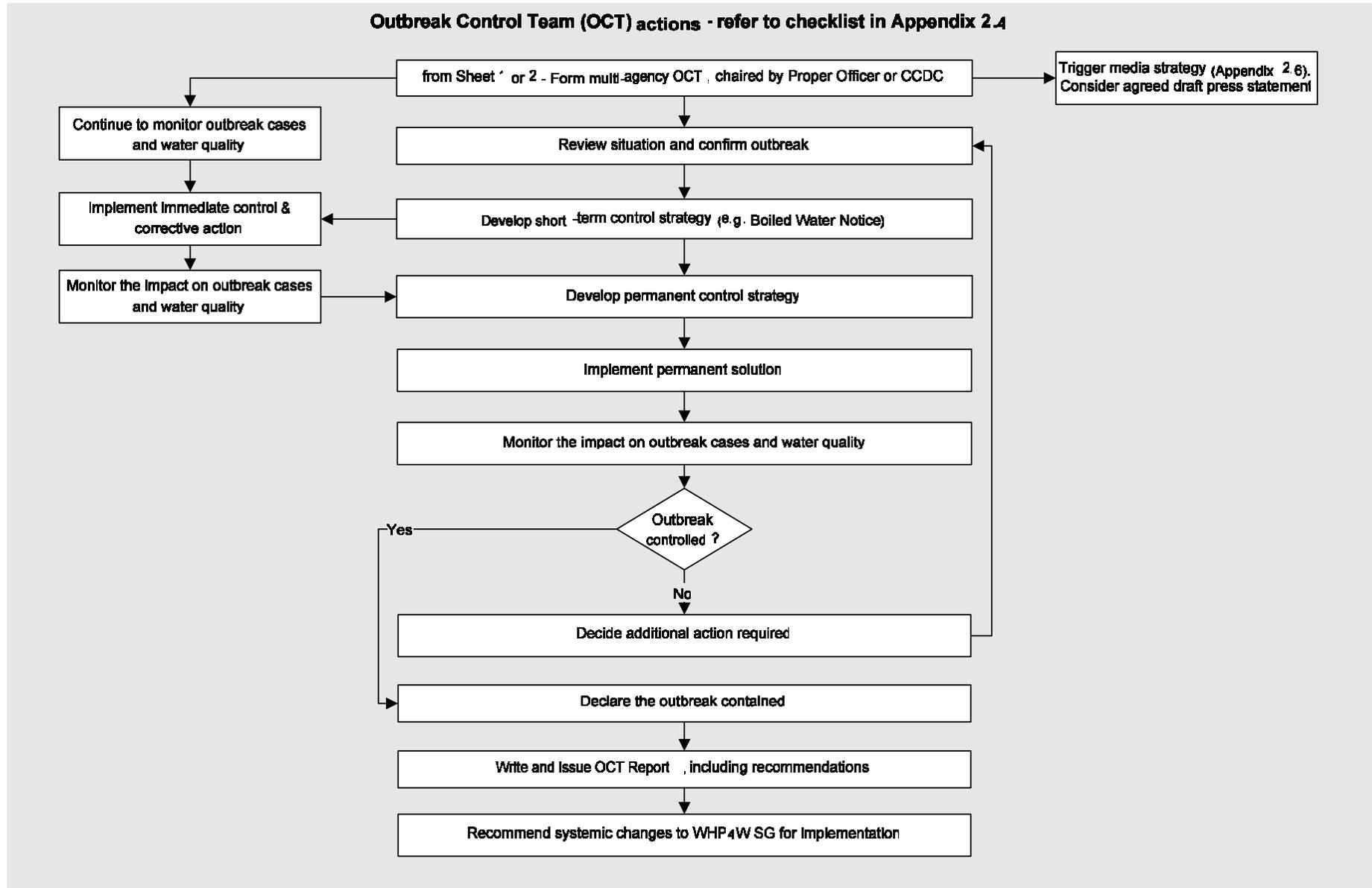


* e.g. Police, WAG, DEFRA, Water UK, CC Water, HPA CH&PD, EA, other Water Cos

15.8. Detailed Process Maps: Sheet 2 – Managing an Incident or Escalating



15.9. Detailed Process Maps: Sheet 3 – Controlling an Outbreak



15.10 Role of Water Company in IMT/OCT

1. Water companies have statutory duty under the Water Industry Act 1991 to supply safe and wholesome water, as defined in the Water Quality Regulations, within their respective regions. When a breach of a Water Quality standard has occurred that might have a potential impact on public health, water companies are required to inform the relevant LAs and CCDCs and to agree, and undertake, the appropriate investigations and mitigation measures to control or prevent potential risk e.g. Boil Water Notices. In the event of a continuing risk to the safety of public water supplies and an escalation to 'Incident' or 'Outbreak' status, the water companies shall appoint one or more senior responsible officers to the IMT or OCT to fulfil specific operational and customer related requirements.
2. The water company representative(s) will have sufficient authority and knowledge to:
 - a) Understand the cause, effects and extent of the issue and inform the IMT/OCT fully of any events before the incident or outbreak was declared.
 - b) Make the appropriate operational decisions on behalf of the IMT or OCT and ensure that they are immediately and fully implemented by the water company.
 - c) Provide the IMT or OCT with a water company perspective on the management of the incident.
 - d) Be adequately briefed and ensure that the IMT or OCT are made aware of, and have access to, all relevant water quality and operational data.
 - e) Facilitate the diversion and commitment of water company resources i.e. equipment and manpower to manage the incident.
 - f) Inform customer communications and other stakeholder briefings and, if necessary, enlist the support of the media communications personnel within the Company. This will include agreeing 'lines to take' for customer call centres and sharing this with the IMT/OCT.
 - g) Share any necessary information from their customer database.
 - h) Ensure that all alliance partners and other experts, contractors, etc. assist the IMT/OCT and ensure that any relevant information is shared with all members.

15.11 Incident Management Team for the Public Health Aspects of a Water Incident

1. Purpose

- 1.1 The overall purpose of the IMT is to protect public health during an incident by identifying the source of contamination, implementing the necessary temporary and permanent measures to minimise exposure and prevent further spread or recurrence.

2. IMT Members

- 2.1 Core members for all incidents:

- LAs
- HBs and/or Primary Care Trusts
- Public Health Wales
- Water companies
- External Advisors (accessed through Water Company)

- 2.2 Co-opted members as necessary:

- Chemical Hazards and Poisons Division of HPA
- Environment Agency
- Medical Physicist
- FSA
- Emergency Planning Officers (Water Companies or LAs)
- Veterinary Laboratory Agency and/or Animal Health
- DWI

- 2.3 Dependent upon the scale of the incident, representatives may require the support of additional staff to accompany them. The IMT will usually be chaired by a health or LA representative and the Chair will be agreed at the first meeting. However, any member of the IMT can chair by the agreement of the members of the IMT. If the incident becomes an outbreak, an outbreak should be declared, the IMT dissolved and an OCT formed. The OCT will operate as laid out in the Wales Outbreak Plan at the front of this document.

3. Duties

- 3.1 The duties of the IMT are to:

- a) Appoint a chair, aiming for continuity whenever possible
- b) Take minutes which record their decisions (including deferred decisions) and actions, together with their rationale
- c) Maintain a log of actions and decisions as appropriate
- d) Establish an Incident Room if appropriate
- e) Review evidence for the incident and investigate source and cause
- f) Identify and assess the risk to public health and likely illness in the community
- g) Establish the cause of the risk and determine if it is drinking water-related
- h) Escalate to an 'Outbreak' if the cause is a communicable

disease

For other causes:

- a) Agree and implement immediate protective action
- b) Agree and implement longer-term actions to prevent recurrence
- c) Identify the population at risk
- d) Take advice from external experts
- e) Draft statement for media (see Appendix 4) and information for consumers
- f) Delegate all information releases to specific IMT members
- g) Meet at appropriate intervals and record minutes
- h) Issue a report on the outcome, including recommendations
- i) IMT may need to escalate to an OCT for a communicable disease. This should be clearly recorded.

4. Checklist

- 4.1 The following is intended as a checklist of actions to be considered in order to deal effectively with an incident. The step-by-step approach does not imply that each action must follow the one preceding it. In practice, some steps must be carried out simultaneously and not all steps will be required on every occasion.

5. Assessment of situation

- a) Describe the incident (location, what's occurred, magnitude, nature and toxicity of chemical contamination, immediate control measures planned and implemented)
- b) Obtain expert toxicological advice
- c) What other information is currently available from the different agencies (Health, LA, EA, VLA, SVS, water companies, HPA, etc.)?
- d) What is the potential health impact for individuals or population on the information currently available?
- e) Who are the population at risk (consumers supplied (households, schools, hospitals, etc.) industry, leisure?)
- f) Has the population been exposed already?
- g) Is there on-going exposure?

6. Is there a potential health risk?

- a) What else can be done immediately to minimise on-going exposure and effects on those exposed?
 - Removal/treatment of contamination?
 - Provision of clean drinking water for the consumer?
 - Information and advice to public and media?
 - Information and advice to health professionals?
 - Agreement on further monitoring and analysis?
 - All agencies on the IMT to consider implications impacting on their own particular remits?

7. On-going information requirements and considerations:

- a) Is the current data set accurate and complete enough to assess hazard and risk? If more information is needed, resources to gather more samples and analysis should be agreed.
- b) Are there any possible by-products which should be identified or eliminated?
- c) Have we taken additional expert advice from external sources?
- d) Are we taking the option with the least impact on health?
- e) Are there any long term health effects that also need to be considered?
- f) Do we need additional epidemiological advice on any analytical epidemiological study that may be helpful?
- g) Should a follow up study, e.g. bio-monitoring, be recommended? If so, how should this be undertaken?
- h) The LA should ensure that adequate resources are available to facilitate the health response and record clearly the events and decisions particularly relating to health effects and protection.

8. Communication

- a) Consider the best means of communication with colleagues, patients and the public, including the need for an incident room and/or helplines.
- b) Ensure appropriate information and advice is given to the public, especially those at high risk.
- c) Ensure accuracy and timeliness.
- d) Include all those who need to know.
- e) Use the media constructively.
- f) Liaise with other agencies as appropriate:
 - Other LAs/Port health Authorities
 - Other HBs
 - CDSC (Wales)
 - HPA
 - General Practitioners
 - Education and Social Services Departments
 - Public Analyst
 - Government Agencies, e.g. DEFRA, Environment Agency
 - Welsh Government
 - HPA CHaPD
 - Divisional Veterinary Officer
 - DWI
 - Health & Safety Executive
 - FSA
 - CSSIW
- g) Prepare a written report.
- h) Disseminate information on any lessons learnt from managing the incident.

15.12 Control Measures to be Considered in Both Incidents and Outbreaks

1. Control the source: animal, human, environmental, treatment type or distribution system.
2. Control the mode of spread by providing alternative supplies (re-zoning, overland mains, bowzers, bottles) and/or issuing Boil Water Notices, also:
 - a) Isolation or exclusion of cases and contacts
 - b) Screening and monitoring of contacts
 - c) Protection of contacts by immunisation or prophylaxis
 - d) Examination, sampling and corrective actions at treatment, catchment or distribution points
 - e) Diverting sources and/or disinfection of process/distribution
 - f) Giving advice on protection measures especially to immuno-compromised groups
3. Monitor control measures by continued surveillance for disease.
4. Evaluate the management of the outbreak and make appropriate recommendations for the future.
5. Lift Boil Water Notice subject to agreed criteria being met.
6. Declare the outbreak contained.

15.13 Epidemiological Evidence Used to Determine Likely Association with Drinking Water

The following evidence that may contribute to defining an outbreak as waterborne independently of findings related to water treatment and supply:

1. Numbers exceeding expected background level for time and place or linked cases.
2. Descriptive evidence (person, place, time): A large proportion of cases clustered in water distribution area.
3. Strength of statistical association by an analytical epidemiological approach (e.g. case-control or cohort), especially with dose response (risk increased with amount of water consumed).
4. Consistency with natural history of pathogen.
5. Plausibility in terms of descriptive details, outbreak dynamics etc.
6. Analogy with other waterborne outbreaks (including high proportion of adult cases in suspected *Cryptosporidium* outbreaks).
7. Strength of likely association increased by recovery of pathogen from supply.
8. Lack of evidence for plausible alternative explanation.
9. Case numbers decrease following the introduction of appropriate control measures.

15.14 Relevant Legislation & Guidance

1. Public Health (Control of Disease) Act 1984
2. Health Protection (Local Authority Powers) Wales Regulations 2010
3. Health Protection (Part 2A Orders) (Wales) Regulations 2010
4. Health Protection (Notification) (Wales) Regulations 2010
5. Food Safety Act 1990
6. Water Industry Act 1991
7. Civil Contingencies Act 2004
8. Cryptosporidium in Water Supplies. Report of the Group of Experts, Chairman – Sir John Badenoch. Department of Environment/Department of Health. HSMO London 1990.
9. Cryptosporidium in Water Supplies. Second Report of the Group of Experts, Chairman – Sir John Badenoch. Department of Environment /Department of Health. HSMO London 1995.
10. Cryptosporidium in Water Supplies. Third Report of the Group of Experts to:Dept of the Environment, Transport and the Regions & Department of Health. Chairman – Professor Ian Bouchier. November 1998.
11. Dŵr Cymru Welsh Water Incident Response – Incidents Managed by Others(Section 4 of DCWW Incident Plan)
12. [The Water Supply Regulations 2010](#)
13. [The Water Supply \(Water Quality\) Regulations 2010 \(Wales\)](#)
14. [The Water Supply \(Water Quality\) Regulations 2001 \(Wales\) SI No. 3911](#)
15. The Water Supply (Water Quality) Regulations 2001 (Amendment) Regulations 2007
16. [Water Supply \(Water Fittings\) Regulations 1999](#)
17. [The Water Industry Act 1991](#)
18. The Private Water Supplies (Wales) Regulations 2010
19. Guidelines For Water Quality On Board Merchant Ships Including Passenger Vessels HPA 2003
20. World Health Organisation Guidelines for Drinking Water Quality

Appendix 16: LEGIONNAIRES' DISEASE SPECIFIC APPENDIX

Appendix 16.1 : Sampling at industrial premises in Legionnaires' disease outbreaks

Interim practical advice note for sampling at industrial premises in Legionnaires' disease outbreaks

Context

1. Detailed guidance is being drawn up in Wales to cover a number of aspects of Legionnaires' disease outbreaks. However recent experience identified confusion around urgent industrial premise sampling in outbreak situations. This informal practical advice note is an interim measure to assist those involved if an outbreak occurs in Wales before definitive guidance has been agreed. It only covers practical issues relating directly to urgent sampling and should not be used as a guide to other aspects of dealing with the outbreak.

Warning

2. Urgent control measures to control *Legionella* risk (eg: emergency inspection/shutdown/disinfection) should not be delayed to wait for sampling to be sorted.
3. Sampling for *Legionella* in industrial systems in outbreak situations may be of little benefit in detecting the bacterium. A negative result does not exclude the possibility that the premise sampled is the source. Consider whether sampling is of public health value to the OCT before proceeding.
4. At present PCR testing is not recommended by HSE as an indicator of control or for epidemiological investigations in outbreaks. PCR detects both living (viable) and dead bacteria; this makes it difficult to evaluate the real health risk.

Issues to consider:

Legal powers of entry and to undertake sampling

5. In outbreak situations the company may co-operate fully. However the powers in the Health Protection (Wales) Regulations 2010 under the Public Health (Control of Disease) Act 1984 can be used. The Request to Co-operate Letter under this legislation is useful in this situation.
6. Powers of entry under the Environmental Protection Act 1990 could be used to gain access to the premises. Section 79 of this Act allows LA's to deal with "any dust, smell or other effluvia arising on...premises and being prejudicial to health or nuisance", which includes pathogenic organisms. EHO's are allowed to enter premises and take samples, regardless of whether the premises are enforced by HSE or the LA under health and safety legislation.
7. The HSE advise that case law (R v Board of Trustees of Science Museum) has confirmed that evidence of actual *Legionella* (i.e. from sampling) is not required to support enforcement under the Health & Safety at Work etc Act 1974.

8. HSE legal advice has confirmed that there are no powers to sample for *Legionella* under health & safety legislation for public health purposes.

Who will sample

9. Each sampling exercise must be subject to an individual risk assessment before commencement so that samplers are not put at risk.
Samples in industrial premises should only be taken by appropriately trained and experienced individuals
Samplers could be:
 - a) Appropriately trained Local Authority Officers
 - b) Appropriately trained Local Authority Officers from a neighbouring authority
 - c) Reputable private contractors offering these services
10. In some circumstances, the Environment Agency may be able to assist by providing advice on securing samples to ensure evidential standards are met and providing courier services. This may be particularly useful on unusual/complex industrial sites regulated by the Agency with which other potential samplers may be unfamiliar. In these cases Environment Agency staff will not be entering and sampling using their own powers but accompanying the Local Authority under Local Authority public health legislation in the same way as private contractors can access the site and sample in these circumstances.

Progression through factory

11. The sampler should be accompanied by:
 - a) The Responsible Person from the company/site to ensure safety on site
 - b) A Regulatory officer from the Local Authority/HSE if the sampler is not a LA officerIf the Regulator is not available to urgently accompany the sampler, the Regulator should provide advice as required on any known relevant aspects of the process being sampled. Such advice is necessary to inform the risk assessment prior to the sampling visit and activity.

Chain of evidence

12. The protection of public health takes precedence over collecting evidence. However it would be wise to consider how to protect the chain of evidence when samples are taken, and take steps to maintain this.

Sampling when Officers identify *Legionella* control issues whilst inspecting a potential industrial source in an outbreak situation

13. During an outbreak, a number of industrial premises may be visited. Any of these may be identified as not having adequate *Legionella* controls and an enforcement notice may be issued. In this case, the inspecting Officer should report this urgently to the OCT so that if sampling is deemed necessary by the OCT, it can be arranged without delay. It would be wise for any OCT to consider arrangements to respond to this contingency, particularly out of hours, prior to it arising.

August 2012

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Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Highways**

Budget Virements

Decision Taken 31 January 2013

DECISION	Reason for Decision:
That the budget virements listed be approved.	In accordance with Financial standing Orders.

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Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To **Head of Finance**

From **Local and Environmental Services** (Directorate)

Transportation and Development Enablement (Service)

Steve Holdaway (Head of Service)

Tony Caine (Budget Holder)

Tony Caine (Project Manager)

Date **04/12/12**

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

The current signals are obsolete and parts are impossible to obtain as they are no longer supported by the manufacturer. Errors keep occurring at the site which then defaults to holding the A4067 on red for significant periods of time, especially at night. We are having regular complaints from residents due to traffic being held on the A4067, particularly through the night, when large vehicles are revving their engines while waiting for the lights to change

The proposal is to completely replace all the signal equipment to a new extra low voltage system utilising LED signal heads.

There is no current identified Capital Budget for the replacement/upgrade of traffic signals nor are there any other options to finance the upgrade/replacement from any current budgets within my service area.

The proposal is to fund the cost from capital receipts from the sale of former Highways land.

New Scheme Name POW24 A4067 Cwmgiedd Signals Upgrade/Replacement
 Job Code _____

Budget Increases

Scheme Name	
Job Code	

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00		0.00			
Revised Budget	40,000.00		40,000.00			
Increase Required	40,000.00	0.00	40,000.00	0.00	0.00	0.00

Financing

Name of Scheme Reduced	
Job Code	

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources Capital Receipts X0001 R813

Capital Receipts	-40,000.00		-40,000.00			
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	-40,000.00	0.00	-40,000.00	0.00	0.00	0.00

Total Financing must match increase required above

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Powys County Council

Revenue Budget Virement Application Form*[Please see guidance notes on page 2532 of the Intranet]***To Head of Finance**From LES (Directorate)Head of Service (Service)Geoff Petty (Head of Service)Geoff Petty (Budget Holder)Date 12/12/12**Details of Virement**(please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Virement to budget for the Interim Head of Operational Services (LEI)

2013-14 Budget Requirement

Salary – £69,290

Ni – £7,360

Pension – £16,080

Total - £92,730

Funding

Budget for Senior Manager Highways & Transportation £75,630

Shortfall £17,100 reduce consultancy, other hired & contracted services, health & safety & hire of premises budgets in Head of Services

2012-13 Budget Requirement

Salary – 34,650

NI - £3,680

Pension - ££8,040

Total - £46,370

Funding

Budget available Senior Manager Highways & Transportation £35,580

Shortfall £10,790 reduce consultancy budget in Head of Services

Is this virement Temporary (delete as appropriate)

Budget Increases

Description	Head of Service T9000							
Financial Code	12/13	1065	1165	1265	13/14	1065	1165	1265
Existing Budget		77,690	6,600	18,020		77,690	6,600	18,020
Increase Required		34,650	3,680	8,040		69,290	7,360	16,080
Revised Budget		112,340	10,280	26,060		146,980	13,960	34,100

Budget Reductions/ Increased Finance

Description	Policy & Planning T2071				T9000				
Financial Code	12/13	1022	1122	1222	4702	13/14-1022	1122	1222	4702
Existing Budget		379,680	32,280	88,090	13,810	57,430	4,880	13,320	13,810
Reduction/Increased Income		-27,400	-1,830	-6,350	10,790	-57,430	-4,880	-13,320	-13,810
Revised Budget	£	352,280	30,450	-81,740	3,020	0	0	0	0

Budget Reductions/ Increased Finance

Description	Head of Service T9000			
Financial Code	13/14	4714	4922	2204
Existing Budget		1,070	1,020	2000
Reduction/Increased Income		-1,070	-1,020	-1,200
Revised Budget		0	0	800

If new or additional grant received please provide further details

Description	
Grant Ref	
Duration of Grant	
Other Detail	

Budget Profile

Year	Budget Profile Detail
2012-13	

Please provide detail, e.g. 12 equal instalments or 4 equal instalments from June 09 to Sept 09, etc., or attach details.

Other Financial Implications (future years capital/ revenue – Do not leave blank)

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Approvals

Signatures

Required in all cases	Head of Service		Date	
Required in all cases	Head of Finance, and Corporate Performance		Date	
£25,001 to £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	County Council Minute Ref.		Date	

FMS Updated (office use only)		
Accountant: Signature	Print Name	Date
Copy of Authorised form returned to Head of Service		
Signature	Print Name	Date

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Decisions taken by Individual Portfolio Holders

Councillor W.B. Thomas
Portfolio Holder for Highways

Budget Virements

Decision Taken 8 February 2013

DECISION	Reason for Decision:
That the budget virements in respect of Text to Speech Software and Licence be approved.	In accordance with Financial standing Orders.

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Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To **Head of Finance**

From **Local and Environmental Services** (Directorate)

Transportation and Development Enablement (Service)

Steve Holdaway (Head of Service)

Tony Caine (Budget Holder)

Tony Caine (Project Manager)

Date **04/12/12**

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

The current signals are obsolete and parts are impossible to obtain as they are no longer supported by the manufacturer. Errors keep occurring at the site which then defaults to holding the A4067 on red for significant periods of time, especially at night. We are having regular complaints from residents due to traffic being held on the A4067, particularly through the night, when large vehicles are revving their engines while waiting for the lights to change

The proposal is to completely replace all the signal equipment to a new extra low voltage system utilising LED signal heads.

There is no current identified Capital Budget for the replacement/upgrade of traffic signals nor are there any other options to finance the upgrade/replacement from any current budgets within my service area.

The proposal is to fund the cost from capital receipts from the sale of former Highways land.

New Scheme Name POW24 A4067 Cwmgiedd Signals Upgrade/Replacement
 Job Code _____

Budget Increases

Scheme Name	
Job Code	

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00		0.00			
Revised Budget	40,000.00		40,000.00			
Increase Required	40,000.00	0.00	40,000.00	0.00	0.00	0.00

Financing

Name of Scheme Reduced	
Job Code	

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources Capital Receipts X0001 R813

Capital Receipts	-40,000.00		-40,000.00			
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	-40,000.00	0.00	-40,000.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

There should be no changes to the ongoing annual maintenance charge currently being levied by the signal term contractor Siemens.

Approvals

Signatures

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

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Decisions taken by Individual Portfolio Holders

Councillor W.B. Thomas
Portfolio Holder for Highways

Budget Virements

Decision Taken 14 February 2013

DECISION	Reason for Decision:
That the budget virements in respect of Tregynon Flood Alleviation scheme, fleet management and the Bronllys bypass be approved.	In accordance with Financial standing Orders.

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Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To Head of Finance

From Finance & Infrastructure (Directorate)

Local & Environmental Services (Service)

Steve Holdaway (Head of Service)

Graham Astley (Budget Holder)

Rob Gilman (Project Manager)

Date 31/1/13

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Welsh Government have allocated funds to carry out the design work on Tregynon Flood Alleviation Scheme this financial year with the intention of funding the project works in the future – possibly in 2014/15. These schemes are funded by 15% from Powys County Council and 85% by the Welsh Government.

Estimated cost of the detailed design work is in the region of £46k and will need about £7k of funding by Powys. In the Capital Programme this year there is a budget of nearly £17k for 'support for flood defence projects' which has not been utilised. Approval is sought to move this budget to the Tregynon scheme with any unused budget being saved to possibly help fund the future project.

Budget Increases

Scheme Name	
Job Code	

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00		0.00			
Revised Budget	55,819.14		55,819.14			
Increase Required	55,819.14	0.00	55,819.14	0.00	0.00	0.00

Financing

Name of Scheme Reduced	Support for flood defence projects
Job Code	9T201 9SX036

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	17,031.34		17,031.34			
Revised Budget	312.20		312.20			
Decrease Required	-16,719.14	0.00	-16,719.14	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	39,100.00		39,100.00			
Supported Borrowing	0.00					
Revenue/Reserves	0.00					
Total	39,100.00	0.00	39,100.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

Carrying out the design work does not commit the Council to the future project if the 15% contribution cannot be financed.

Powys County Council

Revenue Budget Virement Application Form*[Please see guidance notes on page 2532 of the Intranet]***To Head of Finance**

From Finance & Infrastructure (Directorate)
Local & Environmental Services (Service)
Steve Holdaway (Head of Service)
Tim Washington (Budget Holder)

Date 14th Nov 2012

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

The fleet manager requested extra BPU resource in the fleet team, this was over and above the BPU establishment therefore requiring extra resource. This was requested for the beginning of the financial year 2012-13 and has been in place since Apr 2012.

2 extra full time members of staff were requested by the fleet manager, 0.4 of one member was funded through available resource in the BPU the remainder was required to be funded by the fleet section. This virement is required to authorise the above mentioned transfer of funds from the fleet budget to the BPU budget.

Transfer budget for pay, national insurance and pension from fleet to the BPU.

Scale 3 (Point 14) 0.6 FTE – 22.2 Hours

Scale 3 (Point 14) 1.0 FTE – 37 Hours

Details of breakdown below:

- PAY £ 25,170.00
- NI £ 1,260.00
- PENSION £ 5,840.00

TOTAL £ 32,270.00

--

Is this virement Permanent?

Budget Increases

Description	BPU Other – Llandrindod - BPU23		
Financial Code	1022	1122	1222
Existing Budget	£ 696,930.00	33,560.00	141,200.00
Increase Required	£ 25,170.00	1,260.00	5,840.00
Revised Budget	£ 722,100.00	34,820.00	147,040.00

Budget Reductions/ Increased Finance

Description	Central Desk Hire
Financial Code	DV006 7069
Existing Budget	£ 32,270.00
Budget Reduction	£ 32,270.00
Revised Budget	£ 0.00

If new or additional grant received please provide further details

Description	
Grant Ref	
Duration of Grant	
Other Detail	

Budget Profile

Year	Budget Profile Detail
2012-13	

Please provide detail, e.g. 12 equal instalments or 4 equal instalments from June 09 to Sept 09, etc., or attach details.

Other Financial Implications (future years capital/ revenue – Do not leave blank)

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Capital Budget Virement Application Form*[Please see guidance notes on page 2532 of the Intranet]***To** Head of Finance**From** Finance & Infrastructure (Directorate)Local & Environmental Services (Service)Steve Holdaway (Head of Service)David Micah (Budget Holder)David Micah (Project Manager)**Date** _____**Details of Virement** (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

The Bronllys By-Pass budget of £69,795.23 is to fund Part 1 claims for compensation after the by-pass was built. The time limit for claims is 6 years from completion of the project which is 17 July 2014.

These claims have been negotiated by the Welsh Government on our behalf as they are responsible for the trunk roads and the majority of claimants would be their responsibility. £75k was originally given to the WG to settle the claims with a further £70k budget to cover any future claims.

The current situation is that the WG have paid out £73,188 in compensation and have no more claims outstanding. Our Senior Valuer, David Micah, has plotted the properties in respect of claims that have been settled and forecasted that there is unlikely to be more than an additional 7 or so claims which he would estimate to cost us no more than £20k.

In these circumstances, authority is requested to put £20k of the budget into the 2014/15 financial to cover any future claims and return the balance to the unallocated Capital Fund.

Budget Increases

Scheme Name	Unallocated Capital Fund
Job Code	9F200 9UAMP

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00			0.00		
Revised Budget	49,795.23			49,795.23		
Increase Required	49,795.23	0.00	0.00	49,795.23	0.00	0.00

Financing

Name of Scheme Reduced	Bronllys By-Pass compensation claims
Job Code	9T121 9IB006

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	69,795.23		69,795.23		0.00	
Revised Budget	20,000.00		0.00		20,000.00	
Decrease Required	-49,795.23	0.00	-69,795.23	0.00	20,000.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

None.

Approvals**Signatures**

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

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Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Highways**

Trade Waste – Charges for Residual Waste

Decision Taken 18 March 2013

DECISION	Reason for Decision:
That residual trade waste charges are increased inline with the schedule contained in Appendix A of the report.	To encourage traders to recycle and to increase revenue, in line with targets contained in the Medium Term Financial Plan. Furthermore to ensure traders fully contribute to the Councils WG recycling targets.

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CYNGOR SIR POWYS COUNTY COUNCIL

REPORT FOR DELEGATED DECISION

March 2013

REPORT AUTHOR: Councillor B Thomas, Portfolio Holder for Highways

SUBJECT: Trade Waste – Charges for Residual Waste

REPORT FOR: Decision

1.0 Summary

1.1 In its budget proposals Cabinet has taken the decision to include in the Medium Term Financial Plan extra income (£180,000) from charges to traders of waste collection in 2013/14.

1.2 To achieve this target it is proposed to increase charges for residual waste by 25%. Whilst this increase may seem high it includes the extra cost of Landfill Tax (£8/tonne) and will create a strong incentive for traders to recycle. Recycling charges will be held at current levels for a third year.

2.0 Proposal

2.1 The proposal is to increase residual waste collection charges to Traders by 25% from 1st April 2013 and leave recycling charges at current levels. A schedule of existing and new charges is shown in Appendix A.

3.0 Powys Change Plan

3.1 The proposal is consistent with the Change Plan objectives for climate change and increasing the amount of waste recycled necessary to meet Welsh Government targets.

4.0 Options Considered/Available

4.1 The following options have been considered:

- Maintain existing charges for both residual and recycling
- Increase charges for both residual and recycling
- Increase charges either for residual and/or recycling

5.0 Preferred Choice and Reasons

5.1 The preferred choice is to increase residual waste charges and leave recycling charges at current levels, for the following reasons:

- The Council is required to raise levels of recycling to 52% in 2012/13 and to 58% in 2015/16.
- Trade waste recycling rates lags domestic recycling which significantly impacts on the Council's ability to archive Welsh Government targets.
- Charges for residual waste collection should better reflect the actual costs of collection, otherwise domestic rate payers will subsidise businesses.
- Higher charges for residual waste collection will encourage greater levels of trade recycling.
- Recycling charges maintained at current levels will also encourage traders to recycle.

6.0 Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc

6.1 As previously stated the proposals are consistent with the Council's change objectives and will help to reduce landfilled waste and thereby damaging emissions to the atmosphere.

7.0 Children and Young People's Impact Statement - Safeguarding and Wellbeing

N/A

8.0 Local Member(s)

8.1 Most Members will have businesses in their wards that may be affected.

9.0 Other Front Line Services

9.1 Services that generate residual waste may be affected by the proposals. However, internal services receive 'free' recycling and therefore will be encouraged to recycle more.

10.0 Support Services (Legal, Finance, HR, ICT, BPU)

10.1 The Service Accountant has been fully involved with the recommendation put forward. Work has been carried out to identify the financial impact on the Trade Waste service following the introduction of fortnightly collections for domestic residual waste. This work suggests that whilst this increase will go some way to reducing any losses the Service is continuing to identify more sustainable ways of collecting trade residual waste.

10.2 Legal – we can support the recommendation.

11.0 Local Service Board/Partnerships/Stakeholders etc

See Communications Section

12.0 Communications

12.1 A comprehensive communication campaign will help to inform traders about the Council's proposals to hold recycling charges at current levels and the increased charges for residual waste. To provide assistance to traders in order to minimise the impact of the proposals, advice will also be available from Trade Waste Officers. These officers will seek to minimise residual waste and provide opportunities for traders to recycle as much as possible, thus saving them money.

13.0 Statutory Officers

The Strategic Director: Law & Governance and Monitoring Officer has no comment on the recommendation.

14.0 Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If the Portfolio Holder has an interest he should declare it and refer to matter to Cabinet for decision and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
That residual trade waste charges are increased inline with the schedule contained in Appendix A.	To encourage traders to recycle and to increase revenue, in line with targets contained in the Medium Term Financial Plan. Furthermore to ensure traders fully contribute to the Councils WG recycling targets.

Relevant Policy (ies):	Powys Change Plan		
Within Policy:	Y	Within Budget:	Y

Relevant Local Member(s):	All
----------------------------------	-----

Person(s) To Implement Decision:	Ashley Collins
Date By When Decision To Be Implemented:	1st April 2013

Contact Officer Name:	Tel:	Fax:	Email:
Ashley Collins	01597 82 6974		ashley.collins@powys.gov.uk

APPENDIX A

Collection Containers	2012/13	2013/14
Residual charges		
360L Eurobin		
Per Collection	£6.79	£8.49
660L Eurobin		
Per Collection	£11.60	£14.50
1100L Eurobin		
Per Collection	£16.81	£21.01
1280L Eurobin		
Per Collection	£19.48	£24.35
Trade refuse sacks (26)	£66.64	£83.30
Blue Charity Sacks (26)	£34.60	£41.65
Recycling Charges		
Glass Recycling Bin 240L		
Per Collection	£2.26	£2.26
Cardboard Recycling 820L		
Per Collection	£7.11	£7.11
Cardboard Recycling 360L		
Per Collection	£2.26	£2.26
Food Recycling 240L		
Per Collection	£3.25	£3.25
Plastic/Cans Recycling 240L		
Per Collection	£2.26	£2.26

Recycling on Kerbside

Yearly Participation Charge	£117.52	£117.52
44L Dom Glass box		
55L Dom Plastic/Can box		
44L Dom Paper box		
25L Dom Food box		

Sacks & Miscellaneous items

Charity Recycling Sacks (26)	£13.43	£13.43
Trade recycling sacks (26)	£26.92	£26.92
Annual Bring site recycling permit	£35.00	£35.00
Annual Trade CA Site permit	£100.00	£100.00

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Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Highways**

Budget Virements

Decision Taken 20 March 2013

DECISION	Reason for Decision:
That the budget virements in respect of Brecon Canal Walking and Cycling Towpath, Machynlleth Interchange, Montgomery Canal Greenway, Newtown Cycle Network and Real Time Passenger Information be approved.	In accordance with Financial standing Orders.

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Ref:
Journal No:
Journal Name:

Powys County Council

Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To **Head of Finance**

From LOCAL & ENVIRONMENTAL SERVICE (Directorate)

TRANSPORTATION & DEVELOPMENT (Service)

STEVE HOLDAWAY (Head of Service)

ANTHEA JONES (Budget Holder)

ANTHEA JONES (Project Manager)

Date 07-03-2013

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Authorising this virement will enable us to correct the budget on the financial ledger in accordance with the revised allocation of grant money from 'Regional Transport Consortia Grant – TraCC'.

See attached details for the revised allocation agreed by Welsh Government for RTP Capital – **Brecon Canal walking and cycling towpath**.

The revised allocation for the '*Brecon Canal walking and cycling towpath*' has been increased by £105,000. This is additional funding for the authority from TraCC.

The reasoning for transferring the funding is as follows:-

Transfer To:- **Brecon Canal**

Transfer From:- **TraCC**

The '*Brecon Canal walking and cycling towpath*' is a new scheme for the authority and the work entails upgrading the canal tow path between Llangattock and Brecon. These improvements will be carried out to a high standard.

Budget Reduction

Scheme Name	Brecon Canal walking & cycling towpath EXPENDITURE
Job Code	9T222 0003 (New code to be set up)

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00		0.00	0.00	0.00	
Revised Budget	105,000.00		105,000.00	0.00	0.00	
Increase Required	105,000.00	0.00	105,000.00	0.00	0.00	0.00

Financing Reduction

Scheme Name	Brecon Canal walking & cycling towpath INCOME
Job Code	9T222 0901 (New code to be set up)

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00		0.00	0.00	0.00	
Revised Budget	-105,000.00		-105,000.00	0.00	0.00	
Decrease Required	-105,000.00	0.00	-105,000.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

No other financial implications – Additional Grant money for the authority

Approvals**Signatures**

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

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Ref:
Journal No:
Journal Name:

Powys County Council

Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To Head of Finance

From LOCAL & ENVIRONMENTAL SERVICE (Directorate)

TRANSPORTATION & DEVELOPMENT (Service)

STEVE HOLDAWAY (Head of Service)

MARC LEWIS (Budget Holder)

MARC LEWIS (Project Manager)

Date 20-02-2013

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Authorising this virement will enable us to correct the budget on the financial ledger in accordance with the revised allocation of grant money from 'Regional Transport Consortia Grant – TraCC'.

See attached details for the revised allocation agreed by Welsh Government for RTP Capital – **Machynlleth Interchange**.

The revised allocation for the '*Machynlleth Interchange*' has been reduced by £40,000. This has been transferred to the following project '*Montgomery Canal Greenway*'.

The reasoning for transferring the funding is as follows:-

Transfer To:- **Montgomery Canal**

Transfer From:- **Machynlleth Interchange**

TracCC were expecting additional funding from Welsh Government to enable the '*Montgomery Canal*' project to continue and therefore a decision was made to keep the contractor on site. No additional funding has currently been made available by the Welsh Government and therefore a decision has been taken to move the money from '*Machynlleth Interchange*' to fund the shortfall following the commission of additional works.

The work at the *Montgomery Canal* involves the construction of a new 2.0metre cycle path also suitable for pedestrians. The Canal & River Trust, formerly British Waterways, will be carrying out the work. The path will be traffic free all the way from Newtown to Welshpool; this will then form part of the National Cycle Network.

Budget Reduction

Scheme Name	Machynlleth Interchange EXPENDITURE
Job Code	9T222 0003 9IK226

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	50,000.00		50,000.00	0.00	0.00	
Revised Budget	10,000.00		10,000.00	0.00	0.00	
Increase Required	-40,000.00	0.00	-40,000.00	0.00	0.00	0.00

Financing Reduction

Scheme Name	Machynlleth Interchange INCOME
Job Code	9T222 0901 9IK226

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	-50,000.00		-50,000.00	0.00	0.00	
Revised Budget	-10,000.00		-10,000.00	0.00	0.00	
Decrease Required	40,000.00	0.00	40,000.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

No other financial implications – Reduction in allocation for the scheme

Approvals**Signatures**

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

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Powys County Council

Capital Budget Virement Application Form*[Please see guidance notes on page 2532 of the Intranet]*To **Head of Finance**From **LOCAL & ENVIRONMENTAL SERVICE** (Directorate)**TRANSPORTATION & DEVELOPMENT** (Service)**STEVE HOLDAWAY** (Head of Service)**ANTHEA JONES** (Budget Holder)**ANTHEA JONES** (Project Manager)Date **20-02-2013****Details of Virement** (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Authorising this virement will enable us to correct the budget on the financial ledger in accordance with the revised allocation of grant money from 'Regional Transport Consortia Grant – TraCC'.

Please see attached the details for the revised allocation agreed by Welsh Government for RTP Capital – **Montgomery Canal Greenway**.

The revised allocation for the *Montgomery Canal Greenway* has been increased by £87,000. This has been transferred from the following projects '*Newtown Interchange, Machynlleth Interchange, TraCC Pre-Delivery Projects and TraCC Programme Management*'.

The reasoning for transferring the funding is as follows:-

Transfer To:- **Montgomery Canal Greenway**

Transfer From:- **Newtown Interchange, Machynlleth Interchange, TraCC Pre-Delivery Projects and TraCC Programme Management**

TraCC were expecting additional funding from Welsh Government to enable the 'Montgomery Canal' project to continue and therefore a decision was made to keep the contractor on site. No additional funding has currently been made available by the Welsh Government and therefore a decision has been taken to move the money from '*Newtown Interchange, Machynlleth Interchange, TraCC Pre-Delivery Projects and TraCC Programme Management*' to fund the shortfall following the commission of additional works.

The work at the *Montgomery Canal* involves the construction of a new 2.0metre cycle path also suitable for pedestrians. The Canal & River Trust, formerly British Waterways, will be carrying out the work. The path will be traffic free all the way from Newtown to Welshpool; this will then form part of the National Cycle Network.

Budget Reduction

Scheme Name	Montgomery Canal Greenway EXPENDITURE
Job Code	9T222 0003 9IK235

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	80,000.00		80,000.00	0.00	0.00	
Revised Budget	387,000.00		387,000.00	0.00	0.00	
Increase Required	307,000.00	0.00	307,000.00	0.00	0.00	0.00

Financing Reduction

Scheme Name	Montgomery Canal Greenway INCOME
Job Code	9T222 0901 9IK235

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	-80,000.00		-80,000.00	0.00	0.00	
Revised Budget	-387,000.00		-387,000.00	0.00	0.00	
Decrease Required	-307,000.00	0.00	-307,000.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

No other financial implications - Increase in allocation for the scheme

Approvals**Signatures**

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

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Ref:
Journal No:
Journal Name:

Powys County Council

Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To **Head of Finance**

From LOCAL & ENVIRONMENTAL SERVICE (Directorate)

TRANSPORTATION & DEVELOPMENT (Service)

STEVE HOLDAWAY (Head of Service)

ANTHEA JONES (Budget Holder)

ANTHEA JONES (Project Manager)

Date 07-03-2013

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Authorising this virement will enable us to correct the budget on the financial ledger in accordance with the revised allocation of grant money from 'Regional Transport Consortia Grant – TraCC'.

See attached details for the revised allocation agreed by Welsh Government for RTP Capital – **Newtown Cycle Network**.

The revised allocation for the '*Newtown Cycle Network*' has been increased by £35,000. This is additional funding for the authority from TraCC.

The reasoning for transferring the funding is as follows:-

Transfer To:- **Newtown Cycle Network**

Transfer From:- **TraCC**

The '*Newtown Cycle Network*' is a new scheme for the authority and the work entails the following amendments to the National Cycle Network Route 81. This is for some new signage and maintenance to the route.

Budget Reduction

Scheme Name	Newtown Cycle Network	EXPENDITURE
Job Code	9T222 0003 (New code to be set up)	

	£	£	£	£	£	£
Existing Budget	0.00		0.00	0.00	0.00	
Revised Budget	35,000.00		35,000.00	0.00	0.00	
Increase Required	35,000.00	0.00	35,000.00	0.00	0.00	0.00

Financing Reduction

Scheme Name	Newtown Cycle Network	INCOME
Job Code	9T222 0901 (New code to be set up)	

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00		0.00	0.00	0.00	
Revised Budget	-35,000.00		-35,000.00	0.00	0.00	
Decrease Required	-35,000.00	0.00	-35,000.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

No other financial implications – Additional Grant money for the authority

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Ref:
Journal No:
Journal Name:

Powys County Council

Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To **Head of Finance**

From LOCAL & ENVIRONMENTAL SERVICE (Directorate)

TRANSPORTATION & DEVELOPMENT (Service)

STEVE HOLDAWAY (Head of Service)

JOHN FORSEY (Budget Holder)

JOHN FORSEY (Project Manager)

Date 20-02-2013

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Authorising this virement will enable us to correct the budget on the financial ledger in accordance with the revised allocation of grant money from 'Regional Transport Consortia Grant – TraCC'.

Please see attached the details for the revised allocation agreed by Welsh Government for RTP Capital – **Real Time Passenger Information**.

The revised allocation for the '*Real Time Passenger Information*' has been reduced by £30,000. This has been transferred to the following project '*Montgomery Canal Greenway*'.

The reasoning for transferring the funding is as follows:-

Transfer To:- **Montgomery Canal Greenway**

Transfer From:- **Real Time Passenger Information**

TraCC were expecting additional funding from Welsh Government to enable the 'Montgomery Canal' project to continue and therefore a decision was made to keep the contractor on site. No additional funding has currently been made available by the Welsh Government and therefore a decision has been taken to move the money from '*Real Time Passenger Information*' to fund the shortfall following the commission of additional works.

The work at the *Montgomery Canal* involves the construction of a new 2.0metre cycle path also suitable for pedestrians. The Canal & River Trust, formerly British Waterways, will be carrying out the work. The path will be traffic free all the way from Newtown to Welshpool; this will then form part of the National Cycle Network.

Budget Reduction

Scheme Name	Real Time Passenger Information EXPENDITURE
Job Code	9T222 0003 9VX028

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	30,000.00		30,000.00	0.00	0.00	
Revised Budget	0.00		0.00	0.00	0.00	
Increase Required	-30,000.00	0.00	-30,000.00	0.00	0.00	0.00

Financing Reduction

Scheme Name	Real Time Passenger Information INCOME
Job Code	9T222 0901 9VX028

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	-30,000.00		-30,000.00	0.00	0.00	
Revised Budget	0.00		0.00	0.00	0.00	
Decrease Required	30,000.00	0.00	30,000.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

No other financial implications – Reduction in allocation for the scheme

Approvals**Signatures**

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

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Decisions taken by Individual Portfolio Holders

Councillor W.B. Thomas
Portfolio Holder for Highways

Decisions Taken 9 May 2013

Proceeds of Crime Act 2002 : Proposal to Appoint an Accredited Financial Investigator

DECISION	Reason for decision:
<p>That a fully trained Financial Investigator, accredited (AFI) by the National Police Improvement Agency, be appointed by Public Protection. That the initial contract of employment be for a term of 3 years from the date of commencement of employment That the services of the AFI be made available to all Council Services with an enforcement role.</p>	<p>To assist with cost recovery from criminal activity, to provide a deterrent to would-be criminals and to support the local economy by tackling dishonesty.</p>

Review of Bereavement Services Fees

DECISION	Reason for Decision:
<p>That an increase of 30% in bereavement service fees be approved as detailed in Section 3.2 of this report</p>	<p>To ensure that the costs directly incurred in providing bereavement services are paid for by fee income</p>

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CYNGOR SIR POWYS COUNTY COUNCIL.

PORTFOLIO HOLDER DELEGATED DECISION

Date: 16th April 2013

REPORT: Bereavement Services
AUTHOR: Environmental Protection Manager
SUBJECT: Review of Bereavement Services Fees

REPORT FOR: Decision

1. SUMMARY

- 1.1 The Council is the statutory burial authority for non-churchyard cemeteries in Powys. The Environmental Health Service (EHS) is responsible for the administration and operational management of 18 cemeteries across the county.
- 1.2 Fees are charged for a variety of bereavement services provided by the Council. Service users are funeral directors, monumental masons, and private individuals, who are charged a range of fees for the following services:-
- burial excavation
 - burial registration
 - the right to erect and inscribe a memorial
 - the purchase of exclusive right of burial (ERB)
 - scattering of ashes
 - chapel hire (where applicable)
 - genealogy research
- 1.3 The level of bereavement services fees has not been reviewed over recent years and benchmarking comparisons and current budgetary pressures have pre-empted such a review that has recently been completed.
- 1.4 This report summarises the conclusions of the bereavement services fees review and proposes a revision of fees, to be effective from 1st June 2013, subject to approval by the Cabinet.

2. REVIEW OF BEREAVEMENT SERVICES FEES

- 2.1 The review of bereavement services fees has identified the costs directly incurred by the EHS and Local and Environmental Services (LEI) in the carrying out of administrative work; excavations and backfilling of graves; ground maintenance; repairs and improvements to cemetery buildings and structures and ancillary costs in providing additional services to cemetery users.
- 2.2 The review has involved identifying the costs directly incurred in providing these services and assessing whether income from fees and other sources covers these costs. It is acknowledged that fees and other income can not be expected to cover the full costs of providing bereavement services, including support costs, and that contributions from central services will continue to be necessary. However, the level of fees should be set at such a level so as to be sufficient to cover the direct costs of providing the range of bereavement services that are currently subject to charges.
- 2.3 As part of the fees review, a benchmarking study was carried out to compare bereavement services fees charged by Powys County Council, with fees charged by 11 other local authorities that are members of the Welsh Bereavement Services Forum. The following table summarises the conclusions of the benchmarking study for the financial year 2011/12, the most recent year for which data is available.

15 Welsh LA's (average)	Powys	
Fee for purchase of exclusive right of burial and interment within double depth grave	£1,051	£772
Income as percentage of gross expenditure for burials	61%	44%
Net service costs	£270,942	£204,742

As can be seen from this table Powys fees were substantially lower than the average for Welsh local authorities in 2011/12 and Powys fees have only increased in line with the rate of inflation since 2007/08.

When benchmarking bereavement services income as a percentage of gross expenditure, Powys was 17% lower than the average of 11 other Welsh local authorities in 2011/12, indicating that a fee increase could be warranted. Also net service costs for Powys are substantially lower than the 11 Welsh local authorities subject to the benchmarking study, which could indicate that the service is under funded.

- 2.4 LEI charges for grave digging and other ground maintenance work in cemeteries are not standard across the county due to variations in sub-contractor's charges and travelling costs. LEI charges have been reviewed recently and substantially increased. However, bereavement service fees have not been adjusted to take account of these increased LEI charges. Whilst LEI charges vary across the county, bereavement service fees have remained uniform countywide. It is felt that maintaining a uniform set of fees is important if administrative costs are to be minimised. At present, bereavement services fees do not even cover increased grave digging charges, so a significant fee increase is required to cover these charges and administrative costs.

3. **CONCLUSIONS**

- 3.1 To adequately cover the costs directly incurred in providing bereavement services an increase in fees is necessary. This fee increase should be applied from 1st June 2013 to give sufficient time for the fee increase to be effectively publicised. The suggested fee increase is 30% which will mean that Powys continues to compare favourably with other Welsh Local Authorities e.g. the cost of a double grave would be £1,003.86 compared with the other local authorities listed in Appendix A.
- 3.2 The effect of a 30% increase on existing fees is detailed in the following table:

SERVICE	EXISTING 2012/13 FEES - £	PROPOSED FEES SUBJECT TO 30% INCREASE - £
Registration of interment (No charge for child under 12 years)	100.00	130.00
Excavation, filling and re- opening of graves:		
- double depth and re- opening	351.3	456.69
- single depth	278.7	362.31
Burial of cremated remains	88.20	114.66
Burial of child-over 1 month and under 12 years	164.70	214.11
Burial of stillborn and child under 1 month	164.70	110.00
Purchase of exclusive		

right of burial		
- adult	320.90	417.17
- cremated remains	159.00	206.70
- child over 1 month and under 12 years	160.80	209.04
- stillborn and child under 1 month	80.40	104.52
Scattering of ashes	100.00	130.00
(NB. double fees are due for the above services in respect of certain persons residing outside Powys)		
Hire of chapel	52.30	67.99
Right to erect a headstone and first inscription	80.40	104.52
Right to erect a kerbstone	80.40	104.52
Subsequent inscriptions	20.40	26.52

Powys Change Plan-N/A

Options Considered/Available

The Council is a statutory burial authority and has a legal duty to provide bereavement services. The demand for these services is constant and cannot be influenced. The administration of bereavement services and grounds maintenance works are time consuming for staff whilst contractors charges have increased significantly. Further efficiency savings are not possible and increasing fees will ensure direct costs are paid for by service users and net service costs are reduced.

Preferred Choice and Reasons

The proposed 30% increase in bereavement service fees is the preferred choice for the reasons detailed in this report.

Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc

The proposed increase in bereavement service fees has no effect on sustainability or environmental issues. The uniform increase in fees across the county does not disadvantage any group of Powys residents and is in accordance with the Council's existing policy, procedures and regulations for the management of cemeteries

Children and Young People's Impact Statement - Safeguarding and Wellbeing-N/A

Local Member(s)-N/A

Other Front Line Services –N/A

Support Services (Legal, Finance, HR, ICT, BPU)

These proposed fee increases have been formulated following consultation with the Accountant responsible for the Environmental Health Service.

Local Service Board/Partnerships/Stakeholders etc-N/A

Communications-N/A

Statutory Officers

The view of the Strategic Director, Finance & Infrastructure (Section 151 Officer) was:

"I note the Principal Accountant has been fully involved in these costings."

The Strategic Director, Law & Governance Monitoring Officer had no comment to make.

Members' Interests

The Strategic Director, Law & Governance Monitoring Officer had no comment to make.

Future Status of the Report-N/A

Recommendation:	Reason for Recommendation:
That an increase of 30% in bereavement service fees be approved as detailed in Section 3.2 of this report	To ensure that the costs directly incurred in providing bereavement services are paid for by fee income

Relevant Policy (ies):	Cemetery Policy and Procedures		
Within Policy:	Y	Within Budget:	N/A

Relevant Local Member(s):	N/A
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Person(s) To Implement Decision:	Nia Hughes
Date By When Decision To Be Implemented:	1st June 2013

Contact Officer Name:	Tel:	Fax:	Email:
Nia Hughes	01938551299	01938551248	niah@powys.gov.uk

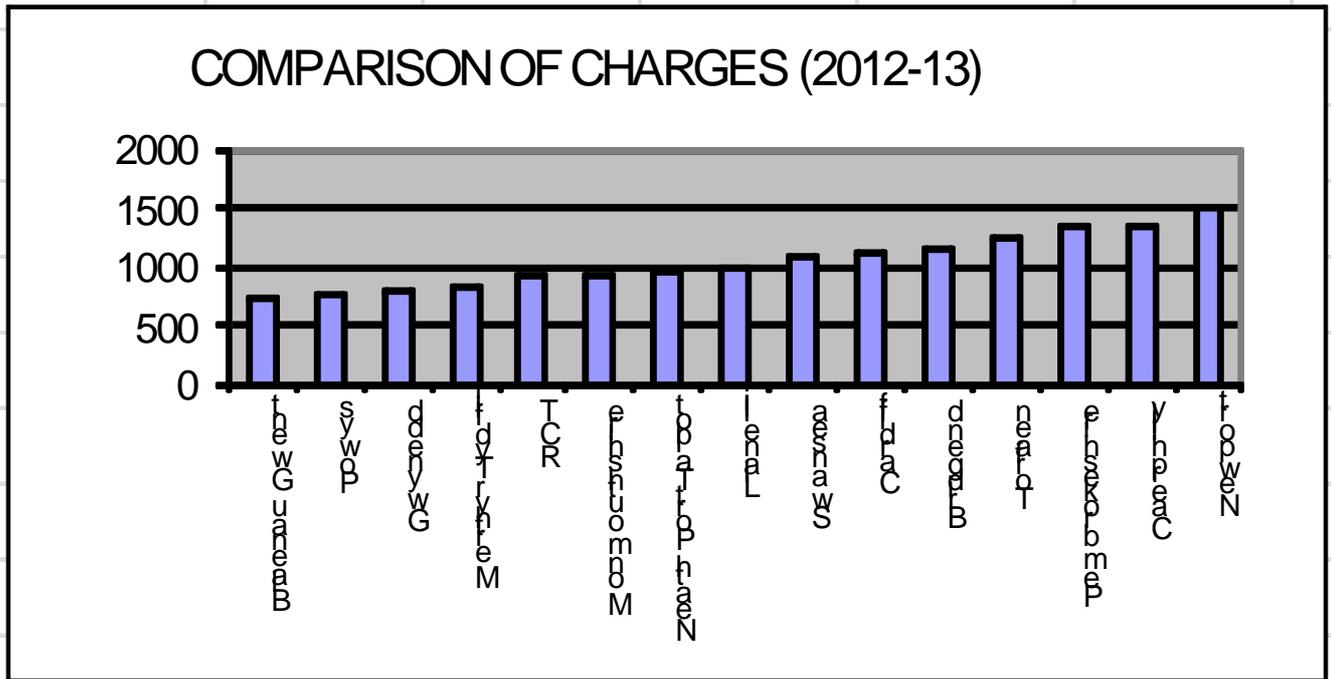
Background Papers used to prepare Report:

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APPENDIX A

COMPARISON OF CHARGES FOR PURCHASE OF EXCLUSIVE RIGHTS AND INTERMENT WITHIN 2 DEPTH GRAVE



Authority	Charges 2012/13
Blaenau Gwent*	749
Powys*	772.20
Gwynedd	805
Merthyr Tydfil*	831
RCT*	921
Monmouthshire*	940
Neath Port Talbot*	956
Llanelli*	983
Swansea	1085
Cardiff (incl. mem fee)*	1120
Bridgend*	1168
Torfaen*	1255
Caerphilly*	1335
Pembrokeshire*	1334
Newport*	1518

CYNGOR SIR POWYS COUNTY COUNCIL

**Portfolio Holder Delegated Decision
24th April 2013**

REPORT FOR: County Councillor Barry Thomas
Portfolio Holder for Highways

SUBJECT: Proceeds of Crime Act 2002 : Proposal to Appoint an
Accredited Financial Investigator

REPORT FOR: Decision

1. Summary

- 1.1 The Proceeds of Crime Act 2002 (POCA) confers on the police, local authorities and other enforcement agencies the power to seize and recover money and other assets owned by people engaged in criminal activity. Its purpose is to ensure that crime does not pay. When applied in tandem with a successful prosecution, the Act prevents convicted criminals benefitting from illicitly gained assets on completion of a sentence. In time POCA becomes a significant deterrent to reoffending and at the same time sends an important message to would-be offenders.
- 1.2 The purpose of this report is to consider a range of options available to the Authority in applying the provisions of POCA by those Council services engaged in regulatory activity, for example trading standards, environmental health, planning, revenues and benefits, etc., weighed against the pros and cons associated with each option, and to make a recommendation on a preferred way forward.

2. Proposal

- 2.1 The procedure for recovering assets is relatively straightforward. At the request of a prosecutor, a person may be committed to the Crown Court for confiscation proceedings following conviction in the Magistrates' Court of any offence, indictable or summary. Confiscation procedures then become mandatory, placing additional responsibilities on the enforcing agency. A similar arrangement prevails in the Crown Court when confiscation proceedings are requested following a successful prosecution.
- 2.2 Where assets derived through crime are recovered under the provisions of the Act, the Home Office Incentivisation Scheme determines the split between the relevant parties. The scheme can vary with circumstances, but generally the following applies:
- 50% of recovered assets go to the Home Office
 - The remaining 50% is split 3 ways between the prosecutor (18.75%), the Courts (12.5%) and the accredited financial investigator (AFI) (18.75%).
- 2.3 A Financial Investigator, accredited by the National Policing Improvement Agency, is recognised by the Act as having the power to trace and examine confidential financial records. Enforcement agencies directly employing their own AFI enjoy a greater proportion (37.5% as opposed to 18.5%) of any assets recovered through

the Home Office scheme. AFIs have the power also to seize cash over £1,000, if found in the possession of someone suspected of being involved in criminal activity. Prosecutors and AFIs each receive 25% of funds recovered from a cash seizure if it is found subsequently to be associated with criminal activity.

- 2.4 Currently, the County Council has an arrangement with Dyfed Powys Police to 'borrow' one of their AFIs to undertake asset recovery work on the Council's behalf. In return the police benefit from 9.25% or, in the case of a cash seizure, 25% of the assets determined by the court. However, this arrangement is reliant on the police having sufficient spare capacity to offer up and in practice this has proved to be frustratingly small. When it has been effective the authority has benefitted only from a smaller percentage of the proceeds, the rest being shared with the police. A far better arrangement would be for the Authority to employ its own AFI.
- 2.5 Clearly there is an expense in doing that, coupled with a risk that the assets recovered through POCA do not match or exceed the cost of employing an AFI. However, that risk can be managed first of all by using a fixed term contract of employment and secondly by offering the services of the AFI to other services within the Authority that have a regulatory role, for example, Planning, Private Sector Housing, Revenues and Benefits, Rights of Way, Waste Compliance etc. Looking beyond our boundaries there is an opportunity also to enter into a collaborative arrangement with other authorities in order to ensure that the AFI is kept busy and at the same time generating an income to Powys.
- 2.6 Over the last two years Trading Standards and Environmental Health have investigated criminal activity valued at £375,000 (estimated criminal gain by defendants). We have been unable to take POCA proceedings in all cases due to Dyfed Powys Police Finance Units` capacity to assist. Had Powys Council employed their own investigator and succeeded with these POCA applications, this could have provided some £140,000 of income for the Authority.

The Trading Standards Service currently has five `live` investigations valued at approx £150,000, but where a commitment from the Police Finance Unit to investigate the financial gain by defendants under POCA cannot be secured. Were a financial investigation pursued and funds or assets possessed successfully linked to criminal activity be proved, potentially £56,000 of income could come from these cases.

Projections for the next 3 years are difficult to determine but asset recovery and cash seizure powers could result in income that would cover the base salary of the investigator and provide additional income to the authority. This would include potential cases from other sections of the council including Benefit Fraud, Housing, Waste Management and other regulatory functions.

We would also offer the service of the AFI across the Dyfed Powys region, should capacity allow this, enabling other local authorities to potentially share the costs. We will explore this arrangement, creating Memorandums of Understanding (MOU`s), where required with those authorities. Pembrokeshire have already expressed an interest in such an arrangement.

Review procedures will be put in place to consider progress with this post but it should be noted that due to the lead in time needed to recover POCA awards, it is envisaged that the majority of monies will be received in year 2 and 3.

2.7 It would be wrong to look at this opportunity purely as a financial exercise though. There is no doubt that POCA is a powerful ally in tackling crime. Criminals falling foul of its provisions are unlikely to reoffend. The Act is a strong deterrent to anyone looking to make a living from criminal activity, particularly in relation to rogue trading and internet fraud where assets gained from criminal activity can be significant.

2.8 The Portfolio Holder may wish therefore to consider the range of options set out in tabular form below before considering the recommendation to employ an Accredited Financial Investigator. Appendix A and B of this report illustrate in more detail the process of cost recovery and set out some recent case studies where POCA has been used by local authorities and others.

3. Corporate Improvement Plan

3.1 This proposal is included within the Local and Environmental Services Business Plan 2013/16 and supports the Corporate Improvement Plan by helping to make Powys a safer place to live and by supporting economic development.

4. Options Considered/Available

Option and Explanation	Benefits	Disadvantages
<p>Option 1</p> <p>Status Quo - Continue the Memorandum of Understanding with Dyfed Powys Police</p>	<p>Limited risk to Powys County Council.</p> <p>Work undertaken by external qualified AFIs.</p> <p>No revenue investment required apart from management from Service Area.</p> <p>Partnership working is demonstrated.</p> <p>Employment issues avoided.</p>	<p>Police cuts may affect capability to undertake such work for PCC.</p> <p>Full financial potential not maximised (smaller proportion of award).</p> <p>Police likely to cherry pick cases and not pursue smaller cases.</p> <p>Limited control over cases by PCC Officers.</p> <p>Direction still needed for Powys Management of cases.</p>
<p>Option 2</p> <p>Train an existing enforcement officer as an Accredited Financial Investigator, (mentored by Dyfed Powys Police)</p>	<p>Staff opportunity as officer would be selected from existing staff.</p> <p>Greater accountability and control for cases / more responsive.</p> <p>Increase income by 9%, and money from cash seizures.</p> <p>Increased potential to offer POCA assistance to other council services.</p>	<p>Time delay – it may take 18 months for them to become qualified and a further 12 months to realise monies and be effective.</p> <p>Less incentivisation monies in short term.</p> <p>Increased pressures on TS /other Service - no current capacity to free officer. Mentoring role needed (Dyfed Powys Police) – query on capacity.</p>
<p>Option 3</p> <p>Appoint a fully trained Accredited Financial Investigator within Powys</p>	<p>Increased deterrent factor.</p> <p>More responsive to cases within PCC, across foundations.</p>	<p>Added costs – employment of officer / Advertising.</p> <p>Risk to sustainability, should benefit figure not be realised</p>

<p>using the 'Spend to save' scheme</p>	<p>Better accountability and control over potential cases.</p> <p>Employment of experienced officer who can 'hit the ground running'</p> <p>In house expertise and support to investigating officers. Increase levels of income by 9%, and monies from cash seizures.</p> <p>Increased capability /education across council functions.</p> <p>No mentoring role needed.</p>	<p>or sufficient assets identified.</p>
<p>Option 4</p> <p>Appoint a fully trained Accredited Financial Investigator but share this role with Ceredigion under 'Spend to Save' scheme</p>	<p>Increased deterrent factor.</p> <p>More responsive. PCC as an authority benefits from officer who can work from day one albeit in shared role.</p> <p>Increase levels of income by 9%, and monies from cash seizures.</p> <p>Dedicated officer – likely to realise more funds and under your direction than under Police protocol / targets.</p> <p>Increased capability across council functions.</p> <p>Shared risks and costs with another authority.</p>	<p>Joint management of resource.</p> <p>Must have clearly defined shared resource.</p> <p>Loss of PCC control.</p> <p>Prioritisation of cases within each county.</p> <p>Employing authority to be decided and agreed – potential conflict.</p>
<p>Option 5</p> <p>Engage with external financial investigation services i.e. from local authorities or Trading Standards Services elsewhere</p>	<p>Low financial risk to PCC.</p> <p>Greater Incentive for AFI to secure POCA funds if paid on results.</p> <p>No mentoring role required / Management elsewhere.</p> <p>Immediate start on cases.</p>	<p>Time spent on Powys matters may not be sufficient to serve our needs / cherry picking of cases.</p> <p>Lose potential of wider selling role in Council of financial work.</p> <p>Direction still needed for Powys Management control.</p> <p>Availability of AFI's unknown. Need to produce and review new MOU.</p>
<p>Option 6</p> <p>Appoint a fully trained Accredited financial investigator part time and have them housed in an existing Police AFI Unit (Option could go also with Option 4 on Spend to Save)</p>	<p>Increased deterrent factor.</p> <p>More responsive to cases within PCC, across foundations.</p> <p>Better accountability and control over potential cases.</p> <p>Employment of experienced officer who can hit the ground running</p>	<p>Added costs – employment of officer / Advertising.</p> <p>High risk to sustainability, should benefit figure not be realised or sufficient assets identified.</p>

	<p>In house expertise and support to investigating officers. Increase levels of income by 9%, and monies from cash seizures.</p> <p>Increased capability /education across council functions.</p> <p>No mentoring role needed.</p> <p>Benefit of still being housed in</p> <p>More attractive to serving Police Officers</p> <p>Risk reduced due to part time post. Officer retains suits within AFI Unit.</p>	
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Preferred Choice and Reasons

Option 3 is preferred. This would provide full control over the selection of local authority cases going forward and maximise income through the Incentivisation Scheme. An initial contract of three years would enable the project to be evaluated fully before entering into a longer term commitment.

The annual cost of employing an AFI would be in the region of £45,000 - £50,000 including overheads. The aim would be to recoup at least this figure and possibly significantly more on an annual basis from the assets of criminal activity. The amount recovered would contribute to Public Protection achieving the income target contained in the MTFP.

Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc

There is a positive impact on Crime and Disorder through the deterrent effect. The proposal supports the sustainability of the local economy by protecting the honest trader and the public by tackling those who choose to make a living from the proceeds of criminal activity. Environmental crime falls within the remit of POCA, which has been used by other agencies to recover significant sums of money and assets acquired by this form of criminal activity.

Children and Young People's Impact Statement - Safeguarding and Wellbeing

No obvious impact

Local Member(s)

Proposal applies with equal force across the whole County

Other Front Line Services

A seminar held in Carmarthen in December 2011 by the National Police Improvement Agency (administrators of Proceeds of Crime work in the UK), for local authorities in the Dyfed Powys Police area recommended strongly that local authorities challenge themselves to untap the potential of proceeds of crime and be bold to employ experienced officers 'in house' .A delegate from Powys County Council finance service attended this seminar as well as representatives of Powys Trading Standards and Environmental Health. It was also suggested that Council's needed to 'release' the proceeds of crime

opportunities across the wider span of council enforcement functions and an information exercise has already been led by Public Protection with discussions conducted with managers in Revenues and Benefits, Housing Management, Waste Management, Building Control, Planning and Countryside Services. Genuine interest and potential was shown at these meetings by all involved. It would not take much more effort with the representatives of the Council's regulatory functions to develop this work to the point where more widespread use was made of an AFI.

Support Services (Legal, Finance, HR, ICT, BPU)

BPU - have noted the content of this report and would want to clarify the administrative support requirements of an AFI, should the recommendation be adopted.

Finance - Clearly there is a risk in financial terms to the Authority of employing the AFI although this can be mitigated somewhat by using their skills in other areas already mentioned in the report. The actual income generated is difficult to predict and it is therefore suggested that the financing be achieved via the Invest to Save Reserves over the fixed term contract period.

HR – content with the proposal.

Legal - concerns that the cost of recovering sums secured under POCA may impact adversely on the Legal Service. Concerned also that the proposal may be of benefit only in the prosecution of crime where fraudulent profit from criminal trading has resulted. Support the proposal provided that consideration is given in the longer term to offering the service to other Welsh authorities.

ICT – not affected by proposal

Local Service Board/Partnerships/Stakeholders etc

The proposal underpins the aims and objectives of the Community Safety Partnership.

Communications

A press release highlighting the increased capability of the Council in tackling crime would have a positive impact on the Councils reputation and image.

Statutory Officers

Strategic Director, Finance & Infrastructure (Section 151 Officer): I note the comment of the Principal Accountant and her suggestion for the use of Invest to Save funding.

Strategic Director, Law & Governance (Monitoring Officer): I note the legal comments and have nothing further to add.

Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
<p>That a fully trained Financial Investigator, accredited (AFI) by the National Police Improvement Agency, be appointed by Public Protection.</p> <p>That the initial contract of employment be for a term of 3 years from the date of commencement of employment</p> <p>That the services of the AFI be made available to all Council Services with an enforcement role.</p>	<p>To assist with cost recovery from criminal activity, to provide a deterrent to would-be criminals and to support the local economy by tackling dishonesty.</p>

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	None
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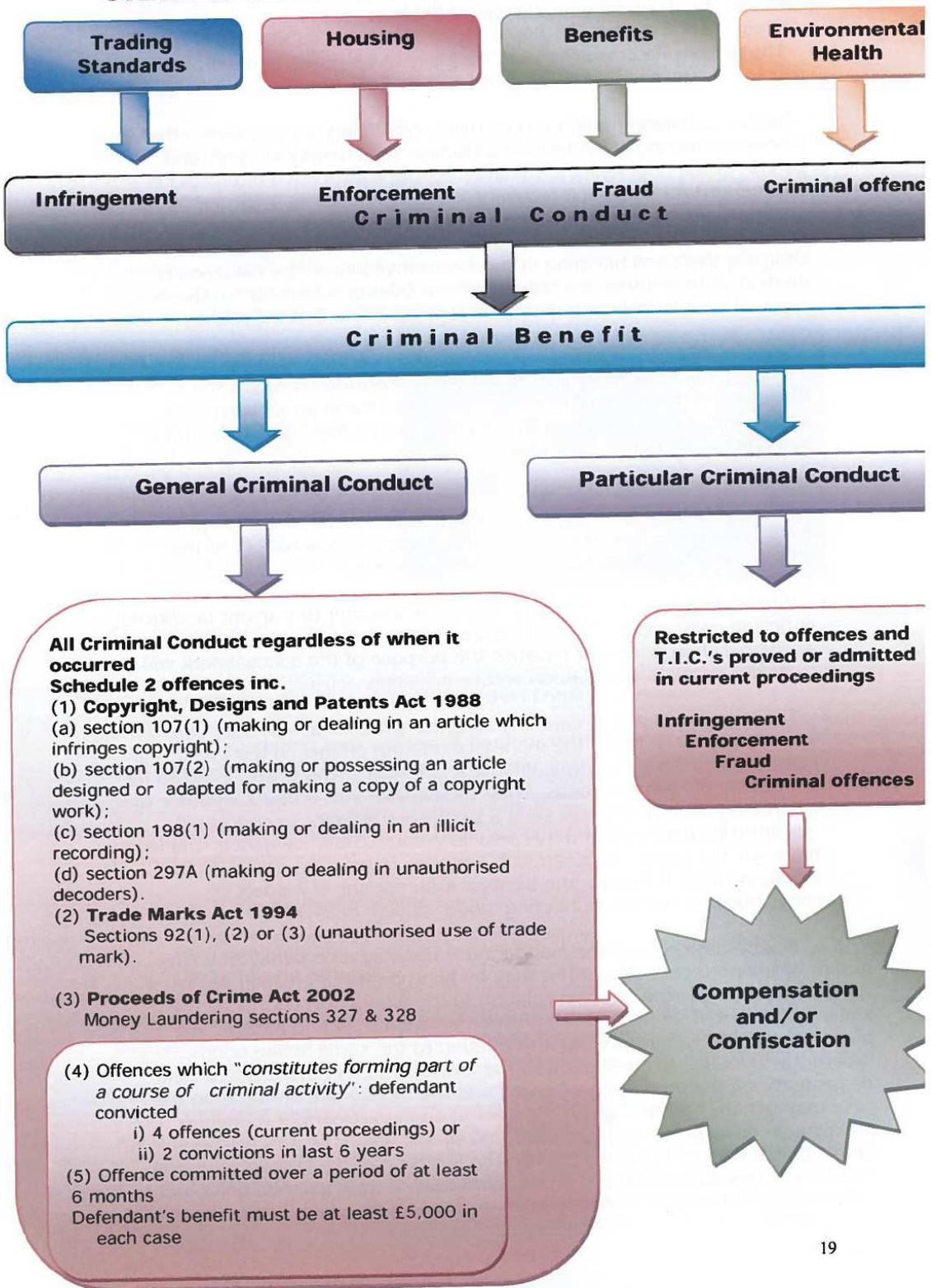
Person(s) To Implement Decision:	
Date By When Decision To Be Implemented:	

Contact Officer Name:	Tel:	Fax:	Email:
Clive Jones	01874 612227		

Background Papers used to prepare Report:

Appendix A: Flow Chart on Proceeds of Crime Process

OVERVIEW OF PROCEEDS OF CRIME ACT 2002 PROCESS



Appendix B: Case Studies of POCA in Council Services

1. **Trading Standards:** The full scope of Trading Standards offences could substantiate actions with vast sums of monies made from criminal activity in cases such as:-

- Product Counterfeiting
- Rogue Trader works

Case Study 1

A Carmarthenshire based rogue trader duped extremely vulnerable victims in 2009 receiving **£160,000** from his activities. He is currently the subject of a Powys Trading Standards Proceeds of Crime Action for this sum in Merthyr Crown Court after being convicted of Trading Standards offences for his crimes, his main asset being his home. (**Operation Diamond**),

Case Study 2

In 2012 a Hay on Wye male and a Hereford company were convicted of selling counterfeit films and clothing over the internet making large profits and were ordered to pay **£44,000** as a proceeds of crime order, the one defendant having assets in a time share which will have to be sold (**Operation Mask**).

2. **Environmental Health:** A wide span of offences could allow actions including illegal slaughter activity and environmental crime.

Case Study 3

A Llandrindod Wells trader was the subject of a cash seizure of **£5000** in an action taken by Environmental Health and Trading Standards in December 2011 involving the illegal slaughter of livestock and this case is pending court decision.

3. **Revenues and Benefits**

Case Study 4

A fraudster who illegally claimed nearly £50,000 in state benefits could lose her home after being ordered to pay the money back. Dorothy Hodkinson from Longridge failed to report a change in circumstances and received nearly £50,000 in income support, housing and council tax benefit. The 42-year-old appeared at Preston Crown Court for a Proceeds of Crime Act hearing after being overpaid £49,281.

Judge Russell ordered Hodkinson to pay back **£41,635** within six months or face a prison sentence and the seizure of her home. The defendant has already paid back £7,646. The court heard that Hodkinson had assets worth more than £131,500 and that she would have to sell or remortgage her home in order to settle the debt to the state.

4. **Waste Management:** Breaches of waste management at a local authority level including trade waste matters could be achieved and a waste management POCA conducted by the Environment Agency is shown:

Case Study 4

In May 2012 a crime boss who was given the longest ever prison sentence for waste crime offences has been ordered to repay more than **£917,000** under the Proceeds of Crime Act – and warned he faces four and half years in jail if he doesn't pay up.

This is the largest Proceeds of Crime Act (POCA) ruling the Environment Agency has secured against any individual to date. The Environment Agency working with financial investigators from New Scotland Yard in a three-year investigation have shown that Hugh O'Donnell laundered millions of pounds in illegal profits.

O'Donnell was jailed for four years in June for running a massive illegal waste site at Aldermaston near Reading, spread over land the size of five football pitches, and was also imprisoned for firearms offences.

When the Environment Agency and Thames Valley Police raided the site, evidence was seized of illegal waste activity, an unlicensed handgun and ammunition, other weapons, stolen vehicles, plant equipment and almost £50,000 in cash.

5. Planning

Case Study 5

In May 2010 the Court of Appeal upheld a confiscation order under the Proceeds of Crime Act 2002 for failure to comply with planning enforcement notices, rejecting an argument that a judge should look at the "net profit" earned from the unlawful activity rather than the total turnover.

Luigi Del Basso and Bradley Goodwin had run a park and ride business at Bishop's Stortford Football Club, taking passengers to Stansted Airport.

The local authority warned them and the football club that planning permission was needed to operate the parking business. However, despite numerous letters and meeting between the club and the local authority, the business continued to operate.

The council then served an enforcement notice on 28 January 2003. Mr Basso's company, Timelast, and the football club appealed to the Planning Inspector. During the nine month period before the hearing, which dismissed the appeal, the parking operation was expanded. Permission to appeal to the High Court was subsequently refused.

Officers visited the site again and found that the business was still running. A prosecution was brought against Timelast, the football club and Mr Goodwin (trading as the Bishop's Stortford Football Club Members' Parking Association). All three were convicted on 10 November 2005 after a trial and each defendant fined £20,000.

Ownership arrangements for the park and ride business changed but the operation carried on despite the convictions. The council then brought a second prosecution, which culminated on 8 June 2007 with Mr Del Basso and Mr Goodwin pleading

guilty at St Albans Crown Court to failure to comply with an enforcement notice contrary to s. 179(1) and (2) of the Town and Country Planning Act 1990.

A hearing was then initiated under POCA by the Assets Recovery Agency and later the Serious Organised Crime Agency. Judge Michael Baker QC then delivered judgements on 28 July 2008 and 10 July 2009, ruling that the two men had enjoyed a criminal lifestyle within the meaning of POCA as they had committed offences over a period of at least six months and had received some benefit from their offending. He was also adjudged to have received a benefit of £1.8m. The judge determined that **£760,000** was available and made a confiscation order under POCA for that amount. He imposed a prison term of 18 months consecutive to the six months in the event of non-payment.

6. **Housing:**

Case Study 6

A council in the East of England is understood to have become the first local authority to use the Proceeds of Crime Act against a landlord who failed to comply with Houses in Multiple Occupation (HMO) licence conditions.

Joseph Howman, of Grosvenor Road, Norwich, pleaded guilty at Norwich Magistrates' Court last week to nine offences under the Houses in Multiple Occupation (England) Regulations 2006 and did not meet the standards required of a landlord in the Licence Conditions (part 2, Housing Act 2004).

The defendant was ordered to pay more than **£53,000**, comprising £40,000 under POCA, £5,000 in fines, a £135 victim surcharge and £8,500 in costs. Howman had let a house as 10 bedsits with shared bathrooms. The property was licensed as an HMO under the Housing Act 2004.

Officers from Norwich City Council inspected the property in November 2010 and found numerous problems. According to the local authority, "the rooms had no heating, the main bathroom had no hot water, the communal bathrooms were dirty, the fire doors were in poor condition with many not working, and there were electrical hazards, including hanging wires and defective lighting".

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Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Environment**

Budget Virements

Decision Taken 20 June 2013

DECISION	Reason for Decision:
That the budget virements as listed be approved.	In accordance with Financial standing Orders.

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Powys County Council

For Office Use
REF: _____

Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To **Head of Finance**

From Finance & Infrastructure (Directorate)

Local & Environmental Services (Service)

Steve Holdaway (Head of Service)

Various (Budget Holder)

Various (Project Manager)

Date 20 May 2013

Details of Virement

Roll forward/back REFFCUS budgets of under £75k as per the attached list.

New Scheme Name _____ Job Code _____

Budget Increases

Scheme Name	
Job Code	

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	614,630.51		584,630.51	30,000.00		
Revised Budget	614,630.51		532,229.35	82,401.16		
Increase Required	0.00	0.00	-52,401.16	52,401.16	0.00	0.00

Financing

Name of Scheme

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00		0.00			
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

None

Approvals

Signatures

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

2012/13 BUDGET ROLL FORWARDS/ROLL BACKS

Y Fan Lead Mines - below is an extract from the Period 10 Cabinet report rolling forward £75k of the budget. Since then the remaining budget of £12,339.61 has not been spent so needs rolling forward as well.

‘It is now 20 years since the reed beds were planted and it would be prudent to remove contaminated silt from the settlement and replant some of the reed beds. Roll forward £75k to 2013/14 so that consideration can be given to these works.’

Brecon Rationalisation Project – this is an ongoing project.

County Hall Electrical Remedial Works – these are ongoing works.

Neuadd Brycheiniog Kitchen works – this work has been completely finished so this budget of £583 will be moved back to the unallocated pot.

Hay Area Office Electrics – this work has also been completed so this budget will be returned to the unallocated pot as well.

Newtown Cemetery Lodge Refurbishment – a job that was only started in 2012 and needs the remaining budget of £7,409.52 to complete the works.

Lakeside Restaurant – again a job that was only recently started and needs the remaining budget to complete the works.

Unallocated Asset Management – this is the property budget which is to cover unexpected health and safety problems e.g. asbestos. If not spent this budget is rolled forward to cover any unexpected problems in the following year.

Machynlleth Cemetery Extension – the budget for this was put into 2013/14 as it was estimated that the work would not be started until then. The work was started in 2012/13 so the budget from 2013/14 will be rolled back i.e. the existing budget for 13/14 will be reduced by this £9,402.62.

Newtown Cemetery Wall – work was delayed on this project so the budget needs to be rolled forward to complete the works.

Rhayader Cemetery Extension – roll forward the £1,002.67 budget to cover any possible retention payments.

Bronllys By-Pass – this was the subject of a virement to roll forward £20,000 to 13/14 but £321.75 was spent so will need to be deducted from the £20k.

Ship St/Struet Link, Brecon – a budget of £2,763.17 which was originally to fund compensation to householders affected by the link road. Although I believe the time limit has now expired for householders to claim, I have been informed that at least three householders made a claim, were made an offer, refused it and we have never heard from them since. As they have already made a claim there is no time limit so we still have this budget in case.

Ddole Road Link – this is also a budget for compensation for householders affected by the link road. £280k of this budget has already been rolled forward to 13/14 and 14/15. This is another £25,824.58 that has not been spent and needs to be rolled forward.

Development at Woodland Way – this budget was created to bring the estate up to adoption standard and funded by bond money. In 2012/13 £17562 was spent leaving a balance of £27,002.59. Roll forward budget to ensure the works have enough funding to be completed.

Welshpool Link Rd Part 1 Claims – these are being negotiated by Powys but Tesco have the responsibility of paying them. The estimated amount payable is £70k, this £27002.59 is the balance that has not been paid out yet and needs to be rolled forward.

Bus Lane Newtown (£22,237) and Transport unallocated budget (£20k) are funded by section 106 payments to the council by Tesco and have to be spent on improvements in the transport system at Newtown.

Design Link Rd, Forden Level Crossing – this is design work we have been doing for Network Rail. We do the work and then invoice them. This budget needs rolling forward to continue the work.

Cwmgiedd Signals Replacement – this is replacement traffic lights at Ystradgynlais and the budget was only created this year. The budget was needed so that they could be ordered but they were never going to be fitted in 12/13. Roll forward budget.

Street Lighting Efficiency Upgrades – main budget was rolled forward on period 8 Cabinet report then there was an overspend of £4,782.24 so this amount needs to be deducted from the 13/14 budget.

Structural Drainage Improvements – Montgomery. A drainage scheme at Tynreithin, Newtown needs this funding.

Environmental Compliance works at Crickhowell, Rhayader, Ffwrddgrech, Welshpool, Kirkhamsfield and Abercrave are ongoing and need the budgets rolled forward.

Kirkhamsfield Depot Wash Area – move this £268.12 back to unallocated.

Rhayader Depot Welfare Facilities – works are ongoing.

Ffwrddgrech Depot – The vicarage - £65k of this budget has already been rolled forward, this is just another £848.

Relocate Llanidloes Highways Depot – funds received from W.G. when they put in the trunk road and we had to temporarily relocate our depot. This is being spent on moving the depot back to its original location.

Boughrood Welfare Facilities – works not complete, roll forward budget.

Aberbechan Strengthening – this work has been almost completed but this £22k needed for final account payments of retention.

Llansantffraid Strengthening - £198k budget rolled forward to 2013/14 to carry out this work – reduce this by £44,411.65 to cover spend in 12/13.

Erwood Strengthening - £1.6 million budget in 13/14, roll back this £17k.

Crown Redecking - £5k balance of budget to complete works.

Unallocated Structures – unused budget of £54,991.14 to be rolled forward for projects in 13/14.

Trefglwys Phase 2 and Upper Pendre to Maesyfelin – these are road safety schemes that need to be completed in 13/14.

Lledan Brook/ Kerry and Tregynon Flood Alleviation Schemes – these are all ongoing.

Carreghofa Leachate Tank Maintenance budget - £9,862.03 unspent. If no longer needed could be moved to unallocated pot for redistribution.

Ystrad Waste Facility - £420k already rolled forward on period 10 Cabinet report, roll forward this £7k as well.

Rhayader depot food waste storage - budget in 2013/14 is £80k, this is £889 to add to it.

Brecon Transfer Station - budget is in 13/14, roll back this £1,211.26.

Waste Management System – project should be close to completion but roll forward balance of budget to ensure funds are available.

40 litre boxes - £38,194 left unspent, roll forward to fund boxes in 13/14.

Newtown Cycle Network – this is grant funded cycle path that approval has been gained to do the works in 13/14.

Improvements at the Old College Offices at Newtown – if these works are complete this budget can be returned to the unallocated pot.

Trawscymru Bus Network Enhancements – this is a grant from the W.G. to purchase buses for local services. Balance of budget remaining is one invoice that remained unpaid at year end due to quality concerns regarding the buses.

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Cost Centre	Level 4	Job Code	Job Description	Budget Roll Forward/Back(-)
9F100	G70	9SF046	2009 Y Fan	12,339.61
9F100	G70	9SF049	2009 Brecon Rationalisation Project	43,349.32
9F100	G70	9SF584	2010 County Hall Elec Rem'L Works	18,420.27
9F100	G70	9SF586	2010 Neuadd Brycheiniog Kitchen Works	583.00
9F100	G70	9SF587	2010 Hay Area Office - Electrics	1,893.76
9F100	G70	9SF590	2012 Newtown Cem Lodge Refurbish	7,409.52
9F100	G70	9SF592	2012 Lakeside Restaurant	29,521.30
9F100	G70	9UAMP	Unallocated Asset Management	19,149.00
9T132	G70	9ID001	2010 Dan Y Parc Env Compliance	47,486.14
9T132	G70	9ID003	2010 Rhayader Env Compliance	48,077.24
9T132	G70	9ID004	2010 Ffrwdgrech Env Compliance	35,694.39
9T132	G70	9ID005	2010 Welshpool Env Compliance	39,762.82
9T132	G70	9ID006	2010 Kirkhamsfield Env Compliance	1,651.19
9T132	G70	9ID008	2010 Abercrave Env Compliance	24,364.93
9T132	G70	9SD027	2010 Kirkhamsfield Depot - Wash Area	268.12
9T132	G70	9SD030	2010 Rhayader Depot - Welfare Facilities	18,468.68
9T132	G70	9SD040	Ffrwdrech Depot - The Vicarage	848.70
9T132	G70	9TD004	2009 Relocate Llanidloes Highways Depot	55,446.16
9T132	G70	9TD010	2011 Boughrood Welfare Facilites	4,497.95
9T121	G70	9IB006	Bronllys By-Pass	-321.75
9T121	G70	9IB585	Ship St/Struet Link,Brecon	2,763.17
9T121	G70	9IG735	2006 Ddole Road Link	25,824.58
9T121	G70	9IK231	2011 Dev'Mt At Woodland Way	27,002.59
9T121	G70	9IK247	Welshpool Link Rd Part 1 Claims	31,605.00
9T124	G70	9IG820	2010 St Lighting Efficiency Upgrades	-4,782.24
9T135	G70	9IK210	2010 Aberbechan B4389 Strengthening	22,675.46
9T135	G70	9IK230	2011 Llansantffraid Strengthening	-44,411.65
9T135	G70	9IL008	2010 Erwood, B4567 - Replacement (Cb260)	-17,441.32
9T135	G70	9IL017	2011 Crown C175 - Redecking	5,000.00
9T135	G70	9UTNM	Structures - Unallocated	54,991.14
9T122	G70	9IK188	2010 Bus Lane Only - Newtown	22,237.57
9T122	G70	9IK225	2011 Design Link Rd Forden Level Crossin	70,331.98
9T122	G70	9IL033	2012 Cwmgiedd Signals Replacement	40,000.00
9T122	G70	9UTNM	Transport - Unallocated	20,000.00
9T126	G70	9IK192	2010 Structural Drainage Imps - Mont	10,000.00
9T150	G70	9IK238	2012 B4569 Trefeglwys Phase 2	9,928.52
9T150	G70	9IL031	2012 B45560 Upper Pendre To Maesyfelin	10,465.91
9T204	G70	9IX008	2010 Lledan Brook Flood Alleviation	47,961.12
9T204	G70	9IX009	2010 Kerry Flood Alleviation	41,801.80
9T204	G70	9IX016	Tregynon Flood Alleviation Scheme	52,296.31
9T211	G70	9IX011	2011 Ystrad Waste Facility	7,215.58
9T211	G70	9IX013	2012 Rhayader Depot Food Waste Storage	889.94
9T211	G70	9TX007	2013 Brecon Transfer Station	-1,211.26
9T211	G70	9VX021	2011 Waste Management System	7,989.57
9T211	G70	9VX023	2011 40 Litre Boxes	38,194.81
9T222	G70	9IK249	2012 Newtown Cycle Network	31,350.00
9H100	G70	9CH001	2011 Machynlleth Cemetery - Extension	-9,402.62

9H100	G70	9SH038	2011 Newtown Cemetery Wall	9,847.79
9H100	G70	9SV007	2010 Rhayader Cemetery - Excavation Work	1,002.67
9T210	G70	9VX022	2011 Carreghofa Leachate Tank Mnt	9,862.03
			Sum	<u><u>932,898.80</u></u>

Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Environment**

Decision Taken 18 July 2013

Budget Virements

DECISION	Reason for Decision
To approve the virements in respect of Builth Road Station, Cambrian Railway Line Crossing, Newtown River Crossing and the appointment of four trunk road inspectors as set out in the accompanying reports.	In accordance with Financial Standing Orders.

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Powys County Council

Revenue Budget Virement Application Form*[Please see guidance notes on page 2532 of the Intranet]*

To Head of Finance

From Local & Environmental Services (Directorate)Highways Design (Service)Richard Hobbs (Head of Service)Gareth Price/ Shaun James (Budget Holder)Date 24th June 2013**Details of Virement** (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

A requirement to employ 4 trunk road inspectors. These employees would be 100% funded by trunk road income. Also the 4 inspectors would require vans these would be charge via the SLA from fleet on a monthly basis and fuel would be treated the same way, a monthly charge for fleet.

Please see attached the breakdown of the estimated costs submitted by Shaun James.

Is this virement ~~Temporary~~ or **Permanent?** (delete as appropriate)**Budget Increases**

Description	Increase Budget on Employees costs, SLA and Fuel				
Financial Code	G7141				
	1022	1122	1222	3001	3101
Existing Budget	£1,027,230	£100,260	£238,350	£5,000	£10,000
Increase Required	£83,430	£7,090	£19,360	£8,000	£12,000
Revised Budget	£1,110,660	£107,350	£257,710	£13,000	£22,000

Increased Finance

Description	Increase the Trunk Road Income
Financial Code	G7141 9103
Existing Budget	(£750,000)
Increased Income	(£129,880)
Revised Budget	(£879,880)

If new or additional grant received please provide further details

Description	
Grant Ref	
Duration of Grant	
Other Detail	

Budget Profile

Year	Budget Profile Detail
2013-14	03 – Equal 12ths

Please provide detail, e.g. 12 equal instalments or 4 equal instalments from June 09 to Sept 09, etc., or attach details.

Other Financial Implications (future years capital/ revenue – Do not leave blank)

None

Approvals

Signatures

G7141 - Highways Design

		Ac Code	£	Comments
<u>4 Trunk Road Inspectors</u>	PAY	1022	£83,430	Annual Salary per Employee £20,858
	NI	1122	£7,090	8.5% of pay
	SUP	1222	£19,360	23.2% of pay
<u>Vehicle Costs</u>	ANNUAL SLA	3101	£12,000	Each vehicle is £3,000 per annum
	FUEL	3001	£8,000	Estimate fuel per vehicle £2,000
			<u>£129,880</u>	

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Powys County Council

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Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To **Head of Finance**

From LES (Directorate)
Highways & Transportation (Service)
Richard Hobbs (Head of Service)
Phil Jackson (Budget Holder)
Anthea Jones (Project Manager)

Date 5th June 2013

Details of Virement

This virement is required to approve our allocation of Regional Transport Consortia Grant. The grant is going to be used for further detailed design and feasibility work for cycle routes in this area.

New Scheme Name 2013 Builth Road Station Job Code 9IG863

Budget Increases

Scheme Name	2013 Builth Road Station
Job Code	9IG863

	Total Cost	Prior Years	2013-14	2014-15	2015-16	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	30,000.00		30,000.00			
Increase Required	30,000.00	0.00	30,000.00	0.00	0.00	0.00

Financing

Name of Scheme Reduced

Job Code

	Total Cost	Prior Years	2013-14	2014-15	2015-16	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00		£30,000 TraCC Grant			
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

None

Approvals

Signatures

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

Powys County Council

For Office Use

REF:

Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To Head of Finance

From LES (Directorate)

Highways & Transportation (Service)

Richard Hobbs (Head of Service)

Phil Jackson (Budget Holder)

Anthea Jones (Project Manager)

Date 5th June 2013

Details of Virement

This virement is required to approve our allocation of Regional Transport Consortia Grant. The grant is going to be used for improvements for cyclists and pedestrians to the underpass of the Cambrian Rail line in Newtown. Powys County Council Design Team are preparing a brief and will be carrying out the work. Anthea Jones and Phil Jackson have met with the Engineering Design Team to discuss the detail of the work. This may involve revamping the underpass or some new structural work depending on what the report finds.

New Scheme Name 2013 Cambrian Railway Line Crossing **Job Code** 9IK253

Budget Increases

Scheme Name	2013 Cambrian Railway Line Crossing
Job Code	9IK253

	Total Cost	Prior Years	2013-14	2014-15	2015-16	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	30,000.00		30,000.00			
Increase Required	30,000.00	0.00	30,000.00	0.00	0.00	0.00

Financing

Name of Scheme Reduced

Job Code

	Total Cost	Prior Years	2013-14	2014-15	2015-16	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00		£30,000 TraCC Grant			
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

None

Approvals

Signatures

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

Powys County Council

For Office Use
REF:

Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To Head of Finance

From LES (Directorate)
Highways & Transportation (Service)
Richard Hobbs (Head of Service)
Phil Jackson (Budget Holder)
Anthea Jones (Project Manager)

Date 5th June 2013

Details of Virement

This virement is required to approve our allocation of Regional Transport Consortia Grant. The grant is going to be used for further feasibility studies into the construction of 2 new bridges to cross the river in Newtown. One of the bridges will need to be suitable for pedestrians and cyclists as part of the National Cycle Network.

New Scheme Name 2013 Newtown River Crossing **Job Code** 9IK252

Budget Increases

Scheme Name	2013 Newtown River Crossing
Job Code	9IK252

	Total Cost	Prior Years	2013-14	2014-15	2015-16	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	50,000.00		50,000.00			
Increase Required	50,000.00	0.00	50,000.00	0.00	0.00	0.00

Financing

Name of Scheme Reduced

Job Code

	Total Cost	Prior Years	2013-14	2014-15	2015-16	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00		£50,000 TraCC Grant			
Supported Borrowing	0.00					
Revenue/ Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

None

Approvals

Signatures

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Cabinet Member		Date	
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Environment**

Decision Taken 25 July 2013

Estate Agents Function - transfer from Office of Fair Trading to Local Authority Trading Standards Service

DECISION	Reason for Decision
<p>That Powys County Council`s Trading Standards Service submits a joint bid with Anglesey County Council to host the Estate Agency Enforcement function on behalf of the UK and that the function is split as per option 2 above and that an endorsement is sought from WLGA for this bid.</p>	<p>Supports regeneration aspirations of the Council, providing quality employment and opportunity for Powys employees/residents. Provides an opportunity to enhance the Councils reputation and standing within Wales. Provides Wales with reputational advancement in the UKs Trading Standards Community.</p>

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CYNGOR SIR POWYS COUNTY COUNCIL

**Portfolio Holder Delegated Decision
30th July 2013**

REPORT FOR: County Councillor Barry Thomas
Portfolio Holder for Highways and Public Protection

SUBJECT: Estate Agents Function - transfer from Office of Fair
Trading to Local Authority Trading Standards Service

REPORT FOR: Decision

1. SUMMARY

- 1.1 This paper sets out proposals for Powys County Council's Trading Standards Service, potentially in conjunction with another Welsh TS Service, to bid to the National Trading Standards Board to undertake the Estate Agency Enforcement function that is currently delivered by the Office of Fair Trading but that will transfer from that body when it is effectively disbanded from April 2014.

2. BACKGROUND

- 2.1 The government recently published its consultation on the changes for the provision of consumer information, advice, education and enforcement, which proposes changes that will improve how local trading standards services collectively enforce consumer law to deal with national and regional threats to the fair trading environment.
- 2.3 As part of this new consumer landscape, the government is committed to helping support consumer protection locally, regionally and nationally. In April 2013, many of the Consumer Enforcement functions currently held by the Office of Fair Trading (OFT) transferred to the Trading Standards Service (TSS) through the National Trading Standards Board (NTSB).
- 2.4 From April 2014 the Department of Business Innovation and Skills (BIS) intends to expand the range of national and regional functions which Trading Standards perform collectively further by the transfer of the Estate Agent function in so much that it applies to the administration of warning and prohibition notices and the compulsory membership of a redress scheme.
- 2.5 BIS intends to transfer the budget currently held by the OFT to the NTSB and it will be up to the NTS Board to decide how this budget will be used. This will of course be subject to the government guidelines that the spending constitutes value for money.
- 2.6 The NTSB views this as a three-year project from April 2014. The grant however will only be confirmed on a year by year. £178k is the annual budget allocated to the function. A further £50k is being provided as a start up fund for 2013/14.

2.7 Agreement has been reached with the Convention of Scottish local Authorities (CoSLA) and the Department of Enterprise, Trade and Investment, Northern Ireland (DETINI) that this will be a UK wide function.

3. CURRENT SITUATION

- 3.1 Under the Estate Agents Act 1979 (as amended), the OFT has the power to make an order banning a person from estate agency work if they have committed certain specified offences involving fraud, other dishonesty or violence, or have committed racial or sexual discrimination in the course of estate agency work, or have failed to comply with the requirements placed on estate agents by the Estate Agents Act 1979, and are unfit to carry on estate agency work. Alternatively, if such conduct occurred in the course of estate agency work, the OFT also has the power to issue a notice warning the person that the repetition of such conduct will result in them being banned.
- 3.2 Complaints about Estate Agents are currently brought to the attention of the OFT by Trading Standards Services and members of the public.
- 3.3 The OFT has the power to issue a Prohibition or Warning Order when they have doubts about the fitness of a person (an individual or an organisation with legal personality) to engage in estate agency work.
- 3.4 The power to issue a Prohibition Order or a Warning Order requires a relevant infringement or irregularity under the Estate Agents Act. Once an irregularity has occurred additional matters can be considered in order to determine whether a person unfit to engage in estate agency work. The occurrence of such a matter does not automatically mean that formal enforcement action will be taken in respect of every infringement. Instead, the duty obliges enforcers to take steps to promote compliance by the most appropriate means, in line with their enforcement priorities and consistent with available resources.
- 3.5 Prohibition and Warning Orders are not the main or only sanction; they should be viewed as a tool to be used in those cases where an offence is so serious that prohibition should be considered in addition to other sanctions for that offence or where there is evidence of a pattern of repeat behaviour.
- 3.6 It should be noted that in addition to prohibition orders there is a wide range of formal actions that can be taken under sector specific and general law. In particular, enforcers should consider whether the Enterprise Act 2002 or the Consumer Protection from Unfair Trading Regulations 2008 could be used as a more effective tool than prohibition or warning orders.
- 3.7 The OFT has an adjudication function under the Estate Agents Act 1979. This function is delegated to certain authorised people within the OFT - 'the adjudicators'. The adjudicators issue and determine notices on behalf of the OFT.
- 3.8 The Adjudication Unit deals with cases that have been passed to it by the investigators in the form of a draft notice setting out the matters contended against the Estate Agent along with the supporting evidence. The adjudicator will only make a decision based on the information that the trader has seen and has had the opportunity to comment on.

- 3.9 The functions of the Adjudication Unit are to consider and issues notices, receive written representation and chair hearings, determine notices and prohibit people from estate agency work on the basis of a decision about fitness.
- 3.10 Before a prohibition or warning order is issued, the person concerned has the right to make representations to the OFT as to why the order should not be made. If these representations are unsuccessful, a subsequent appeal can be made to the Tribunal Service – an executive agency of the Ministry of Justice, on behalf of the Secretary of State.
- 3.11 The Estate Agents Public Register provides details of Estate Agents currently prohibited from engaging in estate agency work or have received a formal warning under the Estate Agents Act 1979.
- 3.12 The Secretary of State for Business Enterprise and Regulatory Reform made an Order under The Estate Agents Act 1979 (as amended by The Consumers, Estate Agents and Redress (CEAR) Act 2007) on 1 July 2008. This requires those engaging in estate agency work in respect of residential property to join an approved estate agents redress scheme. The OFT is able to approve a redress scheme if it considers the provisions of the operation are satisfactory. The OFT monitors the performance of two such schemes.

4 SUMMARY OF FUNCTIONS THE UNIT WILL DELIVER

- 4.1 The Estate Agency Enforcement Unit (the Unit) will provide a centre of excellence to be drawn upon by all local and regional trading standards services in the UK to provide specialist support and capability. In particular, this Unit must receive referrals in cases where Trading Standards feel that a warning notice or prohibition order is required. The Unit will investigate such cases and make decisions regarding the issue of warning letters, and prohibition notices and administer appropriate appeals that may arise as a result of such decisions.
- 4.2 The Unit will approve all redress schemes under The Consumers, Estate Agents and Redress (CEAR) Act 2007 and to include monitoring existing approved schemes. (N.B. This scheme is currently limited to Estate Agents but government proposals are to include a redress scheme for letting agents in the near future. At this stage it is proposed that the administration of this scheme will pass to the lead authority for Estate Agents.)
- 4.3 The Unit will provide a publicly available register detailing estate agents who are prohibited from engaging in estate agency work or who have received a formal warning under the Estate Agents Act.
- 4.4 The Unit will work with TSI in the development of guidance for both TSS and the industry in relation to Estate Agency Functions and Redress Schemes.

5. OPTIONS

NOTE : ALL BIDS FROM WELSH AUTHORITIES WHO WISH TO DELIVER THIS FUNCTION NEED TO HAVE THE SUPPORT OF THE WALES HEADS OF TRADING STANDARDS GROUP (WHOTS)

5.1 OPTION 1 - Powys County Council Trading Standards Service bids to the NTSB to deliver the Estate Agency Function for the UK in its entirety.

This option would require Powys County Council to establish a specialist Unit within the Trading Standards team and would necessitate the employment of a Unit Manager and 2 investigators as well as some Administrative support, in order to deliver the function. All staff would need to be employed on a 3 year contract basis, renewable annually, as the funding is going to be agreed on a year by year basis.

The Appeals procedure could be developed through a panel of Elected Members such as the Licensing Committee.

Training of all relevant staff and Elected Members would be required and is provided for within the budget allocated.

The system would operate as follows:-

- Cases requesting a banning order against an Estate Agent would be investigated and reported on by the investigators. This would be signed off by the Trading Standards Manager in conjunction with the Head of Service.
- If a recommendation to ban or to issue a Warning Notice was the outcome, the matter would then be referred to the Chief Executive of the authority who together with a representative from the legal team would endorse the recommendation or refer it back for further consideration.
- Were an Appeal to be lodged against the recommended course of action (ie a Warning Order or outright ban) then this Appeal could be made to a Committee formed from Elected Members of perhaps, the authorities Licensing Committee. The decision would be conveyed to the appellant who would have one further appeal to the Secretary of State.
- The Estate Agents register which contains details of those Estate Agents subject to Warning Orders or bans, could be hosted on the either the Powys County Council website or Trading Standards Wales website.

5.2 OPTION 2

Powys County Council Trading Standards Service bids to deliver the Estate Agency function in conjunction with another authority (ie Anglesey County Council).

This option would require one authority to be designated as the `lead` authority and the other authority would provide a supporting role for the Redress scheme and the Appeal procedure. Under this option Powys would be the Lead Authority. This Option could provide a degree of independence to the process and could allow Elected Members from the other authority to form the Appeals panel.

Again the staffing levels mentioned in Option 1 would be required and this arrangement would work as follows :-

- Two authorities (Powys and one other) from Wales submit a joint bid to NTSB. It is hoped that this bid would be endorsed by Welsh Government and or WLGA.

- Staff to run the entire function as detailed above would be employed on a 3 yearly contract basis (renewable year on year) by both authorities (3 Powys 1 Anglesey).
- The function would be split with Powys taking the lead in relation to the Estate Agency enforcement functions and the other authority the lead for the redress scheme and the Appeals procedure.
- The process would be similar to above with the advantage that Appeals could be heard by the other authority. It also allows for a case to transfer where there might be a conflict of interest with, for example, a Powys estate agent.

So:

- Cases requesting a banning order against an Estate Agent would be investigated and reported on by the investigators. This would be signed off by the Trading Standards Manager in conjunction with the Head of Service.
- If a recommendation to ban or to issue a Warning Notice was the outcome, the matter would then be referred to the Chief Executive of the authority who together with a representative from the legal team would endorse the recommendation or refer it back for further consideration.
- Appeals would be referred to the other Local Authority who would organise an Elected Member body to overhear any Appeal.
- The lead officer for this would oversee both functions to ensure consistency and continuity.
- The Estate Agents register could be hosted on the Powys County Council's website or Trading Standards Wales website
- The other authority would take control of the redress scheme and administer it as appropriate

OPTION 3

Do nothing and allow an opportunity to bring quality jobs, a high profile function and an opportunity to heighten Powys County Council and Wales` reputation, to pass without bidding.

6. PROPOSAL

That Powys County Council submits a bid in association with Anglesey County Council to run the Estate Agency enforcement function for the UK (including Scotland and Northern Ireland) in line with option 2 above.

7. CORPORATE IMPROVEMENT PLAN

- 7.1 This proposal is NOT directly included within the Local and Environmental Services Business Plan 2013/16 BUT supports the Corporate Improvement Plan by supporting Powys` economic development. The opportunity to submit such a bid to bring such posts into the County should not be missed. The proposal is in line with the Powys Change Plan`s economic aspirations for the authority.

8. PREFERRED CHOICE AND REASONS

8.1 Option 2 is preferred for the following reasons:

- The authority has the professional staff with the capability to support the bid and manage the function within its Trading Standards Team
- There is an opportunity to deliver a UK function from a partnership between 2 Welsh Authorities working together. This is likely to receive endorsement from WLGA.
- It will demonstrate our ability to deliver projects within budget and to given timescales.
- At a time of reducing budgetary pressures on the authority the opportunity to provide staff with quality options for future employment should not be missed
- The Chief Executive is in full support of the delivery of this function within the authority and is aware of the implications it brings

8.2 Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc

8.2.1 There is a positive impact on the sustainability of Trading standards services offered within the County, albeit for an initial 3 year phase, funded year on year.

8.3 Children and Young People's Impact Statement - Safeguarding and Wellbeing

8.3.1 No obvious impact

8.4 Local Member(s)

8.4.1 Proposal applies with equal force across the whole County

8.5 Other Front Line Services

8.5.1 No impact

8.6 Support Services (Legal, Finance, HR, ICT, BPU)

8.6.1 BPU - have noted the content of this report and would want to clarify the administrative support requirements of the Estate Agency Function, should the recommendation be adopted and the bid won. Noted re letting agencies potentially being subject to the redress schemes in the future.

8.6.2 Finance - Clearly there is a risk in financial terms to the Authority of the finances allocated to the function not being sufficient to deliver the function as proposed. It is noted that Letting Agents are not included in the scheme at present and the bid should carry a caveat to the effect that sufficient funding must be allocated should Letting Agents be brought within the scheme. In general terms the funding split needs to be decided as part of the process

8.6.3 HR – content with the proposal. Would recommend contracted arrangements due to year on year funding.

8.6.4 Legal and Chief Executive. Roles are noted and given the current number of Banning Orders and or Warning Notices issued in previous years (12 max) delivering this function should not be problematic. Changes to the number of referrals (for example should house prices take off or letting agents be brought within the scheme) will necessitate a review.

8.6.5 ICT – not affected by proposal although there will be an IT requirement. Recommend laptops and remote access is provided to all staff

8.7 Local Service Board/Partnerships/Stakeholders etc

8.7.1 No impact.

8.8 Communications

8.8.1 A press release highlighting Council taking on this national role in partnership with another authority would have a positive impact on the Councils reputation and image.

8.9 Statutory Officers

8.9.1 Strategic Director, Finance & Infrastructure (Section 151 Officer): I note the comments of the Finance services

8.9.2 Strategic Director, Law & Governance (Monitoring Officer): I note the legal comments and have nothing further to add.

8.10 Members' Interests

8.10.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
That Powys County Council's Trading Standards Service submits a joint bid with Anglesey County Council to host the Estate Agency Enforcement function on behalf of the UK and that the function is split as per option 2 above and that an endorsement is sought from WLGA for this bid.	Supports regeneration aspirations of the Council, providing quality employment and opportunity for Powys employees/residents. Provides an opportunity to enhance the Councils reputation and standing within Wales. Provides Wales with reputational advancement in the UKs Trading Standards Community.

Relevant Policy (ies):			
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	None
----------------------------------	-------------

Person(s) To Implement Decision:	
---	--

Date By When Decision To Be Implemented:	
---	--

Contact Officer Name:	Tel:	Fax:	Email:
Ken Yorston	01597 826032		Ken.yorston@powys.gov.uk

Background Papers used to prepare Report:

F:\wlegal\Clarence\Reports\BOARD REPORT TEMPLATE VERSION 6

APPENDIX A: PROJECT DETAILS

- 3.1 The emphasis is to deliver on behalf of the NTSB, the administration of the Estate Agency enforcement function with effect from 1st April 2014.
- 3.2 The Estate Agency Enforcement Unit (the Unit) will provide a centre of excellence to be drawn upon by all local and regional trading standards services to provide specialist support and capability. In particular, this unit must receive referrals in cases where Trading Standards feel that a warning notice or prohibition order is required. The unit will investigate such cases make decisions regarding the issue of warning letters and prohibition notices and administer appropriate appeals that may arise as a result of such decisions.
- 3.3 The Unit will approve all redress schemes under The Consumers, Estate Agents and Redress (CEAR) Act 2007 and monitor existing approved schemes.
- 3.4 The Unit will provide a publicly available register detailing estate agents who are prohibited from engaging in estate agency work or who have received a formal warning under the Estate Agents Act
4. **What the funding will cover**
- 4.1 To assist in this aim, funding of £178,000 will be available on an annual basis for a three year period from April 2014. Subject to the agreement of project plans with BIS an additional £50,000 will be made available in 2013/14, such that the unit can be up and running by April 2014.
- 4.2 The funding is to be used:
- To establish and maintain a single National Estate Agency Enforcement Unit
 - To provide an appropriate adjudication system including a process to manage appeals
 - To provide and maintain a web based public register
 - To approve and monitor approved estate agent redress schemes
 - All trading standards services and regional groups in England and Wales are invited to apply for funding to carry out this work. Applicants will need to demonstrate how they intend to deliver the aims of the project and how they will meet the criteria in order to obtain funding.
- 4.3 Any applications must have the full support of their regional trading standards group confirmed in writing and submitted with the application. Funding is available for applications that meet the criteria for a three-year period. The allocation of funding will be at the discretion of the NTSB, having properly considered all the criteria and all the applications received.
- 4.4 There is no separate amount for each aim of the project, however, applications should specify the amounts required to deliver each aim as appropriate.

5. Criteria

5.1 Applications for funding must be received by 30th August 2013.

5.2 Each bid must demonstrate how it will provide the following

- The establishment and maintenance of a single National Trading Standards Estate Agency Enforcement Team.
- The provision of a system for adjudication to be determined in the submission
- A resource that can be tasked to deliver specialised functions in support of national estate agency enforcement, including staff who have the knowledge and skills to provide advice to the NTSB and other Local Authorities re the application of warning orders or prohibition orders etc and to maintain a detailed knowledge of the Estate Agents Act.
- The approval and monitoring of approved estate agents redress schemes
- The provision, support and maintenance of the Estate Agents Public Register

5.3 You must indicate in your application how progress will be monitored during the project to ensure that it is achieving its aims and keeping to the timetable.

5.4 You should give an indication as to a named individual or a specific post that will be responsible for ensuring that this project is delivered.

5.6 A breakdown of the expected costs should be provided. This should include expenditure, such as any required to meet the equipment specification of providing the public register. Please note that you will be responsible for meeting any demands for payment for VAT from the funding provided therefore you will need to consider this when calculating the costs of the project. This should be included in your application.

Annexe C indicates the current staff working in this area by % of time.

6. Applications

6.1 Applications for this project, to run from April 2014 for a three-year period, should be submitted on the attached application form by **30th August 2013**

Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Environment**

Decision Taken 13 August 2013

Budget Virement 2013 Footway Extensions

DECISION	Reason for Decision
To approve the budget virements listed.	In accordance with Financial Standing Orders.

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Powys County Council

For Office Use
REF:

Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To Head of Finance

From LES (Directorate)
Highways & Transportation (Service)
Richard Hobbs (Head of Service)
Phil Jackson (Budget Holder)
Tony Caine (Project Manager)

Date 10th July 2013

Details of Virement

This virement is required to approve our allocation of Regional Transport Consortia Grant. A number of sites have been identified for footway extensions, these are varied in extent, complication and collision data. More keep being highlighted all the time and we wish to be proactive in identifying "safety sites" before they become an issue.

New Scheme Name 2013 Footway Extensions Job Code 9IK255

Budget Increases

Scheme Name	2013 Footway Extensions					
Job Code	9T180 9IK255					
	Total Cost	Prior Years	2013-14	2014-15	2015-16	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	30,000.00		30,000.00			
Increase Required	30,000.00	0.00	30,000.00	0.00	0.00	0.00

Financing

Name of Scheme Reduced

Job Code

	Total Cost	Prior Years	2013-14	2014-15	2015-16	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	0.00					
Grant	0.00		£30,000 TraCC Grant			
Supported Borrowing	0.00					
Revenue/Reserves	0.00					
Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

None

Approvals

Signatures

In all cases	Head of Service	¥		Date	10.7.13
In all cases	Head of Finance	¥		Date	11/7/13.
£25,001 - £75,000	Portfolio Cabinet Member			Date	18/7/13.
£75,001 - £300,000	Cabinet Minute Ref.			Date	
Over £300,000	Council Minute Ref.			Date	

FMS Updated (office use only)

Accountant: Signature _____ Print Name _____ Date _____

Copy of Authorised form returned to Head of Service

Signature _____ Print Name _____ Date _____

2013/14 TraCC RTGG Delivery Schedule 15th April 2013

Package	Project Code	Scheme	Original Budget	Slippage scheme following	Current allocation	Change request number	Declared Spend to Date	Forecast Outturn	Forecast Under/Over Spend	RISK
		TraCC - Route enhancements								
		Local Road Safety Capital								
LRSG/	001/2013	Reprofile and surface treatment to accident clutter sites on county roads (Powys)	£110,000							PCC
	002/2013	Route analysis Llanyre Area	£15,000							PCC
	003/2013	Footpath extension to aid safe routes to school (Location?)	£30,000							PCC
	004/2013	Study into EuroRAP high risk routes in Powys and Ceredigion	£5,000							PCC
	005/2013	Pont Fawr, Dolgellau (Zebra crossing)	£30,000							GC
	006/2013	Ysgol Beuno Sant, Y Baia (Traffic Calming)	£15,000							GC
	007/2013	A475 Horeb approach to Goring crossroads, Ceredigion (surfacing)	£10,000							PCC
	008/2013	A484 Llywduis Bend Llandwydd, Ceredigion (Re-profiling surfacing)	£10,000							PCC
	009/2013	A484 Ivy Cottage bends, Llechryd Ceredigion (Re-profiling surfacing)	£10,000							PCC
	010/2013	A482 Hen Feddau Lampeter, Ceredigion (Re-profiling surfacing)	£10,000							PCC
	011/2013	B4338 Mount crossroads, Synod Inn to Talgarreg Road, Ceredigion (Surfacing)	£10,000							PCC
	012/2013	B4570 Blaenbarthen/Blaenberllan, Llangoedmor crossroads, Ceredigion (Re-profiling surfacing)	£10,000							PCC
	013/2013	Motorcycle Ride Safety signing scheme	£4,000							CCC
	014/2013	Casualty rate signs on A & B routes with KSI collisions	£7,000							CCC
	015/2013	Study into EuroRAP high risk routes in Powys and Ceredigion	£5,000							CCC
	016/2013	Penybony/Heol y Bent Jnc, A4120 Aberystwyth Preparatory works (signage)	£4,000							CCC
	017/2013	High Street, Cardigan (Preparatory works) Signage	£4,000							CCC
	018/2013	North Road (from Napier St. to War Memorial) Cardigan (Signage)	£4,000							CCC
	019/2013	Pendre, Cardigan (Signage)	£4,000							CCC
	020/2013	A338 Mount Crossroads, Synod Inn to Talgarreg Road (Signage)	£3,000							CCC
	021/2013	Portable speed Monitoring Device	£5,000							CCC
	022/2013	Traffic Calming B4449 Rhydownen, Llandysul	£4,000							CCC
	023/2013	Blaenberllan, Llangoedmor Crossroads, Cardigan	£4,000							CCC
		Sub Total	313,000	0	0	0	0	0	0	
RTG/	Revenue	Core consortia funding	124,100							TraCC
		Employees	33,234							TraCC
		Host authority re-charges	7,666							
		Consortium support	165,000							
		Total	3,866,000	0	0	0	0	0	0	3,866,000
		Over All Total for RTCG Programme								

Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Environment**

Decisions Taken 10 September 2013

Budget Virements

DECISION	Reason for Decision
To approve the virement of funds in the capital programme in respect of closed landfill sites and resurfacing works as set out in the accompanying reports	In accordance with Financial Standing Orders.

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Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To Head of Finance

From Place _____ (Directorate)
Highways Design _____ (Service)
Richard Hobbs _____ (Head of Service)
Gareth Price _____ (Budget Holder)
Shaun James _____ (Project Manager)

Date 14th August 2013

Details of Virement (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

RESURFACING WORKS ON THE C2025 MIN ROUNDABOUT, MOCHDRE EST. TO FOXES BRIDGE, STEPASIDE.

The existing budget allocation for the above scheme is £48,000, which is financed from Local Government Borrowing Initiative funds. However due to unforeseen works additional funding for a further £37,140 is required, which is to be financed from the Highways Design Group revenue account.

This virement requests an amendment to the 2013-14 budget, to reflect the accreditation of £37,140 funding from Highways Design revenue budget to fund the additional expenditure on this scheme.

New Scheme Name _____ **Job Code** _____

Budget Increases

Scheme Name	LGBI HIGHWAYS RESURFACING
Job Code	9T183/9IG854

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	48,000.00			48,000.00		
Revised Budget	85,140.00			85,140.00		
Increase Required	37,140.00	0.00	0.00	37,140.00	0.00	0.00

Financing

Name of Scheme Reduced	
Job Code	

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources						
Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/ Reserves	37,140.00			37,140.00	To be funded from Highways Design revenue budget to be paid to reserve X0001 R225 LES004 XF530	
Total	37,140.00	0.00	0.00	37,140.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)
 No further implications foreseen.

Powys County Council

Revenue Budget Virement Application Form*[Please see guidance notes on page 2532 of the Intranet]*

To Head of Finance

From Local & Environmental Services (Directorate)Highways Design (Service)Richard Hobbs (Head of Service)Ashley Collins (Budget Holder)Date 12th July 2013**Details of Virement** (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

This virement is required as Simon Crew works for Closed Landfill Sites, however this now falls under Public protection instead of Waste. This means that the costs and income associated with Simon Crew should now fall under the Closed Landfill Site code as opposed to the Waste Management code, this virement intends to correct this.

Is this virement ~~Temporary~~ or Permanent? *(delete as appropriate)***Budget Increases**

Description	Increase Budget on T5515					
Financial Code	T5515					
	1022	1122	1222	3401	3404	9133
Existing Budget	£0	£0	£0	£0	£0	£0
Increase Required	£23,190	£2,130	£5,380	£550	£3,850	(£2,500)
Revised Budget	£23,190	£2,130	£5,380	£550	£3,850	(£2,500)

Budget Decreases

Description	Decrease the Budget on T5513					
Financial Code	T5513					
	1022	1122	1222	3401	3404	9133
Existing Budget	£264,530	£25,440	£59,230	£8,330	£3,850	(£2,500)
Increased Income	(£23,190)	(£2,130)	(£5,380)	(£550)	(£3,850)	£2,500
Revised Budget	£241,340	£23,310	£53,850	£7,780	£0	£0

If new or additional grant received please provide further details

Description	
Grant Ref	
Duration of Grant	
Other Detail	

Budget Profile

Year	Budget Profile Detail
2013-14	03 – Equal 12ths

Please provide detail, e.g. 12 equal instalments or 4 equal instalments from June 09 to Sept 09, etc., or attach details.

Other Financial Implications (future years capital/ revenue – Do not leave blank)

None

Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Environment**

Decisions Taken 2 October 2013

**Food and Animal Feed Plan
Health and Safety Plan**

DECISION	Reason for Decision
That both the Food and Animal Feed Plan and the Health and Safety Plan for 2013-2014 be approved.	These Plans set out the way in which food and feeding stuffs and health and safety work will be carried out in the County of Powys by the Environmental Health and Trading Standards services of the Authority in 2013/14. The Plans aim to ensure that national and local priorities and standards are addressed.

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CYNGOR SIR POWYS COUNTY COUNCIL.

11th September 2013

REPORT AUTHOR: Professional Lead – Environmental Health -Commercial

**SUBJECT: Food and Animal Feed Plan
and the Health and Safety Plan**

REPORT FOR: Decision of Portfolio Holder for Environmental Services

1. Introduction

1.1 Approval is sought for two operational plans, the Food and Animal Feed Plan and the Health and Safety Plan.

2. Background

2.1 Food and Animal Feed Plan

The Framework Agreement on Official Feed and Food Controls by Local Authorities provides the Food Standards Agency with a mechanism for implementing its powers under the Food Standards Act to influence and oversee local authority enforcement activity.

The Agreement applies to local enforcement of all feed and food laws, and incorporates the latest guidance and standards on feed and food law enforcement.

The Agreement requires for publicly available local service plans to be produced covering specific areas as detailed within the framework agreement to increase transparency of local enforcement services.

The attached food and animal feed plan has therefore been produced in line with the standards as laid out within the framework agreement.

2.2 Health and Safety Plan

The Health and Safety Executive (HSE) has issued guidance to Local Authorities under Section 18 of the Health and Safety at Work etc. Act 1974 (HASWA). Under this Act, Local Authorities are required to make adequate arrangements for the enforcement of health and safety in their areas.

Every Enforcing Authority is required to set out its priorities and plan of interventions for the current year which should take into account, national & regional priorities, targets and plans, locally derived objectives and relevant guidance and policies.

The attached health and safety plan has been produced to comply with these requirements.

3. Proposal

- 3.1 It is a requirement of both plans that they be approved at the appropriate member level. This report attaches the two plans for their consideration and approval.

Recommendation:	Reason for Recommendation:
<p>That both the Food and Animal Feed Plan and the Health and Safety Plan for 2013-2014 be approved.</p>	<p>These Plans set out the way in which food and feeding stuffs and health and safety work will be carried out in the County of Powys by the Environmental Health and Trading Standards services of the Authority in 2013/14. The Plans aim to ensure that national and local priorities and standards are addressed.</p>

Contact Officer	Tel:	Fax:	Email:
Beverley Cadwallader	01938 551222		bevcad@powys.gov.uk

Relevant Portfolio Member(s):	Councillor W B Thomas
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Relevant Local Member(s):	N/a
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Background Papers used to prepare report:

Food Standards Agency Framework Agreement - FSA
<http://www.food.gov.uk/enforcement/enforcework/frameagree/>

s18 Standard - HSE
<http://www.hse.gov.uk/section18/s18.pdf>

Powys County Council
Environmental Health Service

Health and Safety Intervention Plan – 2013/14

Introduction

Whilst the primary responsibility for managing health and safety risks lies with the business who creates the risk, local authority health and safety regulators have an important role in ensuring the effective and proportionate management of risks; supporting business; protecting their communities and contributing to a wider public agenda.

Overall Aim of the Service

“To work with others to protect people's health and safety by ensuring risks in the changing workplace are managed effectively.”

Roles and responsibilities

Businesses, regulators, and professional bodies all have a role and responsibility to help prevent work place death, injury and ill health and to apply health and safety at work in a proportionate way.

Business: Health and Safety law in Great Britain clearly sets out that the primary responsibility for managing risks to workers and the public who might be affected by work activity lies with the business or organisation that creates the risks in the first place. This applies whether the organisation is an employer, self-employed, service provider or a manufacturer or supplier of articles or substances for use at work. Whilst the primary responsibility sits with the business, workers also have a responsibility to care for their own health and safety and others who may be affected by their actions. Workers should accordingly be engaged by their employers on health and safety issues.

Local Authority: The role of the regulator is to support, encourage, advise and where necessary hold to account business to ensure that businesses effectively manage the occupational health and safety risks they create.

Regulators should ensure they make best use of their resource and help improve the effective management of health and safety risks in a proportionate way. This is achieved through choosing the most appropriate way of influencing risk creators and by targeting their interventions, including inspection, investigation and enforcement activity, on those businesses and sectors that represent a higher level of risk to the health and safety of workers and the public.

The newly published (May 2013) ‘National Local Authority Enforcement Code, Health and Safety at Work, England, Scotland and Wales’ provides statutory guidance and a framework to guide local approaches. Meeting the requirements of this Code will ensure LAs approach to enforcement is consistent.

The focus of LAs may often be broader than specific health and safety outcomes as they can also have an impact on wider public health outcomes/ health inequalities. Additionally,

LAs contribute to delivering the growth agenda and can provide invaluable advice to new business.

A risk-based approach to regulation

Powys County Council will use a risk-based, targeted and proportionate approach to interventions and enforcement in accordance with the principles of good regulation which requires enforcement to be demonstrably targeted, proportionate, consistent, transparent and accountable.

Targeting;

PCC will target interventions on those activities that give rise to the most serious risks or where the hazards are least well controlled (Table One).

Powys County Council will achieve this by:

- Having risk-based intervention plans focussed on tackling specific risks;
- Considering the risks that need to be addressed and using the whole range of interventions to target these specific risks;
- Reserving unannounced proactive inspection only for the activities and sectors published by HSE (see Table Three) or where intelligence suggests risks are not being effectively managed (poor performers; complaints/incidents; matters of evident concern and RIDDOR notifications); and
- Using national and local intelligence to inform priorities (see Table Two).

Proportionality

PCC will ensure interventions and enforcement are related to the relative level of health and safety risks, including the potential or actual harm, or to the seriousness of any breach of the law.

Consistency

This means PCC taking a similar approach to other LAs, in similar circumstances to achieve similar ends. For business this means they can expect to receive a consistent approach to targeting, enforcement, decisions to prosecute and response to incidents from each LA regulator.

Transparency

PCC will ensure businesses are clear on what is and what is not expected of them and what they can expect from the regulator.

Accountability

PCC will be accountable to the public and businesses for its actions.

Training and Competence

PCC has a statutory duty to 'make adequate arrangements for enforcement' and to legally appoint suitably qualified inspectors to carry out the range of regulatory duties they have been appointed for.

PCC should ensure inspectors have suitable and ongoing competence in order to exercise the powers granted to them under the HSWA (e.g. by use of the Common Approach to Competency for Regulators which includes the Regulators Development Needs Assessment (RDNA) tool and Guidance to Regulator's Information Point (GRIP)).

Data collection

A means of monitoring, capturing and sharing health and safety intervention, enforcement, and prosecution activity should be publicly available. To encourage local accountability and also share with the HSE via the LAE1 return to allow the preparation of national data, which in turn assists to benchmark and peer review work with other LAs.

Powys County Council
Environmental Health Service

Table One - Health and Safety Intervention Plan 2013/14

What	How	When	Who	Performance Indicator
Proactive inspection of activities/sectors falling within Annex A of the National Code and identified Poor Performers	Inspect; - identified high risk sectors and associated high risk activity; - poor performers; and - businesses where intelligence shows that risks are not being effectively managed.	Throughout the year	H&S Officers	Inspections at 100% of identified premises
New Business Advice Pack	Intervention via advice pack.	Throughout the year	H&S Officers	80% of new premises identified during 2013-14
All Wales Control and management of Legionella programme	Targeted risk based selection of premises for intervention visit.	April to May	H&S Officers	10 premises selected across PCC
All Wales Effective Management of Cryptosporidium in Swimming Pools	Identify premises and carry out required Intervention visit.	June to September	H&S Officers	All identified
All Wales Infection Control in Early Years Settings	Target risk based selection of premises for intervention.	October to March	H&S Officers	10 premises selected across PCC
All Wales Gas Safety in Catering Businesses	Focus of intervention is the installation and maintenance of gas appliances and ventilation in mobile and fixed catering premises.	October to March	H&S Officers	10 premises selected across PCC
All Wales SMILE Project - Licensed Premises Intervention	Interventions of premises as and when identified by Cardiff University across County.	Throughout the year	H&S Officers	All identified
Infection Control Advice for Outdoor Event Organisers	Identify premises using local intelligence and mail shoot with relevant information.	Throughout the year	H&S Officers	All identified
Carbon Monoxide Safety Awareness Campaign	Identify premises (& festivals) and forwarded educational material (letter, leaflet & poster).	Throughout the year	H&S Officers	All identified
Cellar Access and Safety Management Awareness	Intervention at relevant premises as and when identified.	Throughout the year	H&S Officers	All identified
Safe Use of Goal Post Campaign	Education and awareness for relevant organisations.	September to March	H&S Officers	To be identified

Table Two – National, Regional and Local H&S Intervention Priorities (2013-2014)

No.	Intelligence	Intervention Priority	Evidence
1	National (All Wales)	Control and Management of Legionella	Identified as priority following the Heads of Valley Outbreak.
2		Effective Management of Cryptosporidium in Swimming Pools	Swimming pools have been the most common setting for outbreaks of waterborne infectious intestinal disease in England and Wales, with Crypto. As the leading causal organism.
3		Infection Control in Early Years Settings	Recent outbreaks associated predominantly with childcare settings in North Wales.
4		Gas Safety in Catering Businesses	Previous project on tandoori ovens identified a number of dangerous and faulty gas appliances being utilised by catering business who were unaware of the risks and the duty to maintain.
5		SMILE Project – Licensed Premises Intervention	Intelligence led utilising specific accident and emergency statistics throughout Wales. In partnership with Cardiff University.
6	Regional (South, West Wales)	New Business Advice Pack	Identified from information received via, new food registrations; planning and licensing applications.
7	Local (Powys)	Infection Control Advice for Outdoor Event Organisers	Identified as high risk sector/activity in Annex A of National Code and Powys has recently been the source of E.coli infection in the (tourist) population following outdoor events/ activity within the area.
8		Carbon Monoxide Safety Awareness Campaign	Several tragic fatalities (including within neighbouring LA) caused by people being overcome by lethal carbon monoxide fumes emitted from barbeques that had been brought into tents and awnings while camping.
9		Cellar Access and Safety Management Awareness	Tragic fatality to a member of the public in Powys, and another subsequent incident.
10		Safe Use of Goal Post Campaign	Tragic fatality of a child playing football within Powys.

Table Three – HSE (2013) List of Activities/Sectors for proactive inspection by LAs

No	Hazards	High Risk Sectors	High Risk Activities
1	Legionella infection	Premises with cooling towers/evaporative condensers	Lack of suitable Legionella control measures
2	Explosion caused by leaking LPG	Premises (including caravan parks) with buried metal LPG pipe work	Buried metal LPG pipe work (For caravan parks to communal/amenity blocks only)
3	E.coli/Cryptosporidium infection esp. in children	Open Farms/Animal Visitor Attractions	Lack of suitable micro-organism control measures
4	Fatalities/injuries resulting from being struck by vehicles	Tyre fitters*/ MVR* (as part of Car Sales) High volume Warehousing/Distribution	Use of two-post vehicle lifts Workplace transport
5	Fatalities/injuries resulting from falls from height/ amputation and crushing injuries	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Workplace transport/work at height/cutting machinery /lifting equipment
6	Industrial diseases (occupational asthma/deafness)	MVR*(as part of Car Sales) Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Use of Isocyanate paints Noise and dust
7	Falls from height	High volume Warehousing/Distribution	Work at height
8	Crowd control & injuries/fatalities to the public	Large scale public events/sports/leisure facilities e.g. motorised leisure pursuits including off road vehicles and track days	Inadequate consideration of public safety e.g. poor organisation and/or supervision of high speed or off-road vehicle movements
9	Carbon monoxide poisoning	Commercial catering premises using solid fuel cooking equipment	Lack of suitable ventilation and/or unsafe appliances
10	Violence at work	Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/care settings) and where intelligence indicates that risks are not being effectively managed	Lack of suitable security measures/procedures

*(SMEs not National Chains)



ENVIRONMENTAL HEALTH AND TRADING STANDARDS

FOOD & ANIMAL FEED SERVICE PLAN

2013/14

**Powys County Council
County Hall
Llandrindod Wells
Powys
LD1 5LG**

ENVIRONMENTAL HEALTH AND TRADING STANDARDS

FOOD & ANIMAL FEED SERVICE PLAN 2013/14

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EXECUTIVE SUMMARY

This Service Plan sets out the way in which food and feeding stuffs enforcement will be carried out in the County of Powys by the Environmental Health and Trading Standards services of the Authority in 2013/14. The Plan aims to ensure that national and local priorities and standards are addressed.

There are 2943 food premises and 583 registered feeding stuffs premises in Powys, ranging from major manufacturing businesses to small corner shops. There are also an estimated 6000 premises that may be subject to food and feed hygiene controls, ranging from large livestock and arable farms to small scale producers of fruit and vegetables.

The Service Plan is produced on an annual basis and is effective from 1st April. The Plan is published widely and is available on the Authority's website. Copies are also available from each area office. Comments on the Plan are invited throughout the year, and these are taken into account when the following year's Plan is produced. The Plan is approved by the Authority prior to publication.

INTRODUCTION

The Food Standards Agency (FSA) Framework Agreement¹ gives guidance to local authorities on how their Food Service Plan should be structured and what it should contain. Service plans developed under these arrangements will provide the basis on which local authorities will be monitored and audited by the Food Standards Agency.

Service plans are seen to be an important part of the process to ensure national priorities and standards are addressed and delivered locally. Service plans will also:

- focus debate on key delivery issues;
- provide an essential link with financial planning;
- set objectives for the future, and identify major issues that cross service boundaries;
- Take into account potential regional structures and changes to plans for the delivery of Trading Standards Services and
- provide a means of managing performance and making performance comparisons.

A Food Service Plan template is provided by the FSA to ensure that all the areas of the food and feeding stuffs enforcement service are included in the plan whilst allowing scope for the inclusion of any locally defined objectives. The template will ensure that local authorities will include in their service plans:

- information about the services they provide;
- the means by which they will provide those services, including the various requirements of the Standard;
- the means by which they will meet any relevant performance targets or performance standards;
- a review of performance in order to address any variance from meeting the requirements of the service plan.

¹ Framework Agreement www.food.gov.uk/enforcement/enforcework/frameagree/

1. SERVICE AIMS AND OBJECTIVES

1.1 AIMS AND OBJECTIVES

1.1.1 Aims

- To ensure that food (including drink) intended for supply for human consumption that is produced, stored, distributed, handled or consumed in Powys is accurately labelled, compositionally satisfactory and without risk to the health or safety of the consumer.
- To ensure that all animal feeding stuffs that are produced, stored, distributed, handled or fed to animals in Powys are accurately labelled, compositionally satisfactory and without risk to the health or safety of animals or consumers.

1.1.2 Objectives

- To maintain an accurate and current record of all food and feeding stuffs premises.
- To conduct a co-ordinated sampling programme of food and feeding stuffs supplied or produced in Powys.
- To conduct a planned risk based inspection programme of local businesses.
- To deal with complaints about food and feeding stuffs in a consistent and co-ordinated manner.
- To provide timely and informative advice to local food and feeding stuffs businesses.
- To investigate and control outbreaks and food related infectious diseases.
- To respond to food safety incidents in relation to the food hazard warning system.

1.2 LINKS TO CORPORATE OBJECTIVES AND PLANS ²

1.2.1 The Food and Feed Service Plan links to the key outcomes detailed in the One Powys Plan.

1.3 LINKS TO FOOD STANDARDS AGENCY (Wales) PRIORITIES

CONTROL OF FEED

In March 2013 the Food Standards Agency (Wales) set out recommended priorities for local authority feed law enforcement³ for 2013/14. The recommendations include:

- sampling of feed materials (in particular trace elements, additives and premixtures) which originate from outside the European Union.
- examination of written HACCP based feed safety management systems, especially where these have not been examined before or problems have been identified during past visits.
- identification of businesses involved in the supply of co-products and surplus food into the feed chain and include these in programmes of inspection.
- identification of all feed business operators in their area, including food businesses placing surplus food and co-products into the feed chain.
- giving priority to those businesses which manufacture or use coccidiostats, especially where batches contain high levels of these

² One Powys Plan 2011-14 www.powys.gov.uk/index.php?id=11215&L=0

³ letter from Food Standards Agency (Wales) dated 8/3/12 ref: ENF/W/13/012

substances, to ensure that appropriate systems are in place to prevent carry-over.

- undertaking documentary checks of feed materials which appear in Annex 1 of EC Regulation 669/2009 as amended by Regulation (EU) 1277/2011

FOOD

Following the problems relating to the presence of horsemeat in beef products the FSA have focussed this years priority area as the speciation of meat and fish products. Other areas may emerge from the FSA `emerging risks` team.

2. BACKGROUND

2.1 PROFILE OF THE AUTHORITY

2.1.1 Population and area

Powys is a rural area covering a quarter of the land mass of Wales.

Population:	130,700
-------------	---------

Area (hectares):	519,700
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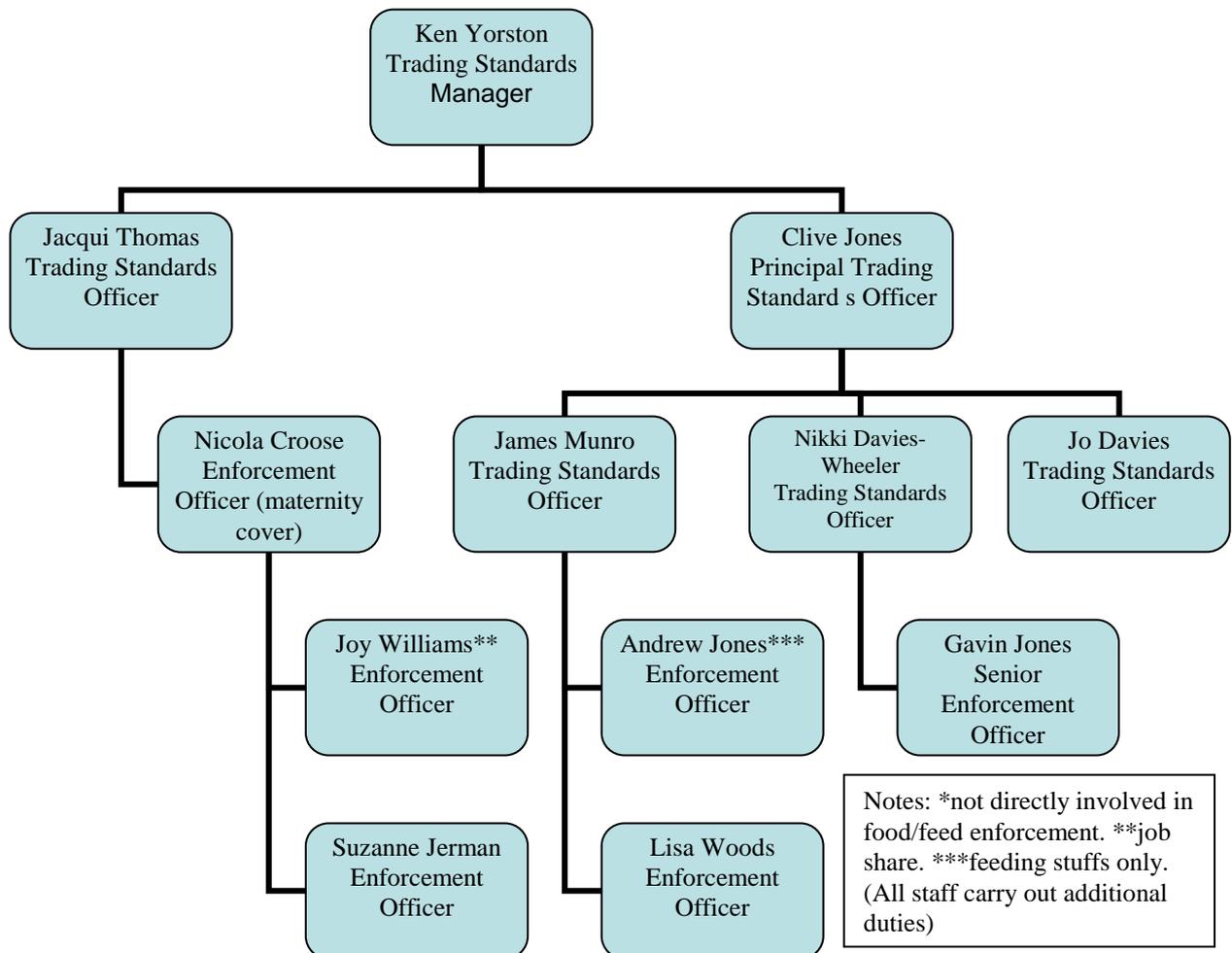
2.1.2 Administration

The Authority's headquarters is located in County Hall, Llandrindod Wells. Service delivery points are located around the County.

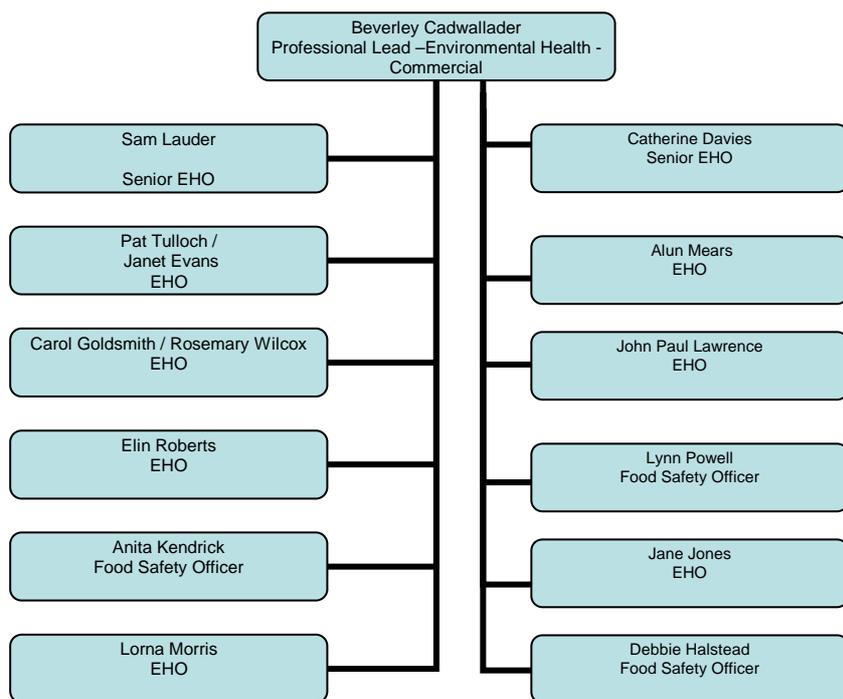
2.2 ORGANISATIONAL STRUCTURE

2.2.1 Environmental Health and Trading Standards were UNTIL 30TH April 2013 services within the Public Protection Function, headed by a Public Protection Manager. From 1st May 2013 a corporate restructuring exercise has removed the post of Public Protection Manager. Services will now report to a Senior Manager (Regeneration, Property and Regulatory Services). At the time of updating this plan, this post had not been filled. Temporarily reporting will be to the Head of Local and Environmental Services who, in turn, will report to the Strategic Director of the new `Place` Directorate. The Strategic Director is part of the Corporate Management Team.

2.2.2 Trading Standards staff structure



2.2.3 Environmental Health staff structure



2.2.4 Analytical Arrangements

Due to the large geographical area of the County a selection of Analysts have been appointed as follows:

Public Analysts

Mr M Dalling , Mr J Robinson and Mrs S Brookes Minton, Treharne and Davies Ltd Unit 5, Llwyn-yr-Eos Cross Hands LLANELLI SA14 6RA	Ron Ennion, Gary Burton, Jeremy Wootten and Duncan Arthur Eurofins Ltd. Consulting Chemists and Microbiologists, Woodthorne, Wergs Road, Wolverhampton, WV6 8TQ
--	--

Public Health Laboratory Service

Public Health England Food, Water & Environmental Microbiology Laboratory, Birmingham	National Health Protection Service Cardiff
--	--

2.3 SCOPE OF THE FOOD AND FEEDING STUFFS SERVICE

2.3.1 Inspections and Joint Working Arrangements

The Environmental Health and Trading Standards services split their responsibilities for food enforcement in line with the Food Law Code of Practice and accompanying guidance⁴. Feeding stuffs enforcement is carried out by the Trading Standards service in accordance with the Feed Law Enforcement Code of Practice⁵.

2.3.2 Environmental Health

The Service holds responsibility for food hygiene inspections and complaints, microbiological food sampling, food safety promotional work, food poisoning investigations and management and handling of food hazard warnings. Other services delivered alongside the food hygiene service include some health and safety and very occasionally licensing inspections.

2.3.3 Trading Standards

The Service holds responsibility for food standards inspections and complaints, feeding stuffs inspections and complaints, food hygiene at primary production premises, feed hygiene requirements, food and feed sampling for compositional and labelling requirements and chemical contamination, and food standards promotional work. Other services delivered alongside the service include animal health and welfare, intellectual property crime, weights and measures, prices, descriptions, product safety, credit and fair trading.

2.3.4 Contractors

External contractors are occasionally employed by the Environmental Health Service to carry out some food hygiene inspections. Analytical and testing functions are carried out by external Public Analyst and testing laboratories.

2.4 DEMANDS ON THE FOOD SERVICE

2.4.1 Premises Profile

There are 2943 food premises in Powys, of which 2289 are registered food premises.

	FSA Code/Category	Total
A	Primary producers	103
B	Slaughterhouses	3
C	Manufacturers/Processors	63
D	Packers	13
E	Importers/Exporters	0
F	Distributors/Transporters	52
G	Retailers	652
H	Restaurants/Other caterers	2051

⁴ Food Law Code of Practice Wales & Food Law Practice Guidance Wales
www.food.gov.uk/enforcement/enforcework/foodlawcop/codepracticewales/

⁵ Feed Law Enforcement Code of Practice Great Britain www.food.gov.uk/enforcement/enforcework/feedlawcop/

2.4.2 Approved Premises

The breakdown above includes approved premises under product specific regulations of which there are currently the following number:

TYPE OF PREMISE	TOTAL
Minced Meat Products	2
Meat Products	5
Milk Products	0
Fishery products	0
Egg Products	7

There are also a total of 4 water-bottling plants within the County which require specific application of legislation.

2.4.3 Environmental Health (Food Hygiene) premises profile by risk rating

Category	Minimum Inspection Frequency	No. of premises
A	At least every 6 months	32
B	At least every 12 months	197
C	At least every 18 months	897
D	At least every 2 years	294
E	Alternative enforcement strategy	1176

2.4.4 Trading Standards (Food Standards) premises profile by risk rating

RISK	NO. OF PREMISES
High	46
Medium	980
Low	696

2.4.5 Feeding Stuffs Premises

There are 4269 (of which 586 are actually registered) feeding stuffs premises subject to inspection by the Trading Standards service. They are broken down into the following FSA categories and are based on the self declaration:

FEEDING STUFFS PREMISES *		
FSA Code/Category		TOTAL
R1	Manufacture/market feed additives	7
R2	Manufacture/market premixtures	4
R3	Manufacture/market bioproteins	1
R4	Manufacture compound feeds	9
R5	Market compound feeds	27
R6	Manufacture pet foods	1
R7	Manufacture/market feed materials	28
R8	Transport feed and/or feed products	74
R9	Store feeds and/or feed products	161
R10	Mixing feed on farm using premixture/additives	101
R11	Mixing feed on farm using compounds/concentrates	167
R12	Food businesses selling co-products destined for feed	4
R13	Livestock farms feeding but not mixing	283
R14	Arable farms growing feed materials	195
TOTAL ACTIVITY CODES		1062

(as at 20th may 2013 – M3 D/b) * Some premises appear under two categories within the table

There are also a further 3681 feed premises which have been allocated an assumed activity code of R13, as per Food Standards Agency guidance.

2.4.5 Service Delivery Points

Service is delivered from a number of locations throughout the County as detailed below. Normal office hours are 8.30am - 4.45pm Monday to Thursday and 8.30am - 4.15pm Friday. The Authority operates a 24-hour 'Careline' and a separate manned emergency service is operated out of normal office hours.

Trading Standards

The service has a delivery point in the following areas:

The Gwalia Ithon Road Llandrindod Wells Powys LD1 6AA	The Park Newtown Powys SY16 2NZ	Neuadd Brycheiniog Cambrian Way Brecon Powys LD3 7HR
---	--	--

Environmental Health

The service has a delivery point in the following areas:-

The Gwalia Ithon Road Llandrindod Wells Powys LD1 6AA	Neuadd Maldwyn Severn Road Welshpool Powys SY21 7AS	Neuadd Brycheiniog Cambrian Way Brecon Powys LD3 7HR
---	---	--

Service delivery points are also located throughout the County in the majority of outlying towns.

2.4.6 External factors which impact on the service

A seasonal activity that impacts considerably on the food service is the Royal Welsh Agricultural Show, which is held annually at Llanelwedd, near Builth Wells. As one of the largest agricultural shows in Europe with more than 200,000 visitors it demands a lot of proactive work prior to and a considerable amount of enforcement and reactive work during the week-long show. Routine work during this period is curtailed and officers' attentions centred on the event. The showground is also used during the year for many other special events.

Other major annual events impacting on routine work are the Brecon Jazz Festival and the Hay on Wye Literature Festival.

Due to the rural nature of the County it has become a target for groups involved in the illegal slaughter and supply of meat. A substantial amount of officer time has been taken up investigating these activities. Officers are also actively involved in partnership work with the Police and the Wales Food Fraud Unit in relation to these issues.

It is estimated that less than 1% of all food premises have owners whose first language is not English.

2.5 ENFORCEMENT POLICY

2.5.1 The Authority has signed up to the Enforcement Concordat. An Enforcement policy has been produced and approved by the Authority.

2.5.2 Trading Standards and Environmental Health enforcement officers receive ongoing training on RIPA and PACE procedures.

3. SERVICE DELIVERY

3.1 FOOD AND FEEDING STUFFS INSPECTIONS

3.1.1 Trading Standards

Food Standards

The primary aim of food standards inspections is to ensure that the legal requirements are met covering:

- the quality, composition, labelling, presentation and advertising of food, and
- materials or articles in contact with food.

Annual targets are set for enforcement officers to carry out inspections to high, medium and low risk premises. These are agreed and reviewed at regular Staff Review and Development meetings. Overall targets are placed in the Trading Standards Service Delivery Plan⁶ for the forthcoming year. This Plan is approved by the Director and then by Members of the Authority.

The number of food standards inspections potentially due for 2013/14 is as follows:-

Risk Category	HIGH	MED	LOW	Total
No. of inspections	40	482	134	656

The above figures are based on those supplied pre an IT update to M3 which has affected the risk categories adversely. It is extremely unlikely that this number of visits will be achieved but the emphasis will be on achieving our 'high' risk targets.

Feeding Stuffs

The primary aim of feeding stuffs inspections is to ensure that the legal requirements are met covering:

- the quality, composition, labelling, presentation and advertising of feeding stuffs, and
- the safety of feeding stuffs in accordance with feed hygiene requirements

The number of inspections to feeding stuffs premises targeted for 2013/14 are as follows:-

Risk Category	HIGH	MED	LOW	Total
No. of inspections	3	10	0	13

*Risk ratings are changing during 2013/14 to reflect the new ACTSO TS Risk rating scheme which will mean that there will be an increase in no's of premises requiring inspection. For example it is anticipated that High risk premises will increase from 3 to 22 under the new risk codes.

⁶ available from www.powys.gov.uk/tradingstandards

REVISITS

It is estimated that around 50 revisits will be carried out to food and feeding stuffs premises in 2013/14, based upon a figure of 46 revisits carried out in 2012/13

Food Hygiene at primary production

A number of feed hygiene inspections have been carried out. Proactive inspections under food hygiene legislation have been carried despite zero funding being allocated to the TS Service by the Authority for this purpose.

3.1.2 Environmental Health

The primary aim of all food safety interventions shall be to:-

- Identify potential hazards and assess their risks to public health arising from activities within the food business;
- Assess the effectiveness of management control to achieve safe food;
- Identify specific contraventions of food hygiene law.

The service will ensure that interventions are carried out in accordance with the Food Safety Act Code of Practice. The Inspection Rating System will be used to determine the frequency of programmed interventions within a range of 6 months to 3 years. Programmed inspections alone shall be used for the purpose of determining the frequency of further programmed interventions.

The probable number of premises to be targeted for inspection for 2013/14 are as follows:-

Risk Category	A	B	C	D	Total
No. of inspections due in 2013/14	64	198	548	120	930
No. of inspections overdue from 12/13	0	0	0	0	0

The number of food hygiene inspections to be carried out by the food hygiene service in total during 2013/14 is therefore 930.

Premises rated as Category E no longer need to be subject to primary inspection but must be subject to an alternative enforcement strategy not less than once in any 3 year period. It is therefore intended to target those premises by letter where they do not receive any visit to verify that there have been no significant changes within the business. A proportion will also be verified via spot checks. Other triggers for inspections of such premises would be consumer complaints, new proprietors identified via planning/licensing, or where other inspectors trigger an inspection (such as Health and Safety or Licensing Officers). Other intelligence-based projects may also be adopted during the year based on sampling results or new regulations or guidance.

In addition to the programme of inspections it is anticipated that approximately 745 revisits will be required in 2013/14 based on figures of 746 for 2011/12 and 745 for 2012/13.

To ensure adequate expertise is available to enable competent inspections of specialised processes, officers are generally given a specialism in a product specific field, e.g. milk products, meat products, etc. and concentrate on the development of consistent and thorough inspections in these specific fields of food safety. These officers are then identified for appropriate training available in these fields.

Furthermore should a situation arise where expertise was not available in-house this would either be achieved by the necessary training or by identifying and bringing in the necessary expertise.

3.1.3 Officers will carry out inspections of those businesses open outside office hours as required.

3.2 FOOD AND FEEDING STUFFS COMPLAINTS

3.2.1 Trading Standards

The service is responsible for dealing with complaints about the labelling and composition of food, and the fitness of feeding stuffs. Complaints are dealt with in accordance with documented procedures which require a response within one working day of receipt.

COMPLAINTS RECEIVED		
	Food	Feeding stuffs
2007/08	53	16
2008/09	32	18
2009/10	4	6
2010/11	10	2
2011/12	4	1
2012/13 estimated	4	2

Of the food and feeding stuffs complaints received in 2011/12 investigations resulted in 3 samples being sent for analysis.

It is estimated that 4 food and 2 feeding stuffs complaint samples will be submitted for analysis in 2012/13. This will require the following resources:

- Food complaints (4 samples analysed):

Analyst fees (4 x £100) = £400
Officer time (8 days) + expenses = £2400
Total = £2800

- Feeding stuffs complaints (2 samples analysed):

Analyst fees (2 x £100) = £200

3.2.2 Environmental Health

The service is responsible for investigating complaints of contamination of food by micro-organisms or toxins and the contamination of food by mould or foreign matter. Chemical contamination of the food will be investigated if the food poses an imminent risk to health.

Food complaints are dealt with in accordance with departmental procedure and Codes of Practice and guidance.

The number of food complaints received is as follows:

Year	No. of food complaints
2010/11	66
2011/12	74
2012/13	63
2013/14 (estimate)	65

Resources required to deal with food complaints can vary dramatically from the straightforward to the more complex requiring significant research and analytical fees.

3.3 PRIMARY/HOME AUTHORITY PRINCIPLE

3.3.1 The service supports the Primary/Home Authority Principle and currently acts as Home Authority for 15 food and 1 feeding stuffs businesses in the area. Each of these businesses is classified as a high priority and receives at least one visit per year. These arrangements are being reviewed in the forthcoming period.

Estimated resources required - half a day per visit x (Officer and Assistant) x number of visits + miles.

3.4 ADVICE TO BUSINESSES

3.4.1 Scope of Advice Service

The Environmental Health and Trading Standards services both provide a free advice service for local businesses. Advice may be provided following a specific request, or may be given proactively to update businesses on changes in legislation. A range of nationally produced guidance leaflets is available from each of the service delivery points.

3.4.2 Contacts from Business

An estimated total of 135 advisory visits by Environmental Health will be carried out during 2013/14, based on previous year's figures of 94 in 2010/11, 144 in 2011/12 and 137 in 2012/13.

An estimated total of 40 requests for advice on food and feeding stuffs issues will be received by Trading Standards in 2013/14 based upon the figure of 38 for 2012/13 .

3.5 FOOD AND FEEDING STUFFS SAMPLING

3.5.1 Trading Standards

The food standards and feeding stuffs sampling programme is planned at the start of the financial year and delivered locally on a monthly basis. The programme is developed after reviewing previous sampling results and taking into account current issues. Participation in national and regional sampling surveys is included wherever possible. A contingency is made for complaint samples, which are dealt with as and when received. Monitoring of the sampling programme occurs on a monthly basis. A service level agreement with the Public Analyst is in place that covers the storage and transportation of samples, reporting times and payments.

The Service will bid for additional food and feed sampling programmes where the opportunity arises and when the FSA (Wales) requests authorities to do so.

Year	no. of food samples	no. of feed samples
2008/09	196	76
2009/10	173	63
2010/11	133	62
2011/12	114	58
2012/13	72	39
2013/14 (predicted)	155*	20

* includes FSA funded samples

3.5.2 Environmental Health

The service participates in the All Wales Shopping Basket Survey and is represented on the Welsh Food Microbiological Forum. As part of this initiative monthly sampling is carried out of items included within the Shopping Basket from a random selection of premises.

In addition to the Shopping Basket samples are obtained as part of the Welsh Food Microbiological Forum initiative and further targeting of local producers not included within this initiative is also carried out to monitor the quality of locally produced foods. In addition to these locally driven sampling programmes the

Authority also participates in national microbiological food surveys. It is anticipated that a total of approximately 270 food samples will be taken during the year 2013/14 based on previous year figures of 248 in 10/11 , 277 in 2011/12 and 268 in 2012/13. All such samples are submitted via the NPHS/HPA as detailed earlier in the plan for analysis.

3.6 CONTROL AND INVESTIGATION OF OUTBREAKS AND FOOD RELATED INFECTIOUS DISEASE

The Council works with the National Public Health Service (NPHS) in managing cases and outbreaks of food related infectious diseases. The Management and organisational arrangements for dealing with outbreaks of infectious disease are contained in 'The Powys Plan for Handling Cases and Outbreaks of Food Poisoning and Other Related Conditions'. This plan is based on an All Wales model, agreed by the NPHS and Local Authority, and subject to annual review.

All cases are contacted, the necessary details collected, and advice given on precautionary measures to prevent the spread. Where necessary, exclusions are placed on persons considered to be within a high risk category to ensure control of the organism in accordance with the Powys Plan.

It is anticipated that approximately 310 cases of infectious diseases are likely in 2011/12 based on statistics from previous years of 304 in 2010/11, 225 in 2011/12 and 307 in 2012/13. The Authority is committed to the 'lead officer' concept introduced across Wales through which each Authority has a nominated officer undertaking more detailed training in communicable disease control. These officers not only provide a well-informed resource for their own Authority but could be called upon should a serious incident arise in another Authority to assist in the investigation and control.

The number of bovine tuberculosis reactor herds has substantially increased in recent times, and this has involved considerable officer time in investigations on the farms concerned to ensure no risk exists with milk production and consumption.

3.7 FOOD SAFETY INCIDENTS

The Authority recognises its obligations under section 40 of the Food Safety Act 1990 and the Code of Practice in relation to the food alerts and incidents system. Where the Authority identifies that food fails to comply with food safety requirements they will inform all other potentially interested Authorities. The Authority will assess the scale, extent and severity of the hazard. In the event of it being a serious incident or a wider problem then they will liaise/notify the appropriate Central Government Department and formulate a food incident report that will be forwarded immediately to the relevant Government Department.

In incidences where Food Alerts are issued by the Food Standards Agency Wales, these are received by email at County Hall and in the three area offices

for Environmental Health attention. They are then given the attention required as determined by their category. Where the incidence has relevance to the Trading Standards service, responsibility for action is agreed between the two services.

Powys County Council has appointed Authorised Officers who are available for out of hours contact. Several officers also receive Food Alerts via mobile SMS.

3.8 LIAISON WITH OTHER ORGANISATIONS

3.8.1 Trading Standards

The Wales Food and Agriculture Standards Group acts as a forum for Welsh Authorities to discuss issues relating to food and feeding stuffs enforcement. An officer from this authority acts as a support officer for Food and Agriculture standards. This Group reports to the Wales Heads of Trading Standards (WHoTS). Resource allocation is four officer days per year.

The new regional set up places Powys County Council in the Mid and West Wales region along with Pembrokeshire, Ceredigion and Carmarthenshire and it is anticipated that a new regional food service plan may emerge with regional targets and bids for additional work for the year 2014 onwards.

A liaison meeting is held at least twice a year with the Public Analyst and other South West Wales Authorities who also use the same laboratory. The meeting provides a forum to discuss current enforcement issues and co-ordinated sampling programmes.

3.8.2 Environmental Health

To ensure enforcement action taken in the County is consistent with neighbouring Authorities a representative attends the SW Wales Regional Food Safety Group and the SW Wales Regional Communicable Disease Group. These are sub-groups of the Directors of Public Protection Wales (DPPW).

Attendance is also present on the following groups leading to further consistency in approach:

- All Wales Food Safety Technical Panel
- All Wales Communicable Disease Panel
- Welsh Food Microbiological Forum.

Regular liaison is undertaken with the National Public Health Service in relation to the investigation and control of food poisoning incidents, and with DEFRA in relation to zoonoses issues.

3.9 FOOD AND FEEDING STUFFS SAFETY AND STANDARDS PROMOTION

3.9.1 The department will participate in National Food Safety Week. This annual event, held to promote the importance of good food hygiene in the home, will focus on how people can ensure that they keep their food safe when trying to save money.

This will be promoted across the County through various initiatives.

3.9.2 The department participate in the Food Hygiene Rating Scheme, which helps consumers choose where to eat out or shop for food by giving them information about the hygiene standards in restaurants, cafés, takeaways, hotels and food shops. The schemes also encourage businesses to improve hygiene standards. Over 1000 premises across Powys have been rated so far and work continues with rating the remainder. The overarching aim is to reduce the incidence of food borne illness. Promotional work will continue to be carried out to promote the scheme.

3.9.3 The Environmental Health Service in Powys routinely works with food business operators to highlight the importance of and assist with the implementation of suitable food safety management systems. The Safer Food Better Business (SFBB) food safety management system has been recommended during programmed inspections since the pack was launched.

The Environmental Health Service has used previous funding provided by the Food Standards Agency to run a number of Safer Food Better Business training events for food business operators and to undertake individual coaching sessions with a CMI consultant to assist further with the introduction of a system. The service has been successful again this year in its bid to the FSA for additional funding for such work which is planned to be completed by the end of December.

3.9.4 The Trading Standards Service will be supporting the Young Consumer of the Year competition in the forthcoming year. The competition is aimed at young people all over the UK and includes elements on food labelling and composition. The Wales final is held every year in Powys.

3.9.5 Business advice to micro businesses and website improvement links to Erwin (Everything Regulation When Its Needed) and the promotion of `ts broadcast`, offering a bilingual business advice service will continue to support and help local businesses within Powys to grow..

3.9.6 Nutrition content of food in care home - Powys Trading Standards participated in an all Wales survey, taking a full days menu from 10 care homes in the county and had them analysed for their nutritional content. Further samples were taken in 2012 and a report made to the Senior Management Team of the Adult Social Services Department of PCC. The result of this report will lead to training on nutritional values of food of staff involved in preparation of food in Care Homes, further surveys following this training and potentially adopting of nutritional standards as a core contact issue in future.

4. RESOURCES

4.1 FINANCIAL ALLOCATION

4.1.1 Details of the budgets allocated for 2013/14 can be found in the Appendices.

4.2 STAFFING ALLOCATION

4.2.1 Trading Standards

Number of FTE involved in Food:	3.4*
Number of FTE involved in Feeding Stuffs:	0.1*

*estimated

Officer	Qualifications			
	DTS (or equiv)	DCA (inc Paper IV)	DCATS	Lead Auditor
Suzanne Jerman		✓		
Jacqui Thomas	✓			✓
Ken Yorston	✓	✓		✓
Joy Williams		✓		
James Munro	✓			✓
Kelly Edwards	✓			
Nikki Davies	✓			✓
Clive Jones	✓			✓
Gavin Jones		✓		
Lisa Woods		✓		
Jo Davies	✓			
Nicola Croose			✓	

* feeding stuffs sampling/enforcement only

4.2.2 Environmental Health

Number of FTE involved in Food Hygiene:	8.4*
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*estimated

Officer	Qualifications
Beverley Cadwallader	EHO/EHORB Registered
Carol Goldsmith	EHO/EHORB Registered
Pat Tulloch	EHO/EHORB Registered
Janet Evans	EHO/EHORB Registered
Rosemary Wilcox	EHO/EHORB Registered
Elin Roberts	EHO/EHORB Registered
Alun Mears	EHO/EHORB Registered
Catherine Davies	EHO/EHORB Registered
John Paul Lawrence	EHO EHORB Registered
Jane Hope	EHO EHORB Registered
Sam Lauder	EHO/EHORB Registered
Lorna Morris	EHO/EHORB Registered
Anita Kendrick	Higher Certificate in Food Premises Inspections
Debbie Halstead	Higher Certificate in Food Premises Inspections
Lynn Powell	Higher Certificate in Food Premises Inspections

In addition to these professional qualifications all officers are trained in HACCP and the auditing of HACCP and a number of officers have the lead auditor qualification.

4.3 STAFF DEVELOPMENT PLAN

4.3.1 Steps have been taken in Trading Standards over the past few years to ensure that enforcement staff obtain the necessary formal qualification and all staff currently involved in food enforcement have now achieved this. All staff undergo a minimum of 10 hours CPPD training each year on Food Standards and those that require it also attend 10 hours training on Feed Law enforcement. There was a shortfall in CPPD training provided last year due to cancellation of training courses. This is being addressed in the 2013/14 period

4.3.2 Ongoing training requirements are identified in both Trading Standards and Environmental Health annual Employment Review and Development meetings and reviewed every six months. Staff apply to attend training events in order to consolidate or update their knowledge. Whenever practicable, they feedback to their peers at office or other staff meetings on their new found knowledge. Additional internal training courses are also arranged where appropriate to ensure that officers attain the required amount of continuous professional development stipulated in the Food Law and Feed Law Codes of Practice.

4.3.3 Training identified at present for 2013/14

Officer(s)	Course/training	Organised By	Cost
Trading Standards enforcement staff	Food Information Regs, FIR implementation and Nutrition and Health Claims	Ceredigion/ PASS	Free
Trading Standards enforcement staff	Feed hygiene, sampling, labelling	TSI Welsh Branch	£50x4 =£200
Trading Standards enforcement staff & EH staff	<ol style="list-style-type: none"> 1. Evidence Gathering and Interview Skills 2. Local Authority Investigation Skills 3. Feed safety management systems at food businesses 4. Feed safety management systems 5. Import controls on feed of non-animal origin 6. Sampling of animal feed 7. Food Standards Update 	Food Standards Agency Wales (ref: letter to LA's DPPW/2012/046,)	nil
Trading Standards enforcement staff	Law & Evidence update	TSI Welsh Branch	£45 pp TBC

All enforcement staff	PACE / RIPA/ Prosecution manual	TBA	TBC
Environmental Health food safety staff	Consistency training	In-house	Nil

5. QUALITY ASSESSMENT

5.1 MONITORING ARRANGEMENTS

The Authority supports the system of local authority audits organised by DPPW in Wales. The Food Standards Agency have carried out a number of audits of the Authority and copies of reports are published on the Food Standards Agency website.

5.1.1 Trading Standards

A review of the Trading Standards Service in 2013 may result in the restructuring of the service and greater officer specialism, which in turn will lead to more effective monitoring within the service. Monitoring of progress towards targets occurs at monthly Trading Standards Management Team meetings where a review of Key Management Stats is undertaken.

5.1.2 Environmental Health

The service is also committed to improving its services' and following best practice standards wherever possible.

In order to ensure uniformity of standards consistency training exercises are carried out at least annually and a system of monitoring is in place, which includes the following:

- regular meetings of the team to ensure consistency of approach throughout the County.
- in-house audits of a random sample of files, inspection documents etc.
- a random number of inspections carried out each year when the inspecting officer will be accompanied by another experienced officer in order to evaluate procedures and standards.

6. REVIEW

6.1 REVIEW AGAINST THE SERVICE PLAN

6.1.1 Trading Standards and Environmental Health

The plan is used as a means of reviewing performance and any variance in meeting the previous years plan is addressed within the current years plan. Performance is also measured via quarterly monitoring of key performance indicators and these are reported on and tracked throughout the year. Areas of variation from set targets are identified and reasons explored for such variations. An improvement plan is produced if necessary.

Annual returns to the FSA under the monitoring arrangements are scrutinised by the lead officers prior to being submitted.

6.2 VARIATION FROM THE PREVIOUS YEAR'S SERVICE PLAN

6.2.1 Environmental Health

The Environmental Health service has achieved well against food hygiene inspection targets this year. 100% of the high risk food premises targeted for inspection have been achieved..

The service have achieved particularly well against the target in relation to making contact with new businesses as regeneration is recognised as a key issue and this first contact is seen as a key step in business set up.

6.2.2 Trading Standards

The Trading Standards service has achieved many of its targets for 2012/13 in respect of inspections and samples.

TS aim to target new businesses within a specific time period in order to advise them on compositional, labelling and advertising/marketing requirements in order to support them and help them survive the first few months of operation.

6.3 AREAS FOR IMPROVEMENT

6.3.1 The Food Service has been audited by the Food Standards Agency and on these occasions has responded positively to the areas for improvement identified. Areas of improvement for the forthcoming year are detailed within the Appendix A.

Areas for Improvement	Appendix A
Action	Outcome
1. Make an electronic copy of the food safety service plan and enforcement policy available via email and the Authority's website	Provision of a fully transparent and accessible food safety service.
2. Produce various promotional articles including a newsletter for businesses etc.	Improved promotional work within the food safety service
3. To continue to carry out consistency training with officers in-house but also across boundary whenever available.	Ensure the food hygiene rating scheme is being applied fairly and consistently to all businesses.
4. Ensure we are in a position to apply to the FSA for additional funding for project work and to deliver such work	Deliver an extended service which benefits consumers and businesses within the County
5. To evaluate the food hygiene inspection requirements and implement a programme to develop enhanced delivery of this function through various means	Assessment of work involved in this area (for which limited funding is available), improved knowledge of premises and delivery of extended service given additional resources

Description	Performance 2011/2012		Performance 2012/2013		Performance 2013/2014	
	Target	Actual	Target	Actual	Target	Actual
The percentage of high risk businesses that were liable to a programmed inspection that were inspected for:						
Food Hygiene	100%	100%	100%	100.0%	100%	
Trading Standards	100%	97.39%	100%	99.09%	100%	
The % of new businesses identified during the year which were :						
a)subject to an inspection by each of the following areas:						
Food Hygiene	85%	96.25%	55%	99.64%	90%	
Trading Standards	55%	57.55%	85%	57.55%	55%	
b) submitted a self assessment questionnaire for						
Food Hygiene	5%	0.42%	5%	0%	0%	
Trading Standards	10%	24.48%	10%	4.89%	10%	
Percentage of Broadly Complaint Food Premises	72.7%	81.35%	82%	83.61%	83%	

Environmental Health

	Working Budget 2011/12	Out- turn 2011/12	Original Budget 2012/13	Working Budget 2012/13	Original Budget 2013/14
<u>HE559 Infectious Diseases</u>					
Expenditure	53,480	53,498	52,690	47,200	49,080
Income	0	-17	0	0	0
Internal Recharges	4,400	4,400	4,430	4,430	6,390
Net Expenditure	57,880	57,881	57,120	51,630	55,470

HE552 Food Sampling Hygiene

Expenditure	392,380	440,987	376,060	365,190	363,050
Income	-8,000	-56,606	0	-6,150	-750
Internal Recharges	99,000	99,000	100,890	100,890	87,640
Net Expenditure	483,380	483,381	476,950	459,930	449,940

Trading Standards

	Working Budget 2011/12	Out- turn 2011/12	Working Budget 2012/13	Actuals 2012-13 (Month 11)	Original Budget 2013/14
<u>RC008 Food Enforcement</u>					
Expenditure	121,900	118,733	110,450	86,035	111,000
Income	-13,250	-10,083	-2,060	-1,688	-1,270
Internal Recharges	32,100	32,100	33,370	0	31,530
Net Expenditure	140,750	140,750	141,760	84,347	141,260

Extract from Budget book R520 PUBLIC PROTECTION

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Decisions taken by Individual Portfolio Holders

Councillor W.B. Thomas
Portfolio Holder for Environment

Decisions Taken 16 October 2013

Budget Virement

DECISION	Reason for Decision
That the budget virements in respect of the Elan Valley cycle path be approved.	In accordance with Financial standing Orders.

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Powys County Council



Capital Budget Virement Application Form

[Please see guidance notes on page 2532 of the Intranet]

To Head of Finance and Corporate Performance

From Local & Environmental Services (Directorate)

Cycling development (Service)

Richard Hobbs (Head of Service)

Anthea Jones (Budget Holder)

Anthea Jones (Project Manager)

Date 3rd October 2013

Details of Virement

A new section of cycle path is being built at Elan Valley. The cost of the project will be £30,000. There are several organisations contributing to the cost.

Elan Valley Trust, Welsh Water, Powys Tourism, Highways and Countryside services.

Is this virement Temporary or Permanent? *(delete as appropriate)*

New Scheme Name _____ **Job Code** _____

Budget Increases

Scheme Name						
Job Code		9T122				
	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00			0.00		
Revised Budget	30,000.00			30,000.00		
Increase Required	30,000.00	0.00	0.00	30,000.00	0.00	0.00

Financing

Name of Scheme Reduced

Job Code

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00			0.00		
Revised Budget	0.00			0.00		
Increase Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources

Capital Receipts	-					
Grant	12,000.00			£12,000	Funding from Elan Valley Trust £5K and Welsh Water £7k	
Supported Borrowing	-					
Revenue/ Reserves	18,000.00			£18,000	Funding from Powys Tourism, Highways and Countryside Services Reserves	
Total	18,000.00	-	-	30,000.00		-

Total Financing must match increase required above**Other Financial Implications** (e.g. future years capital & revenue – must not be left blank)

No further implications foreseen.

Approvals**Signatures**

In all cases	Head of Service		Date	
In all cases	Head of Finance		Date	
£25,001 - £75,000	Portfolio Board Member		Date	
£75,001 - £300,000	Board Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name

Date

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Environment**

Decision Effective from 31 October 2013

The Procurement of Resource Recovery Vehicles and Refuse Collection Vehicles

DECISION	Reason for Decision
That the report be approved and an order be placed to purchase Resource Recovery Vehicles and Refuse Collection Vehicles in accordance with the proposal in the report.	To enable the Council to deliver an efficient refuse and recycling service to the whole County, meeting our Powys Change Plan commitments and contributing towards our statutory recycling targets.

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CYNGOR SIR POWYS COUNTY COUNCIL.

**PORTFOLIO HOLDER DELEGATED DECISION
22ND OCTOBER 2013**

REPORT AUTHOR: Richard Hobbs, Head of Highways, Transport and Recycling

SUBJECT: The Procurement of Resource Recovery Vehicles and Refuse Collection Vehicles

REPORT FOR: Decision

Summary

This report has been produced to request permission to procure a new fleet of Resource Recovery Vehicles and Refuse Collection Vehicles in order to collect refuse and recycling from the kerbside.

This report compliments the WRAP/AMEC Report - Powys Vehicle and Collection Options Appraisal in October 2012 (Appendix A) and the Cabinet report of 5 March 2013 (Appendix B)

The Portfolio Holder will be aware that the Cabinet report of 5 March 2013 (Appendix B) stated that "Decisions regarding the finance methodology for the procurement need to be agreed, this will involve a further paper to cabinet for review and agreement". A conscious decision has been made not to take a report back to Cabinet as the funding for these vehicles is coming from a budget which was previously approved by full Council and therefore approval from Cabinet is not required.

Proposal

Detailed specifications have been produced and an OJEU tendering exercise has been completed, but not awarded. It is proposed to award the contract and place an order to purchase, with the agreement of the Portfolio Holder:

- 20 No. 12 tonne Resource Recovery Vehicles
- 8 No. smaller length 12 tonne Resource Recovery Vehicles

Capable of collecting five waste streams.

- 8 No. narrow track Refuse Collection Vehicles 26 tonne. 6 x 2 with rear steer axle.
- 4 No. Refuse Collection Vehicles 16 tonne. 4 x 2.

Collecting one stream of refuse.

The procurement exercise has been conducted in line with EU Procurement Directives.

Powys Change Plan

To reduce the amount of waste going to landfill and increase recycling is a key outcome in the Powys Change Plan. Having appropriate multi-functional waste vehicles that are fit for purpose by September 2014 and to introduce the recycling service to all residents by December 2014 are named objectives.

Purchasing the smaller length Resource Recovery Vehicles will enable the Council to complete the roll out of the improved kerbside collection to all areas of Powys, therefore increasing recycling and reducing waste to landfill.

The standard access Resource Recovery Vehicles will allow Single pass operation, rather than sending two vehicles to collect recycling as currently. This will increase public confidence as the current kerbside recycling service is inefficient. An order needs to be placed as soon as possible to ensure that these vehicles start to arrive at the beginning of the 2014/15 financial year. Any delays will impact of the recycling rate and the Council's ability to meet agreed savings in the Medium Term Financial Plan. Ensuring waste and recycling services are provided within budget for 2014/15 is a key success factor in the Powys Change Plan. Also the proposed supplier of the Resource Recovery Vehicles has a limited number of Euro V emission standard chassis' available. The new Euro VI chassis' which will be supplied for all vehicles registered from 1 January 2014 will incur approximately an additional £7,000 each, which would add an extra £196K to the cost and delay receipt of vehicles as the proposed supplier has not yet designed a new body for the Euro VI. Running costs for the Euro VI are also dramatically more than for the Euro V.

Options Considered/Available

Following the completion of the WRAP/AMEC Report - Powys Vehicle and Collection Options Appraisal in October 2012 (Appendix A) and the Cabinet report of 5 March 2013 (Appendix B) which gave authorisation for the procurement process to commence, tender documentation was produced and the opportunity was opened to the market for the supply of:

- 20 No. 12 tonne Resource Recovery Vehicles
- 8 No. smaller length 12 tonne Resource Recovery Vehicles

Capable of collecting five waste streams.

- 8 No. narrow track Refuse Collection Vehicles 26 tonne. 6 x 2 with rear steer axle.
- 4 No. Refuse Collection Vehicles 16 tonne. 4 x 2.

Collecting one stream of refuse.

Tender submissions were received in June 2013 and following detailed evaluation of the tenders received the successful tenderers were identified.

In addition, an ergonomic assessment was undertaken during a live trial of the proposed Resource Recovery Vehicles by Pen y Lon, Occupational Health on 31 July 2013 (Appendix D) which identified a number of manual handling issues. These have been discussed at length and control measures can be put in place to reduce the potential for injury. Similar vehicles, manufactured

by the same proposed supplier, are currently being used by Conwy County Borough Council which are proving highly successfully. We also have documented evidence that their staff are not suffering any increase in muscular skeletal injuries.

The proposed plan is to place an order for all 28 Resource Recovery Vehicles. Upon receipt of the order, the proposed supplier has agreed to build one vehicle immediately which should arrive in the County by December 2013. This will allow the Council to carry out a trial over a couple of months using a vehicle that has been specifically modified for Powys County Council rather than the standard demonstration vehicles that was used in the ergonomic assessment on 31 July 2013. This will allow us to ensure that the size of the compartments and apertures or control measure are in place, allow us to undertake another ergonomic assessment in order to confirm that the risks identified by the ergonomic assessment on 31 July 2013 have been reduced and will inform future round sizes. The build of the remaining 27 vehicles will be uninterrupted as the proposed supplier will continue to assemble the chassis' and the body work will be completed later, including any minor variation following the compartments and apertures trial. This should allow both the of Resource Recovery Vehicles and Refuse Collection Vehicles to start arriving at the beginning of the 2014/15 financial year to enable the final roll outs to commence and for all residents to be able to access the improved recycling service by December 2014.

It was formally agreed by unanimous decision at the Waste and Recycling Project Board on the 3rd October 2013 that the proposed Resource Recovery Vehicles are appropriate for Powys County Council. It was agreed to proceed to purchase the above vehicles subject to a Portfolio Holder Delegated Decision.

In addition, it is essential to have suitable bulking stations for the efficient and safe operation of the proposed Resource Recovery Vehicles. Brecon Transfer Station is currently being modified and options are currently being sought for two further bulking stations located in Llandrindod Wells and Newtown, as detailed in the report that went to Cabinet on 30 July 2013 (Appendix C). Although not ideal, in the interim existing private sector sites under contract to Powys County Council and Council owned depots (with some minor modifications) will need to be utilised and closely managed.

Preferred Choice and Reasons

Maintaining the status quo is not an option; the interim fleet that was hired to enable the collection of dedicated recyclate streams in order to meet Welsh Government statutory recycling targets was deemed necessary but is expensive. This is not financially sustainable and running two vehicles to collect recycling rather than one undermines public confidence in the service.

The benefits of using the proposed single pass Resource Recovery Vehicles are:

- No overhead lifting, which eliminates the risks of bringing overhead wires down
- Manual operatives exposure to high noise levels from falling and breaking glass will be reduced
- The vehicles are smaller and lighter, 12 tonne compared to the current 26 tonnes. Therefore:
 - on site health and safety risks are improved as they have a smaller turning circle which reduces the need to reverse as frequently, which reduced the risk of being hit by a reversing vehicle
 - are more fuel efficient and have greatly reduced CO₂ emissions
 - cause less damage to the road network
- Potential to recycle more waste streams e.g. batteries and small Waste Electrical and Electronic Equipment (WEEE)
- Reduced risk at bulking sites as driver and crew don't need to leave the cab

The disadvantages of using a Resource Recovery Vehicles are:

- High Entry Cab – a low entry version would have been preferred but is not available and this issue will have to be managed by effective training and supervision to ensure the manual operatives are entering and exiting the vehicle appropriately
- No bin lifts – so communal recycling bins and recycling from large trade premises will have to be managed in a different way

An evaluation of the options for financing the vehicles has been received from Sector, with the recommendation being capital purchase, rather than operating lease or contract hire for both the Resource Recovery Vehicles and Refuse Collection Vehicles. The cost of purchase amounts to £5.244m and will be funded £1.5m from Prudential borrowing with the remainder being found from the Transport Fund and capital receipts.

Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc

Both the 26 tonne and 16 tonne Refuse Collection Vehicles will comply with the Euro VI standard which further reduces particulate discharge from LGV diesel engines.

The proposal does not impact on Equalities/Crime and Disorder,/Welsh Language/Other Policies etc.

Children and Young People's Impact Statement - Safeguarding and Wellbeing

The proposal does not impact on securing the safety and protection of children and young people and supporting the promotion of their wellbeing.

Local Member(s)

The proposal impacts equally across the whole County and all Members are aware that we intend to shortly procure Resource Recovery Vehicles and Refuse Collection Vehicles.

Other Front Line Services

Trials involving the frontline workforce have been undertaken using the 12 tonne standard Resource Recovery Vehicles and the narrow track 26 tonne Refuse Collection Vehicle. Although the 16 tonne Refuse Collection Vehicle was not tested, similar vehicles from the same proposed manufacturer are currently on hire to the Council. Feedback from the frontline workforce was sought and included in the specification

The proposal impacts equally across the whole of LE frontline staff who are aware that we intend to shortly procure Resource Recovery Vehicles and Refuse Collection Vehicles.

Support Services (Legal, Finance, HR, ICT, BPU)

Legal – Provided that a proper procurement process has been complied with, we can support the recommendation.

The Service Accountant commented that Finance have been fully involved with the proposals put forward in the report.

The Capital Accountant confirms that because of the timing of the delivery of the majority of the vehicles that budget will be required in 2014/15 and the change in this profile will be recommended in the Finance Quarter 2 report for Cabinet and Full Council.

Comments from HR, ICT and BPU are not required.

Local Service Board/Partnerships/Stakeholders etc

The proposal does not need the involvement of the LSB, a partner body/organisation or relevant stakeholders

Corporate Communications

Once the procurement process has commenced there are plans to create a comprehensive review across the refuse/recycling areas to ensure that the routes are optimised and all staff/stakeholders are kept fully briefed with developments via a detailed communications plan until the vehicles are procured and deployed.

Statutory Officers

The Strategic Director Resources (Section 151 Officer) notes the content of the report and the recommendation. The correct phasing of the agreed capital funding will be required as outlined by finance.

The Solicitor to the Council (Monitoring Officer) has commented as follows: "I note the legal comment and have nothing to add to the report."

Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

Recommendation:	Reason for Recommendation:
For the Portfolio Holder for Highways to accept the report and approve the decision to place an order to purchase Resource Recovery Vehicles and Refuse Collection Vehicles in accordance with the proposal.	To enable the Council to deliver an efficient refuse and recycling service to the whole County, meeting our Powys Change Plan commitments and contributing towards our statutory recycling targets.

Relevant Policy (ies):	
Within Policy:	Y
Within Budget:	Y

Relevant Local Member(s):	
----------------------------------	--

Person(s) To Implement Decision:	Richard Hobbs
Date By When Decision To Be Implemented:	

Contact Officer Name:	Tel:	Fax:	Email:
Richard Hobbs	01874 612302		richard.hobbs@powys.gov.uk

Background Papers used to prepare Report:

Enclosures

Appendix A WRAP/AMEC Report (Powys Vehicle and Collection Options Appraisal in October 2012

Appendix B Cabinet report of 5 March 2013

Appendix C Cabinet report of 30 July 2013

Appendix D Ergonomic assessment by Pen y Lon, Occupational Health, 31 July 2013

CABINET REPORT TEMPLATE VERSION 3

Powys Vehicle and Collection Options Appraisal



A review of options to support the future development of Powys County Council's kerbside recycling collection and material bulking arrangements

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

Document reference: WRAP, 2012, Powys vehicle and collection options appraisal (WRAP Project BHC003-004). Report prepared by AMEC Environment & Infrastructure UK Limited

Written by: AMEC Environment & Infrastructure UK



Front cover photography: Powys kerbside containers

WRAP and AMEC Environment & Infrastructure UK 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

Executive summary

The Welsh Government has set challenging recycling targets to be met by local authorities, underpinned by direction on a preferred kerbside collection model to be adopted based on source segregation of dry recycling and food waste. Powys County Council has committed to adopting this model, but faces a number of significant logistical challenges due to the unique rural geography of the authority and organisational barriers to change.

Powys County Council began the rollout of a recycling-led service to urban properties in 2011, following trials that commenced in 2010. Working from South to North the new scheme comprises the weekly collection of dry recycling (rigid plastics (plus film) and cans, paper and card, mixed glass) and food waste alongside fortnightly refuse. These changes are intended to deliver an increase in recycling levels from 42% in 2011/12 to meet the 2012/13 target of 52%. Longer term the authority is required to achieve the Welsh Government target of 70% recycling and composting by 2024/25.

In the short term the recycling aspects of the scheme have been undertaken using split-bodied RCVs collecting the dry recycling and food waste each week via two property passes. This approach is not sustainable (due to the high lease and operating costs of the fleet) and this vehicle type is not suited to the more rural areas of the authority. As a result a review of vehicle options was required, along with service delivery methods and bulking arrangements across the Authority, to inform a final decision on fleet procurement and enabling full rollout of the scheme into rural areas.

This report presents the findings of a WRAP-funded study into the available recycling vehicle options, based on a review of the current kerbside service and followed by spreadsheet-based cost and resource modelling of a number of different vehicle configurations. The study also incorporated a benchmarking exercise, comparing Powys with authorities operating similar schemes, and research into a range of vehicle options through engagement with a number of vehicle manufacturers. The key stages in the methodology are described in Appendix 1.

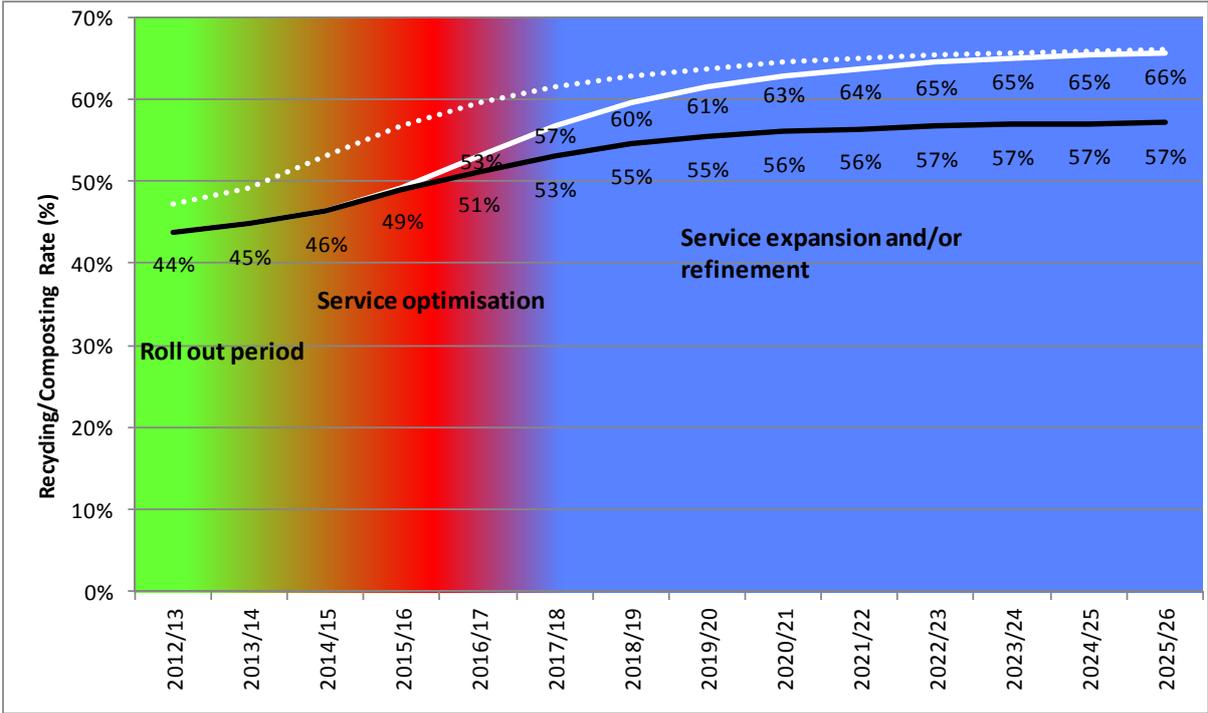
Contact with Powys County Council officers was managed through an inception and interim study meeting, walkover of a number of bulking facilities and delivery of a crew workshop - to gain their early views and input on a long list of vehicle options. Existing service data for the refuse and two-pass recycling collections was gathered from a range of sources. This, combined with the benchmarking exercise, led to the following observations on the existing collection arrangements in Powys:

- Average round sizes on both the refuse (c.650 households per day) and current two-pass recycling service (c.600 households per day) appear low. It is acknowledged that on the refuse collections an estimated 20% of collected weight is attributed to commercial waste, however the property counts generating this waste and the time spent collecting from this source is not quantified;
- The low average property count on the recycling rounds combined with the fact that two vehicles are being deployed per round makes this service very expensive to operate. [A hybrid baseline model was built assuming Powys rolled out the two-pass arrangement across the whole authority, providing a 'worst-case' benchmark against which alternative service delivery options could be compared];
- Managing the waste service via 8 Local Environment areas does not provide sufficient household coverage within individual areas to enable economies of scale (and thus full utilisation of vehicles) to be achieved;
- There exist a number of local authorities that are successfully operating weekly kerbside dry recycling and integrated food waste collections via a one-pass (single vehicle) arrangement, with round sizes not dissimilar to those being achieved by Powys now (but with two vehicles). Authorities such as Conwy, Cheshire West and Chester, the Somerset Waste Partnership and West Oxfordshire all use advanced stillage vehicles and state urban round sizes in the range 450 – 750 households per day. WRAP's IC&P2 study modelled an average round size of 646 households on urban rounds for this collection type in a rural authority setting; and
- At a time when market conditions have seen UK local authorities being offered positive income values for their recyclate (even when collected in a fully co-mingled form), it is unclear how the existing contracted arrangements are delivering market value. The complex arrangements adopted across Powys involves material collected in the south of the County being transported over long distances and handled several times before being sorted and sent to end markets. Further work is required to assess the true cost-benefit of the existing arrangements and whether local baling and (and sorting) would be more efficient.

Against a backdrop of specific health and safety risks, such as the issue of potential overhead cable strikes where vehicles tip above the height of the main body during the loading process, a long list of study vehicle options was generated. This comprised innovative options such as split-body rear end loading RCVs with two front pods, mini kerbsider vehicles and a number of advanced stillage designs. From this list a number of modelling scenarios were agreed. Owing to an uncertain position around numbers of households with restricted access a number of assumptions were applied to inform the hierarchy of vehicle sizes suited to making urban/standard access and rural/narrow collections. Those properties with ultra narrow access constraints were parked outside the model analysis, requiring small box vans (or similar) to collect both refuse and recycling streams.

It was an objective of the study to consider not only the fleet required to deliver household collections now, but also how future Welsh Government recycling and composting targets affect the levels of resources required. In response recent tonnage data was used to generate hypothetical good practice (black line) and ambitious (solid white line) recycling performance projections to 2025/26 (in figure 1 below). The projections incorporate an underlying assumption of increased capture of the existing target materials and a progressive increase in commercial waste recycling. It is from these interventions that increases in key material streams (such as food waste) are produced. Within the main body of the report it is acknowledged that the required increases in recycling tonnage may need to come from the addition of new target materials collected for recycling (such as textiles, small WEEE and AHP's (absorbent hygiene products)). Documented issues with the baseline data constrained the level of rigour that could be applied to this assessment; this is an area that requires improved performance data gathering and monitoring (each year) to ensure that the interventions implemented enable Powys to continue to track ahead of the ambitious projection. By 2024/25 it is assumed that the 70% target would be met through further material recovery from residual waste treatment.

Figure 1 Intervention timescales for ambitious recycling and composting rate projection

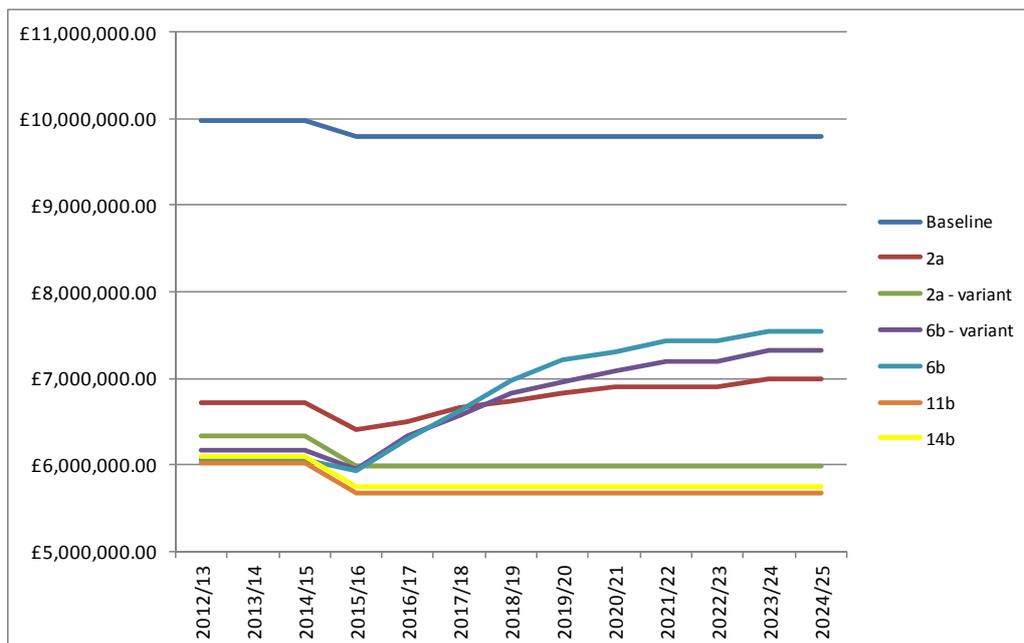


The white dotted line infers Powys' current performance based on provisional 2012/13 recycling rate data (Jan – July) of 47.8%, and continued tracking along the gradient of the ambitious curve. The dotted white line shows that the Council are tracking ahead of the curves generated early on in the study and based upon the best available data at that time. Under this projection Powys are able to meet both the 2015/16 and 2019/20 targets, especially with further material recovery from residual waste treatment and interventions to improve the performance of bring sites and Household Waste Recycling Centres.

A baseline (assuming extension of the existing two-pass arrangement) and six subsequent scenarios were modelled based on the vehicle configurations overleaf. The associated annual operating cost of each scenario is presented in Figure 2, presented against the ambitious performance projection as the line Powys intends to follow.

Scenario	Standard Access Service		Narrow Access Service	
Baseline		70/30 Split-bodied 26t RCV (2 pass solution)		70/30 Split-bodied 15t RCV (2 pass solution)
2a		26t NTM 4-pod		7.5t mini-kerbsider
2a - variant		26t NTM 4-pod		12t CWS Kerbloader Narrow
6b		18t NTM 4-pod		7.5t mini-kerbsider
6b - variant		18t NTM 4-pod		12t CWS Kerbloader Narrow
11b		12t Romaquip		12t Romaquip Narrow
14b		12t Terberg Kerbloader		12t CWS Kerbloader Narrow

Figure 2 Ambitious projection estimated annual scenario collection costs



The annual cost difference between the baseline (two-pass arrangement) and the best performing (advanced stillage) options, at around £4.3m per annum is significant. Comparing the top three scenarios, the difference in costs between the advanced stillage and the best 4-pod option is between £3-4m over the 13 year modelling horizon. It should be noted that these are collection costs only (refuse and recycling) and do not take account of downstream haulage, material revenues and disposal charges. Where the graphed lines show increases over time this is due to additional vehicles being required to cope with increasing recycling. The costs are estimates based on a number of assumptions around achievable pass rates, average proximity to depots and tipping points etc. When a full round design exercise is undertaken these figures may be subject to change, especially when the requirement to factor in whole numbers of vehicles at given depot locations is taken into account.

As a result of the above modelling results and consideration of the important health and safety considerations, this study recommends that **the most appropriate recycling vehicle for Powys is an advanced stillage-type, as either the Romaquip or Terberg/CWS Kerbloader**. The NTM 4-pod vehicle remains unproven in the UK and is subject to greater levels of uncertainty with respect to its ability to access all urban properties.

The advantages and drawbacks of the advanced stillage vehicles are summarized below:

Vehicle type		Advantages	Limitations
12t Romaquip Standard or Narrow Access		<ul style="list-style-type: none"> No tipping above vehicle height during loading 5+ compartments supports addition of new materials Stillage design most likely to limit glass noise impacts within Lower Exposure Limits (with vehicle adaptations) Automated unloading (hydraulics and 'magic floors') On board compaction of cans/plastic and cardboard DAF LF chassis liked by crews with good turning circle Lowest overall cost of all options modelled 	<ul style="list-style-type: none"> Requires well designed and managed bulking facilities Long-term maintenance costs not proven (albeit positive early reliability seen in Conwy) Some concerns over aperture loading heights Narrow vehicle same length as standard variant so may still pose access issues (albeit crews advised that width is the key issue with respect to side-loading) Limited scope for household and commercial / communal recycling co-collection Lower capacity for the 4 core commodities if restricted to a 1-tip strategy
12t Terberg or CWS Kerbloader Standard or Narrow Access		<ul style="list-style-type: none"> No tipping above vehicle height during loading 5+ compartments supports addition of new materials On board compaction of cans/plastic and cardboard Storage boxes for low volume items DAF LF chassis liked by crews Stillage design most likely to limit glass noise impacts within Lower Exposure Limits (with vehicle adaptations) Standard Terberg design allows for 2-colour sort of glass, CWS provides flexibility to split glass compartment up to 3 ways Second lowest overall cost of all options modelled 	<ul style="list-style-type: none"> Unloading requires a forklift to remove and tip multiple stillages, introduces H&S risks at bulking facility due to forklift movements Requires well designed and managed bulking facilities Some concerns over aperture loading heights Narrow vehicle same length as standard variant so may still pose access issues (albeit crews advised that width is the key issue with respect to side-loading) Limited scope for household and commercial / communal recycling co-collection Lower capacity for the 4 core commodities if restricted to a 1-tip strategy

A final decision on the exact vehicle type and manufacturer should be based on a trial of each. This forms one of a number of time-based recommendations arising from the study, as summarised below.

Recommended Action	Timeline	Service Area
<p>That a trial of the Romaquip, Terberg and CWS vehicles is undertaken, under supervision from WRAP, before a final procurement decision is made. This should also be used to test areas of uncertainty identified through this study, around collection productivities and access.</p> <p>Romaquip, Terberg and CWS have all confirmed they have demonstrator vehicles that could be made available (during November 2012) to support this exercise.</p>	November 2012	Collection
<p>Procure new fleet of advanced stillage recycling vehicles, choosing between the Romaquip (standard and narrow) or Terberg/CWS fleets. These vehicle options all deploy the DAF LF chassis, that crews stated a preference for, and are all plated at 12 tonnes Gross Vehicle Weight. All offer comparable payloads.</p> <p>The final decision on vehicle variant is dependent upon the trial proposed below and conclusions drawn on:</p> <ul style="list-style-type: none"> • The benefits of automatic ejection of materials as provided by the Romaquip • Whether the elevated rear ejection of the Terberg Kerbloader whereby the cardboard compactor rises 3m when unloading is a concern • The benefits of dealing with a single supplier (in the case of the Romaquip) versus the potential need to deal with two if the Terberg Kerbloader is the preferred standard access vehicle (alongside the CWS narrow version of this vehicle) • Guaranteed build times • Service and support packages 	November 2012	Collection
Undertake round design exercise and rollout new vehicles, considering appropriate phasing (e.g. to rural areas first)	April 2013 – December 2013	Collection
Review LE area operating structure as part of new vehicle rollout exercise to ensure that round sizes and resource requirements are not compromised by internal boundaries. Produce vehicle deployment plan considering 'O' licenses.	January 2013 – March 2013	Management
Consider resource requirements to deliver existing commercial and communal recycling collections alongside the rollout of the new vehicles	January 2013 – March 2013	Commercial Waste Service
Make interim improvements to bulking facilities and provide resources, training to support integration of new vehicle types	April 2013 – December 2014	Infrastructure
Initiate cost-benefit analysis of existing bulking arrangements (plus materials income soft-market testing) and the Cae Post MRF commercial arrangement with a view to identifying future investment needs.	January 2013 – March 2013	Infrastructure and Markets
Embed new service and start to gather enhanced operations and performance data, enabling targeting of lower performing areas and identifying opportunities to refine round structures and quantify available spare capacity	April 2013 – March 2014	Service Optimisation
Review commercial waste service offering and delivery of a plan to continue to drive out refuse and move to a recycling-led service, identifying appropriate resources to increase recycling of key materials such as cardboard	2013/14 – 2014/15	Commercial Waste Service
Undertake a key-stage review of service performance and assess scope to target additional materials on the kerbside service in order to maintain performance ahead of the ambitious projection and meet the 2015/16 target	October – March 2014	Collection
Drive up material capture and add new recycling materials	2014/15 – 2017/18	Service Optimisation

The single most important recommendation made in this report, underpinning all others, is that the Council implements fundamental changes to the way in which the service is managed / monitored and performance data maintained. The lack of reliable service data compromised this study's ability to produce a reliable baseline model and reduces the level of confidence in the modelled results. Although the proposed recycling vehicle meets a large number of the study requirements and minimises key risks (e.g. associated with tipping height restrictions), unless key changes to the management, culture and behavioural elements of the service are addressed then risks remain, both in terms of the level of resource required and total service cost.

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1.0 Introduction

1.1 Background

Powys is an extensive, largely upland and extremely rural county covering 2,000 square miles (approximately one quarter of the area of Wales). With only 1 person in every 10 acres (4 hectares) it is one of the most sparsely populated local authority areas in England and Wales. This has significant implications for the delivery of waste collection services and supporting infrastructure. The distances travelled between collection points and vehicle access restrictions limit the logistical efficiency that can be achieved.

Despite the geographical and logistical challenges, Powys County Council is required to deliver a waste management service that meets the 2012/13 target set by the Welsh Government of 52% recycling and composting of waste, rising to 70% by 2024/25. Achieving these targets requires multi materials (including food waste) to be targeted at the kerbside for recycling; doing this efficiently requires the number of passes of each property to be minimised.

In order to achieve the Welsh Government targets in a cost-effective manner Powys County Council is implementing an enhanced kerbside waste and recycling collection service across the c.58,400 households in Powys¹, as part of a wider internal waste management project (Powys Change Plan). The new service comprises weekly recycling collections where four material streams are collected source-separated (plastics and cans; paper and card; mixed colour glass and food waste), alongside fortnightly collection of residual waste. At the time of this report being prepared (September 2012) the new kerbside scheme has been partially rolled out (focusing on the more urban areas) but via a two-pass approach to making the recycling collections – using split-bodied RCVs (leased / on trial). This is not sustainable (either financially or environmentally) in the long term, requiring the identification of a more efficient vehicle and collection configuration upon which procurement decisions can be made.

1.2 Study aims

Early in 2012 WRAP commissioned AMEC to undertake a desk-based study with the following aims:

- To benchmark the current operational performance of the household waste and recycling collection service, and consider opportunities to realise efficiencies within the operational services;
- Complete a recycling vehicle options appraisal to identify and appraise future waste collection scenarios. Each appraisal will consider costs and material capture, and the ongoing resource requirements, operational (revenue) cost of the service and revenues from collected materials;
- Tie the findings of the assessment back to the Council's ability to meet the 'Towards Zero Waste' statutory recycling targets;
- Identify a preferred vehicle specification, thus allowing the Council to procure a new fit for purpose "future proofed" recycling fleet;
- Undertake a review of the existing bulking infrastructure and recommend where new infrastructure, or changes to existing infrastructure are necessary (i.e. capacity requirements at transfer stations and sorting/baling/bulking facilities); and
- Consider the options available for material sales, either direct to the market or alternatively through a broker. Higher quality materials are likely to be recognised with top-end market prices, and due to the high demand are likely to be less affected by fluctuations in the global/spot market.

The extent and range of challenges faced by Powys (as detailed throughout this report) have required a focused and flexible approach to the work. Data gaps and uncertainties have been addressed through the development of informed assumptions, supported by sensitivity analysis and commentary on the key risks.

1.2.1 Report structure

Following this short introduction, the structure of the report is as follows:

- Section 2 provides an overview of the changing picture of waste management in Powys, including details of the new kerbside scheme, external parties involved in delivering the service and key challenges;

¹ 2011 census data

- A summary of the data gathered to inform a baseline assessment of service costs and performance assuming continued rollout of the two-pass arrangement (Section 3);
- Outputs from a benchmarking exercise comparing Powys' waste service (costs and performance) with comparator authorities (Section 4);
- The outputs from research with manufacturers and other local authorities regarding vehicle options that may match Powys' requirements (Section 5);
- Assessment of potential waste flows based on assumed interventions that will move the authority towards the 70% recycling / composting target for 2024/25 (Section 6);
- Consideration of materials bulking infrastructure and end markets (Section 7);
- Modelled vehicle and collection scenarios (Section 8); and
- Conclusions and recommendations (Section 9).

2.0 Waste management in Powys – overview

This section of the report presents a high level summary of the waste and recycling services and supporting infrastructure across Powys.

2.1 Historic perspective

Historically, the waste and recycling services provided across Powys have been inconsistent, both in terms of service design and provision.

Refuse was historically collected weekly, primarily via sacks. Under these arrangements there was no limit on the amount of residual waste each household could present for collection throughout Powys. This encouraged the practice of commercial waste being presented co-mingled with domestic refuse as explained in Section 2.3.1.

Most of the County received a co-mingled kerbside recycling scheme collecting glass, plastic bottles and film, cans, paper and card, and refuse was collected in sacks. The area of Ystradgynlais in the south was an exception as it had a kerbside sort collection in place. In other areas of Powys households received a limited glass-only collection incorporating a basket for kerbside presentation and, in some rural areas, no recycling collection services were in place. Table 2.1 demonstrates the range of historic kerbside recycling arrangements that were in place, as determined from a previous Powys County Council project delivered with AMEC support.

Table 2.1: Backdrop of historic kerbside recycling arrangements

Material Stream	Approx. Household Coverage	Service Summary (pre 2011)
Dry recycling	25,000	Weekly twin stream collection of paper, card, and textiles (bag 1) and plastic bottles, cans and carrier bags (bag 2). Glass collected in baskets from around 13,000 of the 25,000 properties via a 3rd compartment on the collection vehicle
Dry recycling	12,000	Co-mingled dry recycling co-collected with refuse using survival bags. Materials collected as per the twin stream collection above.
Dry recycling	5,400	2-box kerbside sorted collection. Collections undertaken by Cae Post using mini kerbsider / stillage vehicles.
Food waste	7,000 initially, expanded to 15,000	Initially involved households in Newtown, Welshpool being provided with a weekly food waste collection by Cwm Harry. Has been expanded to include Montgomery, Llanidloes.

2.2 New kerbside service

The new kerbside waste and recycling collection scheme comprises of a fortnightly collection of refuse presented using 180 litre wheeled bins² and a weekly kerbside sort of dry recyclables and food waste - based on three kerbside boxes and one caddy per household. Rigid plastics and cans are presented together in a red box, paper and card are collected together in a blue box and mixed glass bottles and jars are presented in an aqua box. Food waste is collected via a small caddy (with liners) for use in the house along with an external lockable container.

Garden waste is not currently recycled via the kerbside service. Residents are able to purchase orange bags and set garden waste out for collection, however these are collected with the refuse and landfilled. Garden waste can be deposited by residents at one of the authority's six Recycling Centres and also at 44 bring sites across the County.

2.2.1 New scheme roll out

In October 2010 the new kerbside service, as summarised above, was introduced to the south-westerly areas of the County (see SW on Figure 2.1) including Ystradgynlais.

² Approximately 15-20% of properties have requested smaller 120 litre wheeled bins, which are available upon request

During 2011/12 a bag-based variant of the scheme was introduced to Rhayader and Cwmdauddwr (MW). This trial adaptation of the scheme utilises two recycling bags (one for collecting paper, card and the other for cans and plastic bottles and other rigid plastic packaging), a basket for glass bottles and jars, and a food waste caddy. The scheme remains ongoing but with the intention to incorporate a move to kerbside boxes during 2012/13.

Following feedback from Elected Members, collection crews, members of the public and town and community councils, supported by data regarding tonnages, incomes and costs, the County board approved the expansion of the three-box recycling scheme operating in parts of Ystradgynlais.

During September 2011 the new kerbside box scheme was introduced to the main towns in the central southerly area (SC), like Brecon. The roll out continued into towns in the south east of Powys (SE) in the following month and had reached towns in the mid-east (ME) by February 2012, and the mid-west (MW) by April 2012. The new recycling and refuse service is planned to reach all other major towns in Powys by early 2013 (Welshpool goes live in September 2012). The staged introduction of the new service has required sustained education and engagement with the public and ongoing Officer training; the Powys County Council website provides an area-based summary of when the new services have been (or will be) introduced and usefully feedback on how recycling rates have increased as a result – it also includes a comprehensive recycling guide.

The roll out plan provides for collections being made in most of the main towns but it remains the case that there are no firm plans to expand the scheme into the more rural areas. This is in part due to the way in which the recycling service is being resourced, through a two-pass system where split-bodies RCVs (primarily 26 tonne vehicles) are being sent out to collect two of the four commodities on each round on each day. This system has been adopted in the absence of the identification of suitable vehicle types capable of efficiently collecting all streams in all areas of the County, alongside the provision of an adequate network of reception sites capable of offloading and bulking the materials for onward transfer and reprocessing. As a result the new service is acknowledged as being highly inefficient and expensive to operate; rounds have not been optimised to reflect the new service rollout and resourcing is being managed primarily through the deployment of vehicles on short-term lease arrangements. Further analysis of the service as currently being rolled out is provided in Section 3.

A summary of the new scheme roll out timeline is shown in Table 2.2. A map showing the operational areas referenced in the table is provided later in Figure 2.1. Further information on the evolution of thinking and operational trials of different vehicle types linked to the new service is provided in Section 5 of the report.

Table 2.2: Summary of the new service roll out and other collection scheme changes

Date	Area	Summary of Collection Scheme Changes
October 2010	SW	New kerbside box service started in the main towns only (e.g. Ystradgynlais)
March 2011	MW	Trial scheme using bags, basket and caddy in Rhayader
September 2011	SC	New kerbside box recycling service and fortnightly refuse adopted in main towns, like Brecon
October 2011	SE	The new kerbside box recycling service reached the main towns of Hay-on-Wye, Talgarth, and Crickhowell
February 2012	ME	The roll out continues into the mains towns (e.g. Llandrindod Wells)
April 2012	MW	In areas like Llangammarch and Builth the new regime began in the main towns only (e.g. Builth and Llanwrtyd)
May 2012	NW	The new kerbside service started in the main towns of the north-west only (e.g. Machynlleth).
July 2012	NC	New kerbside service started in main towns like Llanidloes and Newtown.
September / October 2012	NE	The new kerbside service reached the main towns in the north-east (e.g. Welshpool) and other villages in the north of the County.
Late 2012/13	MW	Bags used for the trial on Rhayader scheme will be replaced by kerbside boxes

2.3 Current waste service performance

The phased introduction of the new kerbside service (as described in Table 2.2 above) was intended to deliver an increase in recycling levels from 36.6% in 2010/11 to meet the 2012/13 target of 52%. At the time of this report being issued levels had averaged 48% and continue to increase. As each phase of the new service has been introduced there has been clear evidence of increases in recycling and reduced residual waste arisings. By way of example, when the initial move from weekly refuse to alternate weekly collections occurred Powys experienced a 35% drop in the amount of refuse collected per week; whilst the refuse has not continually decreased thereafter, neither has it increased noticeably.

Contributing to the overall recycling and composting rate are six household waste and recycling centres (HWRCs) and 72 Community Recycling (bring) sites. The HWRCs are located in Brecon, Llandegley, Machynlleth, Newtown, Welshpool, Ystradgynlais. In total they contribute around 19,000 tonnes (25%) to the waste stream, of which around 13,000 tonnes is recycled / composted. The Community Recycling sites target solely recyclable materials, which make up around 10% of the total Powys waste stream. All sites are serviced by the Authority and/or material specific agents (e.g. British Glass) apart from the plastics stream which is collected by Cae Post.

2.3.1 Commercial waste

It is acknowledged at all levels in the Council that current approaches to collecting commercial waste are constraining the recycling levels that can be achieved, whilst also meaning that the Council is not fully recovering the full costs of collecting and disposing of this material (or receiving income from commercial recycle). The extreme rural nature of the authority has created a unique market situation in Powys whereby there are limited operators providing services in many outlying rural areas, leaving the Council as the sole provider. The past culture and practice whereby refuse was effectively operated independent of recycling and through adoption of a 'clear all' policy still remains in some areas; this is exacerbated by the multi-functional role of the teams where joint responsibility for street cleansing / streetscene means crews are reluctant to leave behind side waste (only to be asked to return to clear it (as litter / flytipped waste) later).

Commercial refuse (and to a lesser extent commercial recycling) is largely co-collected with the domestic refuse service. Powys County Council currently service approximately 2,000 commercial customers (including all Council-run buildings and schools) with around 75% of these receiving bin collections³³. A further 1,000 customers are estimated as purchasing commercial waste sacks sporadically. There are around 6,000 business rated premises in the County, 95% of which are thought to be SMEs (small and medium enterprises). The charge levied to each customer is dependent upon the size of bin required.

Powys County Council are aware that a proportion of those not using the formal commercial waste service are feeding business waste into the household streams thus avoiding charges. It is thought that around 20% of the currently collected refuse comes from commercial waste sources. An in-house 'trade waste survey' report considered collections made in Brecon and Crickhowell to inform the extent of commercial waste being collected on the domestic rounds.

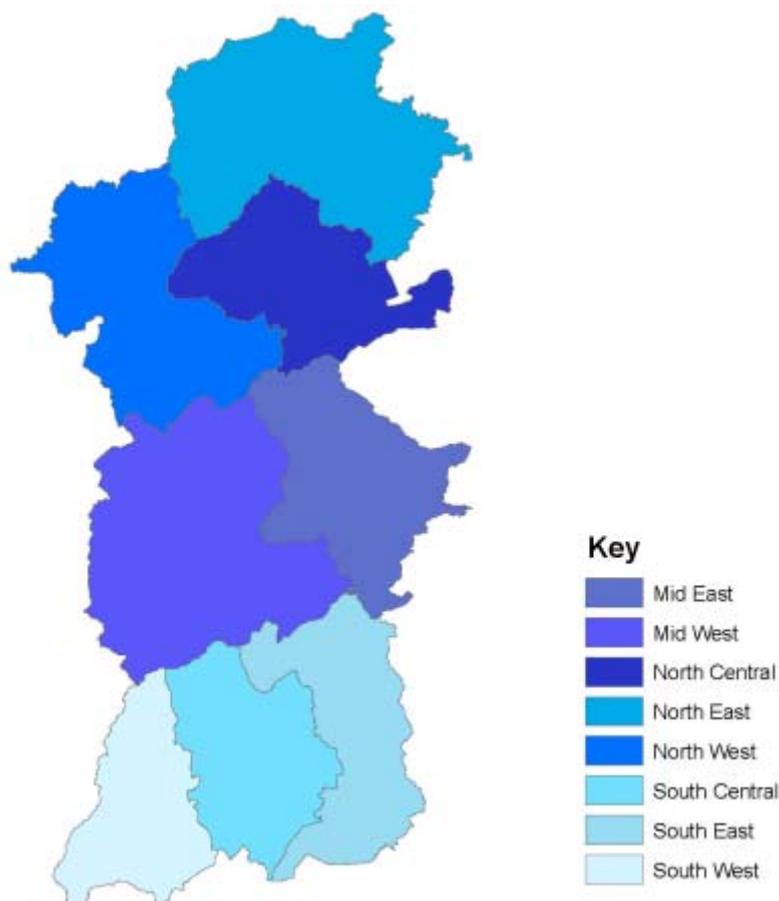
The waste flow projections presented later in the report assume that much of this undeclared commercial waste will be driven out of the system and with a renewed focus on commercial waste recycling, in order to help move the authority towards the long term recycling and composting rate of 70%. Further detail is provided in Section 6 of the report.

2.4 Organisational structure

The majority of services are carried out by in-house operational teams on the basis of Local Environment (LE) areas (see Figure 2.1). These teams have shared responsibilities where waste service planning and supervision is often combined (and delivered out of shared infrastructure) with a range of highways operations (e.g. road gritting).

³³ Cwm Harry collect food waste and Cae Post collect dry recycling from some schools in Montgomeryshire as part of their contracts with the Council.

Figure 2.1 Powys County Council Local Environment (LE) Areas.



2.4.1 Contractors and end markets

In selected areas collection services are contracted out. In the north of Powys, **Cae Post** operate a kerbside box collection scheme, collecting rigid plastic, cans, glass, paper and card from Southern Welshpool and adjacent villages. Cae Post use a combination of small kerbsider / stillage vehicles and make recycling collections from around 10% of all Powys households. Cae Post operate a small MRF at a Council-owned site at Trewern, near Welshpool. This facility sorts kerbside collected co-mingled material (from parts of the old and new schemes along with Cae Post's commercial collections) and cans, plastic material from Community Recycling sites. MRF-separated material is sold through a combination of term contracts and spot market sales with Cae Post being commercially incentivised to get the best price for the material. The commercial arrangement with Cae Post is complex and involves Powys County Council paying their operating costs based on an open book approach (currently around £400k per annum); the authority then receives 92.5% of the income from all recyclable material that goes through the plant regardless of where it came from (equating to around £270k per annum). Hence the materials handling aspect of the contract, which is due to end in 2017, currently costs the Council around £130k per annum; there is also a charge levied by Cae Post for undertaking kerbside collections and servicing bring banks. Further information on waste reception infrastructure and market outlets is provided in Section 7 of the report, including further consideration of the role Cae Post might play in the future.

Cwm Harry collects food waste on behalf of the Authority from Montgomeryshire; they also collect food waste, dry recycling and refuse in Presteigne (mid Powys) through a Welsh Government contract, with Powys County Council paying for food treatment and refuse disposal. Whilst Powys County Council are rolling out the new kerbside service in these areas Cwm Harry will continue to collect food waste (until December 2012).

The ongoing role that both Cae Post and Cwm Harry might play in the delivery of Powys' future waste management services is subject to considerable uncertainty. The combination of the ongoing rollout of the new in-house operated kerbside services (which incorporate the commodities targeted by Cae Post and Cwm Harry) with the recent letting of a new partnership contract with Ceredigion (through the Central Wales Partnership) for

the composting of food waste via Anaerobic Digestion (AD) takes these key material streams outwith their control.

The new AD contract with Agrivert requires the food waste to be bulked via 3 interim hubs (small bulking facilities) and ultimately transferred out of Powys via 3 transfer stations (see Table 7.1 for further details). The food waste will be sent to Oxfordshire from 1 November 2012. Cwm Harry currently take food waste to Ludlow's AD plant for treatment.

Local waste management company, **Potters** Waste Management, play a key role in the delivery of Powys' waste and recycling services. The company operates infrastructure (transfer stations and landfill) in the County for the reception and disposal of residual waste. Potters also handle paper and card collected from the area covered by the new roll-out. For the latest phase of service rollout in Welshpool it is intended that Potters will receive the food waste from 1st November 2012 (in the early days of the expansion Cwm Harry have been collecting this material).

Contract observations

It is evident that there is scope for improvement in the way existing waste services contracts are set up and managed by Powys County Council. Although it has not been within the scope of this study to undertake a formal review and audit of the existing materials collection and handling contracts, it is likely that they are not delivering Best Value for the authority. The management of contractors appears to be reactive and without the benefit of any formally agreed protocols or monitored service level agreements. The uncertain future of both Cae post and Cwm Harry is also likely to have been a considerable distraction to Council Officers at a time when the focus should arguably have been on planning for the future resourcing and delivery of the new kerbside services. As follow-on to this study further work needs to be done by Powys County Council to ensure that the role of staff and assets held by these two organisations are fully considered in the long term delivery plan for the waste management services.

2.5 Service infrastructure

A range of in-house and external facilities have historically been used to support the delivery of kerbside collection activities. During the study Powys County Council supplied details of 17 highways registered depots that may have been used as vehicle bases (a subset also act as material bulking facilities) in the past.

Residual waste collected at the kerbside is delivered to a combination of transfer stations (at Brecon (via a Council-leased site operated by Potters under contract) and Welshpool (Potters site) and landfill (Potters site at Bryn Posteg near Llanidloes).

The bulking and transfer of dry recyclables is managed via a 'hub and spoke' logistics arrangement where satellite sites (receiving material from the collection rounds) consolidate material from where it is sent to primary bulking sites. A number of milk rounds are operational in Powys in an attempt to collect waste from recycling areas more efficiently. It is the aim for recyclates to be bulked on sites within a 10 - 15mile radius of the collection round and collected by a lorry and taken to a local depot (primary bulking facility) or reprocessor. Powys have advised that plastic and cans are currently bulked (in large and subsequently small skips) from Ystrad – to Welshpool – to Cae Post at Trewern (over 91 miles away). This level of double handling (required because Cae Post cannot accept large skips) and mileage travelled is considered both expensive and unsustainable.

At one stage it was proposed that a compactor skip would be trialled in Abercrave, however this did not go ahead because overall volumes of material were small; the Cae Post facility is not configured to accept baled cans and plastic; and brown card in the collected loads would need further sorting following baling. This is a good example of an initiative which, on the face of it, would appear to be a sensible way forward but due to the complex logistics and infrastructure arrangements in Powys proved unfeasible.

The introduction of kerbside food waste collections in Powys has led to the procurement of a new Anaerobic Digestion treatment contract for this material, awarded to Agrivert. Under this arrangement the same hub and spoke arrangement applies where three primary facilities will be used to consolidated material from smaller satellite sites.

Within Section 7 of the report we have further explored the proposed recycling and food waste bulking arrangements and considered alternative options that might be explored.

3.0 Data gathering and baseline assessment

This section of the report summarises the data gathered to inform the later options modelling and the outputs from a hybrid baseline model (that assumes Powys continue to roll out the new kerbside service based on a two-pass approach).

3.1 Overview of data requirements and baseline modelling approach

In order to evaluate future operating scenarios it is first necessary to gather underpinning information and data describing the nature of the authority, its customer base (household and commercial waste producers), operating rules and existing waste service performance. It is from this base data that modelling parameters are normally developed (e.g. collection productivities) and approaches to filling gaps in existing knowledge agreed.

Going in to the study it was agreed that a baseline model would be useful to facilitate some form of benchmarking of the authority's waste and recycling services (with comparator authorities and schemes), and to identify local constraints influencing the types of vehicle that might be feasible. At the same time it was acknowledged (from past work undertaken by the project team) that the mix of local approaches to delivering the historic services (with various different designs of service and parties undertaking the collections (as described in Section 2)) and a lack of transparent data would make the development of a 'true' baseline model impractical. It is also important to recognise that the kerbside service has been in a state of flux during the study period (with progressive expansion of the new service design) meaning any model produced at a given point in time would soon be out of data, and based on performance data that does not represent a steady state. As a result of all these considerations it was agreed that a hybrid baseline model would be generated that takes sample performance data from those areas where the new service has been rolled out, combined with views on how it would continue to be rolled out, to present a view of resources and costs should Powys continue with the interim strategy of making recycling and food waste collections from households via two (split body) vehicle passes. As such the baseline could be considered as a worst case position (from a service cost perspective) against which alternative options (modelled later) can be compared.

In support of the baseline model development a data proforma was issued to the Council requesting certain data on aspects including, but not limited to:

- The number of households receiving each service;
- Vehicle numbers and specifications currently deployed;
- Weights collected (which in this case was focused in detail on those areas that had rolled out the new services and at a higher (annual tonnage level) on total tonnages collected via the kerbside, HWRCs and Community recycling sites;
- Operating costs (including vehicles and manpower);
- Depot and reception facility locations and average travel times to / from the collection rounds; and
- Container replacement rates.

A summary of the key baseline model inputs, in terms of both tonnages and model parameters, is included as Appendix 2. This information was distributed at the interim study meeting and amended with updated costs.

At this stage in the study lesser emphasis was placed on gate fees and haulage rates due to the difficulties sourcing transparent data and associated delays. Downstream materials management options are revisited later in the report.

Information gathering difficulties

It is appropriate at this stage to reflect on some of the challenges faced securing information to support the baseline modelling, as these need to be addressed if the service is ever to deliver its full efficient operating potential. Irrespective of the final decision on vehicle selection and rollout strategy to the more rural areas of the authority, unless the transparency of operational and performance data is improved then costs are always likely to rise above those theoretically achievable. The lack of accurate data is a legacy issue and is primarily a function of the operating structure and culture, resulting in a lack of centralised management and control.

The following observations demonstrate the challenges faced when the Council was requested to supply critical pieces of service information:

- Basic round information (number of households per round, collection weights and clarity on which vehicles serve which properties) either does not exist or is available to differing extents in each operating area. Limited operational data was supplied for the transformed service rounds (e.g. those that have moved to fortnightly refuse);
- Information describing actual operating lengths (durations) and loadings on daily rounds does not readily exist (e.g. initial data returns showed all rounds working a full 7.4 hours and delivering full loads and household property counts were acknowledged as being topped up with (an unspecified number of) trade collections);
- Fleet data was incomplete, which is partially due to the current situation where there are a large number of hired in and trial vehicles deployed on the service;
- Costs are not centrally held; and
- Multiple internal stakeholders tend to be consulted on each topic, often resulting in differing responses to the same question or the supply of what turned out to be incorrect guidance or data. It is fully appreciated that the decisions that need to be taken as a result of this study and other ongoing work streams are very important, however, it is necessary that the management structure supports those decisions being made.

3.2 Data and input parameter clarifications arising from the baseline

A number of data discrepancies and areas of ongoing uncertainty were identified through the review of the baseline model outputs. Those posing the greatest ongoing risk to the study findings are described below.

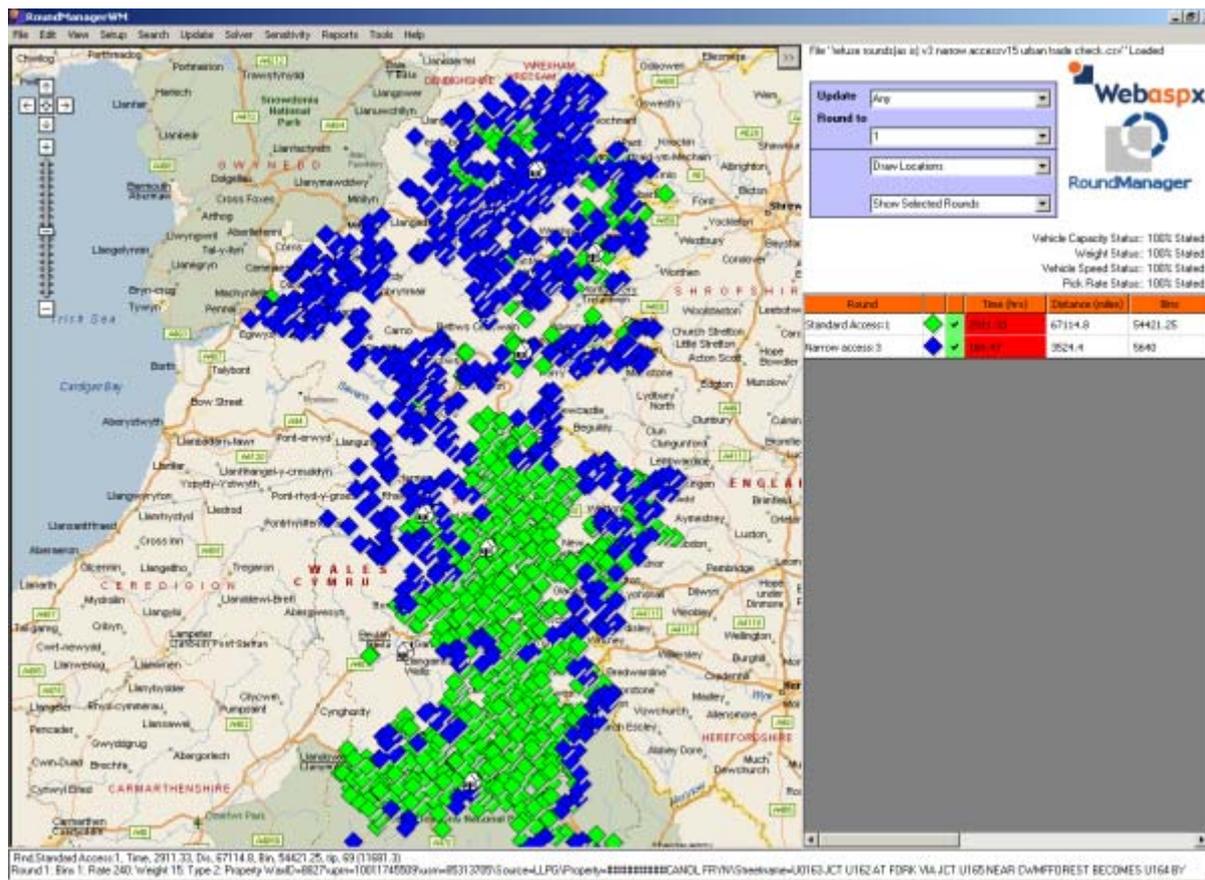
There remains ongoing uncertainty around the number of properties in Powys that might be considered as 'narrow', requiring access via a non-standard vehicle. Over the course of the study three categories of access were developed: standard, narrow and ultra-narrow. In broad terms:

- Standard access properties were considered by Powys County Council staff as being those in urban areas, serviceable by a 26t vehicle;
- Narrow access properties represent those rural routes where currently a 15t vehicle is able to access all areas; and
- Ultra narrow properties require very specific approaches to servicing, utilising a box van or similar.

There exists no reliable data held that describes the number of properties falling within each classification, at the same time it is recognised that the true number of properties classified as standard vs narrow vs ultra narrow will change depending on the vehicles selected. This is something we have attempted to address through the later scenario modelling (Section 8). Through an iterative process of discussions with operational staff in the authority it was concluded that the number of rural properties may lie in the range 5,500 – 11,000. The lower figure was derived from a historic mapping exercise undertaken by AMEC staff as part of previous work; the higher figure comes from a set of Council staff assumptions that the proportional split of standard/narrow/ultra narrow may be in the range 75%/20%/5%. For future scenarios (Section 8), where the frontline (standard) recycling vehicle modelled is 26t it was agreed that the higher (c.11,000) figure should be assumed to be rural; where a smaller (e.g. 18t RCV or 12t stillage type) frontline vehicle is considered the number of properties considered truly narrow reduces to c.5,500 due to the greater flexibility this type of vehicle provides.

For future reference Figure 3.1 shows a screenshot from the past access mapping exercise, indicating that the majority of narrow access locations are in the north of the authority.

Figure 3.1 Properties with restricted access.



It was agreed that the ultra narrow properties would be parked outside of the core modelling analysis. This represents an estimated 1,000 households which would always need to be serviced by a smaller, bespoke vehicle (for refuse and recycling / food) according to where there is greatest need. Any dedicated commercial refuse resources, e.g. required to maintain a weekly collection frequency to commercial customers, are also outside of the scope of the analysis. Powys County Council should be aware of these additional costs⁴ which will be consistent across all modelled options.

The issue of vehicle tipping height rules is discussed in Section 5 of the report.

Other key observations on the baseline model inputs are as follows:

- For the purposes of the baseline model and future waste projections the current proportion of the domestic waste tonnage collected on the refuse rounds that comes from commercial sources is assumed to be 20% - this tonnage gets progressively driven out in future years as Powys county Council seek to drive up recycling rates;
- Vehicle rental (and 'on-top' maintenance) costs appeared high when the first baseline model results were generated - at around £60k per vehicle per annum. These were subsequently reduced through contact with the Fleet Manager and incorporated in the results presented in Section 3.3 below and future models; and
- Overall the standard access rounds were modelled based on an average driver plus 3 crew level (driver plus 1 or 2 in more rural areas). This was initially challenged by council operatives in the later crew workshop (Section 5.4) but with the outcome that there was no appetite to delve back into the baseline data – the more important focus was agreed as being on getting crewing levels right in the future.

⁴ At the interim study meeting operational staff cited the need for 2 - 4 ultra narrow box vans would be required, crewed by a driver plus one loader. Dedicated commercial waste service resource requirements have not been quantified.

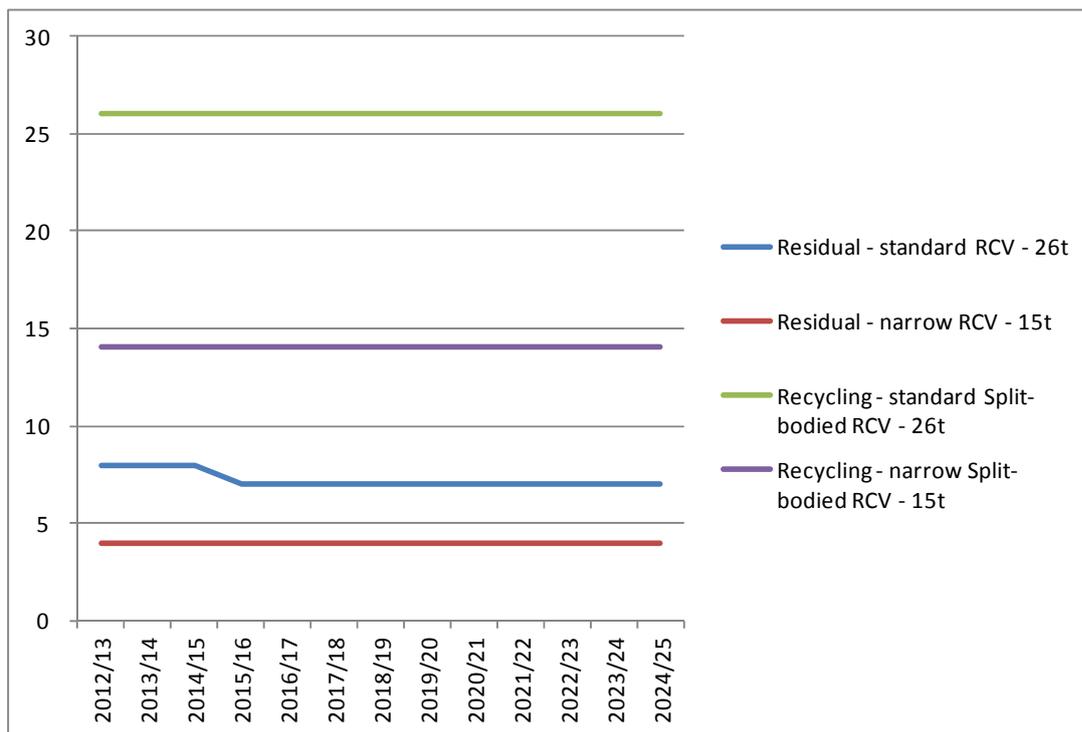
3.3 Model outputs

Figure 3.2 presents estimates of the number of vehicles required by waste stream to service standard and narrow access properties in Powys, up until 2024/25 using the current system⁵. There is only one change to vehicle requirements under the modelled conditions, with the number of standard access residual waste vehicles decreasing from 8 in 2014/15 to 7 in 2015/16 as residual waste arisings decrease (see Section 6 describing future waste flow projections for further information). In contrast, 4 narrow access residual waste vehicles are required to service rural (narrow) properties throughout the period examined. In terms of recycling resource requirements, the baseline (2-pass) solution requires 26 standard access and 14 narrow access recycling vehicles. Recycling resource requirements do not change during the period examined primarily because of the excess capacity that this collection arrangement provides; this is consistent with feedback provided by crews where it was identified that many commodities need only to be tipped once every 2-3 days.

Figure 3.3 then shows the equivalent annual collection costs (excluding gate fees / revenues), assuming Powys County Council continue with their interim strategy of making recycling and food waste collections from households via a 2-pass solution using split bodied (70/30) vehicles. Annual costs of the 2-pass solution are estimated to be almost £10.0m per annum, dropping to just over £9.8m from 2015/16 as the number of standard access residual waste vehicles decreases. In total over the period examined from 2012/13 to 2024/25 collection costs (at current prices) of the 2-pass solution are estimated to be over £129m.

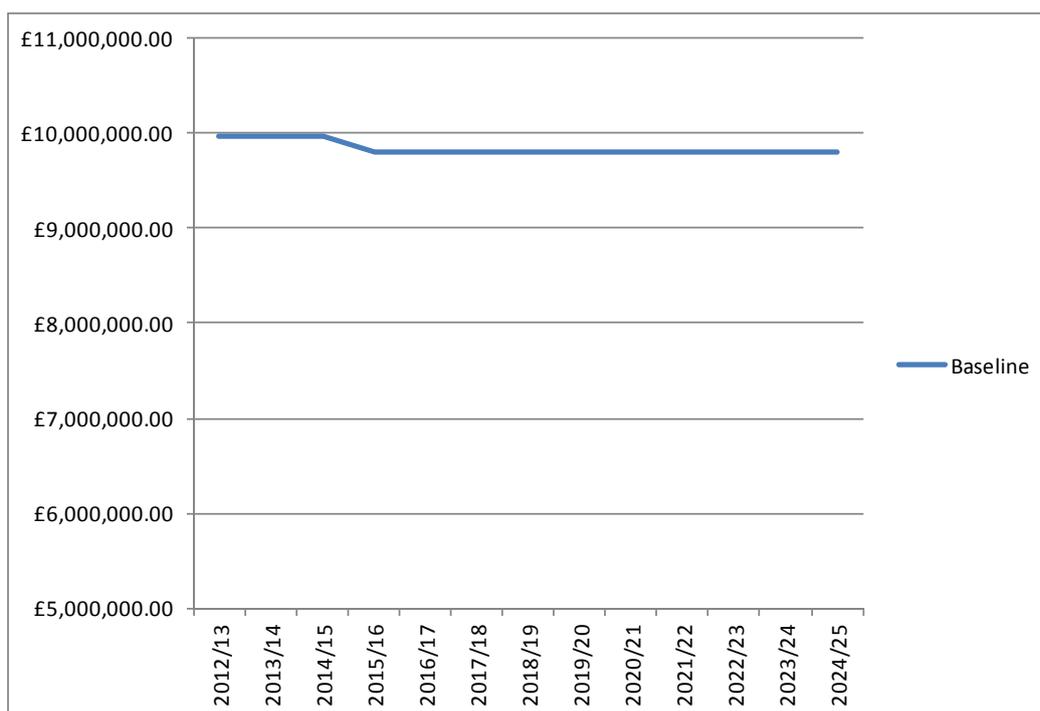
It is important to note, for all of the scenarios modelled in this study, that the resource requirements are estimates based on a number of key assumptions around achievable pass rates, average proximity to depots and tipping points etc. When a full round design exercise is undertaken these figures may be subject to change, especially when the requirement to factor in whole numbers of vehicles at given depot locations is taken into account.

Figure 3.2 Baseline scenario resource requirements



⁵ Resource requirements in the baseline scenario are the same for both the good practice and ambitious profiles (see section 6)

Figure 3.3 Baseline scenario estimated annual costs



3.4 Observations

The baseline model findings should be taken as indicative due to the assumptions required to extrapolate the rollout of the two-pass arrangement to rural areas and the gaps in the supporting data. Our headline observations on the data and related productivities are as follows:

- The average urban refuse round size as indicated by the data is around 650 households per day, commonly resulting in daily collected tonnages in the range 6 – 8 tonnes. This is considered to be low when compared with industry-standard round sizes (even when taking the extreme rural nature of Powys into account) but is masked by the time spent co-collecting from undefined numbers of commercial properties;
- The equivalent rural / narrow pass rates are around 350 households per day, with the vans (servicing ultra-narrow properties) achieving counts up to this level as a maximum; and
- In many cases recycling rounds appear to mirror the refuse (based purely on observations of property counts across services in the same LE areas).

In conclusion, were Powys County Council to continue to rollout and operate a two-pass approach to collecting recycling and food waste on a weekly basis (at the productivity levels achieved now), the operational costs would be unsustainably high.

4.0 Service benchmarking

This section of the report presents the findings of a benchmarking exercise that researched service costs, performance and resources across authorities operating similar kerbside recycling services and with similar characteristics to Powys.

4.1 Introduction

It is useful to benchmark Powys with comparable authority and scheme types to give an indication of relative performance comparisons against both the existing and future scheme. Powys' unique situation at the time of this study progressing, whereby the authority was part way through rolling out a new service meant that a 'live' comparison of costs and performance could not be made. As a result certain aspects of the service were benchmarked against other authorities with the comparison on cost grounds being made against the hybrid baseline model results (presented in Section 3) that assumes the two-pass approach to collecting recycling and food waste is expanded to all households.

Our approach to identifying comparator authorities was through a combination of authority indicators (comprising rurality, location and the ONS 'Nearest Neighbour') and service models, i.e. looking at those operating kerbside collections similar to that being rolled out in Powys.

4.2 Comparator authority selection

Authorities and schemes to be compared with Powys, and for which research was needed to gather scheme facts, were selected based on consideration of rurality, ONS nearest neighbour classification and those operating services either directly comparable to that being rolled out in Powys or demonstrating particular points of interest.

4.2.1 Rurality

To help identify authorities with similar demographics to Powys, the 'WRAP rurality categories' were used. There are 3 rurality categories based on population density and the proportion of rural households for English authorities which include;

- Predominantly Urban;
- Mixed Urban/Rural; and
- Predominantly Rural.

These three groups are then sub-divided into high and low deprivation resulting in 6 overall rurality-deprivation categories:

- 1 Predominantly Urban, higher deprivation
- 2 Predominantly Urban, lower deprivation
- 3 Mixed Urban/Rural, higher deprivation
- 4 Mixed Urban/Rural, lower deprivation
- 5 Predominantly Rural, higher deprivation
- 6 Predominantly Rural, lower deprivation

Powys County Council falls in category 6.

4.2.2 WRAP's benchmarking tool

The Kerbside Dry Recycling Benchmarking Tool created by WRAP uses ONS Area Classifications to assign authorities into groups which have key population characteristics in common such as housing type and age distribution. The tool benchmarks the yield (kg/household) of those local authorities in the same group to establish a rank of performance. It also uses the ONS Nearest Neighbours to find the 4 authorities that are most similar to the selected authority based on key population characteristics.

4.2.3 Service models

A key consideration informing the selection of comparator local authorities was service type. Authorities operating fortnightly refuse collections (ideally within a smaller bin) alongside weekly source segregated dry recycling and food waste services were targeted, the aim being to understand the levels of recycling performance being achieved, typical vehicle types and crewing levels, and where feasible, round sizes. At the same time we

sought to identify those authorities that have incorporated particular service aspects of interest to Powys, including new approaches to recording commercial waste inputs on domestic rounds.

4.3 Comparator authority overview

A summary of the authorities making up a long list to be researched in support of the benchmarking exercise, along with the reason they were selected, is shown in Table 4.1 below.

Table 4.1: Benchmark authority long list and criteria for selection

Authority	Selection Criteria			
	Rurality	Nearest Neighbour	Points of Interest	Similar Service Model
West Oxfordshire District Council	✓			✓
Somerset Waste Partnership (W.Somerset and Mendip)	✓			✓
Cotswold District Council	✓			✓
Shropshire Council (South Shropshire)		✓		
Ryedale District Council		✓		
Torridge District Council		✓		
Pembrokeshire County Council		✓		
Herefordshire Council		✓		
Ceredigion County Council*	✓		✓	
Gwynedd Council*	✓		✓	✓
Conwy County Borough Council	✓		✓	✓

* Ceredigion and Gwynedd are respectively the next least densely populated authorities in Wales after Powys, albeit both are approximately twice as densely populated.

For a number of the target authorities (e.g. Ceredigion, Gwynedd and West Oxfordshire) AMEC already held detailed service information, meaning a limited number of data requests and clarifications could be made to each Council. For others an open request for information was issued, resulting in more limited feedback. This meant that in some cases only select information could be used to inform the benchmarking exercise. For certain benchmarking parameters AMEC considered data obtained from studies with authorities outside the formal benchmarking group (listed above), especially where such data was required to inform the Powys waste projection (Section 6) and collection scenario modelling (Section 8).

For those authorities operating similar service models (or comprising particular aspects of interest) to that being rolled out in Powys, summaries of the schemes put in place are provided below. Over time, Powys County Council may choose to track recycling progress against this select group.

4.3.1 West Oxfordshire District Council

May Gurney's Optimal Solution (MaGOS™), used in West Oxfordshire, is closely aligned with that being rolled out across Powys, comprising weekly dry recycling and food waste collections alongside fortnightly refuse (commonly in smaller (180 litre) bins) and a robust no side waste policy. This model also applies in South Somerset, Taunton Dean, Sedgmoor and North Somerset. AMEC has access to detailed information for the service operated in West Oxfordshire which is a district of around 44,000 households. The area is predominately rural with approximately 40% of the population living in towns (Witney and Carterton) in the south of the district. The population density is around 1.4 persons per hectare (compared with 0.25 persons per hectare in Powys).

West Oxfordshire is reported to be on track to achieve around 70% recycling, including a subscription-based garden waste service to approximately 3,000 households (c. 7% uptake). Contributing to this improvement in performance, smaller residual bins were rolled out in West Oxfordshire in advance of any enhancements to the recycling service. This early change alone resulted in the residual waste yields dropping by on average 1.9kg per household per week.

4.3.2 Somerset Waste Partnership (SWP)

Somerset Waste Partnership manages waste and recycling services for approximately 239,000 households in Mendip, Sedgemoor, South Somerset, West Somerset and Taunton Deane.

May Gurney provide recycling and refuse collections and Viridor operate the recycling centres, composting facilities and landfill disposal sites.

SWP provide a kerbside collection called SORT-IT Plus to all households. This comprises a weekly kerbside box collection comprising of: Box 1 paper, glass bottles & jars, foil; Box 2 food & drink cans, plastic bottles, cardboard and clothes, shoes and car batteries. Food waste is also collected weekly on the same recycling vehicles. Residual waste is collected fortnightly in a 240 litre wheeled bin and the partnership operates a closed lid policy. Garden waste is collected fortnightly via a subscription service: subscribers are offered a 240 litre wheeled bin or pre paid bags, service charges vary between the different Authorities.

Communal properties, such as flats, are provided with communal wheeled bins of various sizes for both recycling and residual waste. Currently at these points householders can recycle paper, glass bottles & jars, and food & drinks cans. In the future they are looking to expand this service to include cardboard, plastic bottles and food waste. The partnership does not operate a commercial waste collection.

4.3.3 Ceredigion County Council

Ceredigion County Council is primarily a rural authority situated to the west of Powys. There are approximately 75,000 residents living in over 32,700 households. Historically, Ceredigion County Council have operated a weekly residual waste collection and a fortnightly co-mingled dry recyclables collection (comprising of plastic bottles, tubs, trays and film; paper; cardboard and steel and aluminium cans). Garden waste was collected fortnightly via a householder paid service and there was no collection of kitchen waste, although a collection was trailed to 3,600 households in 2009/10. Commercial waste and recycling has been co-collected with domestic waste for some time, from approximately 1,300 customers.

Starting at the end of 2010 the County Council implemented a new household collection service comprising of a fortnightly collection of residual waste and garden waste alongside a weekly collection of co-mingled recyclables co-collected with food waste in split-bodied vehicles.

Where commercial waste is collected using wheeled bins the customer purchases bar-coded tickets from the Authority prior to the collection day, and attaches it to the bin at the time of collection. These tickets are retained by collection crews and are cross-matched with a database of the tickets purchased. This enables a record to be maintained of the level of service provided to each customer. Customers that produce smaller quantities of waste are able to pre-purchase commercial waste and recycling sacks and both the number purchased and collected are recorded. This pre-purchase system also allows the customer to have a waste service which suits them as it means that they only pay for what they use.

The bar-coded ticket system means that an accurate record of the use of the pre-paid commercial waste collections can be kept. The use of the tickets and/or sacks is audited, thus any indication of stockpiling by a customer (e.g. prior to an increase in price at the start of the new financial year) is evident.

Once a year the Council reviews the number of tickets and sacks purchased by commercial customers and estimates the weight of commercial waste collected. This is done by applying an average weight for each bin or sack collected.

4.3.4 Gwynedd Council

Gwynedd County Council is a mainly rural authority that lies to the north east of Powys. There are approximately 54,000 households within the authority spread over an area of 254,600 hectares.

Gwynedd County Council Direct Services Organisation (DSO) have the waste management contract for the area, operate a fortnightly 240 litre wheeled bin residual waste collection and a weekly dry recycling box collection (comprising of paper, food & drink cans, glass bottles & jars, clean foil, household batteries, aerosols, plastic bottles and cardboard). Each household can request a maximum of 2 boxes. The council provide a mix of fortnightly and weekly food waste collections in different areas.

Garden waste is collected fortnightly in a 240 litre wheeled bin.

The authority operates a chargeable commercial waste service which also includes recycling and food waste collections from businesses. They offer a variety of wheeled bin sizes that are collected on specific days throughout the authority.

4.3.5 Conwy County Borough Council

Conwy County Borough Council is a rural authority that lies to the north of Powys. There are 55,700 households within the authority.

The authority operate a fortnightly wheeled bin residual waste collection and a weekly dry recycling collection using a set of four recycling containers (which comprises of a kerbside caddy for food waste; reusable hessian sack for plastic, cans and cartons; reusable plastic bag for paper; 55litre box for glass and cardboard) A battery pouch for batteries is also supplied that can be attached to the handle of the caddy or hessian sack. Textiles are collected fortnightly in a single use bag by the Crest Co-operative.

Communal households are provided with 240 litre bin recycling points (which comprise of glass; food waste; paper; cardboard; and cans, plastic and cartons). Battery pouches for batteries can be attached to the handle of the communal bins.

The Council also provide a chargeable garden waste collection in reusable hessian sacks or biodegradable single use bags, up to six bags will be collected from each household per fortnight. They collect these from both standard kerbside and communal properties.

Since May 2011 the authority has rolled out Romaquip recycling vehicles. These vehicles reduce the number of passes per household for recycling collections as they collect 8 different waste streams in one pass.

The authority offers a chargeable commercial waste and recycling collection (which comprises of cans, glass, paper, plastics and food waste in various sized wheeled bins or skips).

4.4 Benchmarking parameters

A number of benchmarking parameters were identified for which data was sought from comparator authorities, previous AMEC round design studies and wider (e.g. internet) searches. These included:

- Average yield of materials collected;
- Average round sizes;
- Costs of collection per household and per tonne (primarily from WasteDataFlow (WDF));
- Gate fees & revenue received for material collected; and
- Provision of resources (e.g. crewing levels and supervision).

4.5 Summary of findings

Although it was not possible to gather data on each benchmarking parameter from every authority, a significant body of information was gathered. An extract of this detail is provided in Appendix 3. Within Table 4.2 below we have provided some example findings from those authorities operating the most similar kerbside recycling services.

In support of the round size research we also reviewed data from WRAP's indicative costs and performance (IC&P2) project. This work has involved extensive KAT-based modelling of different kerbside systems for different authority characteristics. The outputs from IC&P2 include round sizes for both refuse and dry recycling, the focus being on the frontline (urban) collections. For the most rural of the 6 rurality-deprivation categories modelled by WRAP, the average urban round size for a weekly kerbside sort recycling service with food waste collected on a stillage-type vehicle (alongside fortnightly refuse) is 646 households.

Table 4.2: Example findings

Authority (population density – Powys: 0.25 persons/ha)	Number of Households	Estimated Recycling Performance (%)	Collection Structure	Recycling Vehicle	Number of Recycling Vehicles	Round Size	Crew Level	£/household (collection only cost - from WDF)	Additional Notes
West Oxfordshire District Council (1.50 persons/ha)	45,560	<66 (2012/13 est.)	Weekly recycling & food (k/s sort) Fortnightly refuse (180l) Fortnightly garden (free)	May Gurney RRV (15t)	21 + 2 spare	400 urban (due to co- mingled boxes) 220 rural/narrow	D+1 standard D only narrow	56.53	2 supervisors
Somerset Waste Partnership (W. Somerset) (0.49 persons/ha)	210,000 (17,450 W. Somerset)	57.28 (SWP 2011/12)	Weekly recycling & food (k/s sort) Fortnightly refuse Fortnightly garden (£)	May Gurney RRV (7.5-12t)	104 across whole of SWP + 9 spare	550 urban 350 rural 125 Exmoor	D+1 (standard crew), some D+2	47.79	Recycling & food collection cost = £35/hh
Cotswold District Council (0.71 persons/ha)	39,360	60 (2010/11)	Fortnightly recycling (k/s sort) Fortnightly refuse (180l) Weekly food (free) & garden (£)	Bespoke k/s sort	Not supplied	Not supplied	Not supplied	95.25	
Gwynedd Council (0.47 persons/ha)	59,893	46.5 (2012/13 est.)	Fortnightly recycling (k/s sort) Fortnightly refuse Mix of weekly and fortnightly food (free) Fortnightly garden (free)	Kerbsider (18t)	8	1,200 urban 165 ultra rural (1,400 max)		Not supplied	3 days over 6 shift pattern means longer working days and higher round sizes
Conwy County Borough Council (0.98 persons/ha)	55,215	51.5 (2011/12 est.)	Weekly recycling & food (k/s sort) Fortnightly refuse Fortnightly garden (£)	Romaquip (12t – standard and narrow)	17 2 spares (1 standard, 1 narrow)	600 – 750 (depending on number of tips)	D+2	Not supplied	Large vehicles = 3.7t/load, small = 1.2t

The modelled baseline costs (presented in Section 3.3) were compared with other Welsh authorities as presented in the WGLA Waste Finance data Report (2010/11). Although this contains data that does not capture some of the most recent kerbside changes that authorities such as Gwynedd and Ceredigion have made, it does provide a useful range of costs being paid elsewhere. Comparing the Powys baseline model costs with this data shows that maintaining the current strategy of the 2-pass approach would make the Powys collection service significantly more expensive than services provided by any other Welsh Authority in 2010/11. For example the WGLA report indicates that the most expensive dry recycling collection costs in 2010/11 were in the range £40-50 per household serviced (net of any income). The equivalent 2012/13 modelled baseline costs for Powys are in the range £101 per urban household and £245 per rural household (allowing for an indicative £60 per tonne for recycle income based on historic data).

Bearing in mind the scope of the kerbside recycling service Powys County Council is rolling out, and the likely vehicle types applicable to delivering that service, our overall conclusions of the benchmarking exercise are:

- A number of local authorities are making progress towards achieving recycling/composting rates of 70% based on integrated dry recycling and food waste collections, supported by effective restrictions on the volume of residual waste that will be collected. All of the benchmark authorities provide some form of garden waste collection, albeit this is increasingly on a chargeable basis;
- There exist a number of local authorities that are successfully operating weekly kerbside dry recycling and integrated food waste collections using multi-compartment vehicles via a one-pass arrangement. The new generation of kerbloader (stillage-type) vehicles are commonly being adopted for these collections, targeting multiple (5+) streams for recycling at the kerbside. These vehicles are commonly crewed by a driver and just one loader (where the driver also undertakes sorting) on frontline (urban) rounds. Authorities such as Conwy, Cheshire West and Chester, the Somerset Waste Partnership and West Oxfordshire state urban round sizes for these collections in the range 450 – 750 households per day. WRAP's IC&P2 study modelled an average round size of 646 households on urban rounds for this collection type in a rural authority setting;
- There is limited operational experience of the new generation of multi-compartment RCVs, i.e. the Dennis Eagle and NTM 4-pod options. Historically authorities such as Milton Keynes have operated three-compartment 'one-pass' RCVs comprising a split rear body and front pod but these haven't seen wide scale uptake, perhaps because kerbside sort collection rounds have historically been time rather than vehicle weight and volume load limited – promoting use of smaller (stillage and kerbsider-type) vehicles;
- Typical levels of service supervision have been identified across the benchmark group. From this it is possible to calculate an average number of households per supervisor. Applying this metric to Powys would indicate that the authority requires 3 fulltime, dedicated service supervisors. Acknowledging the extreme rural nature of the authority we believe 4 to be a more realistic minimum. Within Section 9 we have provided commentary on how this might inform a potential change in the organisational service delivery structure in Powys; and
- Due to the challenges of being able to produce an accurate baseline cost for Powys' kerbside scheme (which is subject to ongoing transformation) it has not been possible to make an absolute comparison of service costs between Powys and the benchmark group. Preliminary outputs from the baseline Powys model indicate that without a change of service delivery strategy, the Council could be in the position of operating a dry recycling collection service that is more than twice as expensive (on both a £ per household and £ per tonne collected basis) than the Welsh authority average (as reported in 2010/11). Such findings need to be set in context acknowledging Powys as the most sparsely populated authority area in Wales and given the study data limitations.

5.0 Vehicle options

Central to the delivery of this study has been the consideration of recycling vehicle types that meet a combination of performance requirements with regard to capacity, access and health and safety. This section of the report presents the key vehicle considerations and researched options.

5.1 Introduction

Powys County Council requires a recycling vehicle fleet that meets the following key requirements:

- Supports the weekly collection of 4 separate household recycling streams on the same vehicle (comprising rigid plastics and cans; paper and card; mixed glass; food waste) in a single pass. These material streams are to be set out in separate kerbside recycling boxes (with a mix of lids and nets) for the dry recycling fraction and a lidded kerbside box with a handle for the food waste;
- Acknowledges the expected changing profile of dry recyclables and food waste collected over time as the Council makes progress towards the long term 70% recycling/composting target set by the Welsh Government. The 58% target in 2015/16 is a key consideration for the initial fleet procured so flexibility to enable additional materials to be added to the kerbside recycling service is an important consideration;
- Accounts for the unique rural nature of the authority, supporting standard urban (frontline), narrow rural and ultra narrow (restricted access⁶) collections. In broad terms, existing refuse and recycling collections are made from standard urban properties using 26t (GVW) vehicles and from narrow rural properties using 15t compaction RCVs (not narrow bodied);
- Meets the specific health and safety requirements of the authority, linked to an ongoing Health and Safety Executive (HSE) prohibition around vehicle tipping heights in the vicinity of overhead electric cables (see Section 5.2.1 below for detail on this requirement); and
- Enables material to be offloaded into material bays (for dry recycling) or sealed containers (for food waste) at local bulking sites.

The recycling fleet may also be required to accommodate, where appropriate, the co-collection of dry recyclables and food waste from businesses, consistent with the materials targeted on the household scheme. Brown card is a material stream generated in significant quantities by business and which requires further consideration, in terms of whether it is practically and commercially viable to co-collect this stream.

5.2 Health and safety considerations and vehicle trials

A key requirement for the Council is that the combination of vehicle and operating procedures eliminates the risk of overhead electric cable strikes, following a previous HSE (Health and Safety Executive) prohibition. Within this subsection we describe the Council's experience with trialling vehicles and how certain vehicle types have been ruled out on the grounds of health and safety-related tipping height.

5.2.1 Vehicle trials

Pre-2010

In 2007 a trial began using Terberg Kerbsiders (shown below in Figure 5.1). Three were hired and introduced to rounds in Ystradgynlais, Brecon and Welshpool. In 2012 a second trial was planned. This was to involve the deployment of a Terberg Kerbsider 2 (with larger payload) in Ystradgynlais for a month, followed by a BMI Kerbsider (Figure 5.2) for a few weeks. The Romaquip Recycler stillage vehicle (Figure 5.3) was trialled for a day.

⁶ At the study interim meeting it was agreed that ultra narrow collections should be parked outside the formally modelled analysis, requiring very specific vehicles (e.g. box vans) to make both refuse and recycling/food waste collections.

Figure 5.1 The Terberg Kerbsider⁷.



Figure 5.2 The BMI Kerbsider⁸.



Figure 5.3 The Romaquip Recycler⁹.



At this time the old Terberg Kerbsider and also the Kerbsider 2 vehicles caught on a series of overhead electricity cables. The cables were torn from their mounts and the HSE placed a prohibition notice on the Authority against "the raising of bin hoppers on kerbside collection vehicles whilst in the proximity of overhead electric cables".

⁷ Source: <http://www.terbergmatec.com/uk/products/dry-recyclable-food-waste-collection-vehicles/55/kerbsider>

⁸ Source: <http://www.thebmgroupp.com/new-trailers/item/75/recycling-trailers>

⁹ Source: http://www.romaquip.com/main_product.page.175.stainless.steel.398.htm

After this point the BMI Kerbsider vehicle was never trialled. However, advanced stillage vehicles such as the Romaquip have been observed in Conwy and Bridgend. At the time of the Conwy visit there were concerns over the Romaquip build quality, the technology was unproven at that point and the vehicle could create health and safety issues due to the need to lift kerbside boxes above chest height to empty them. As a result, when the new kerbside service started to be rolled out in 2010, a two – pass configuration remained the primary method of collecting kerbside recycling streams.

Post-2010

Since 2010 Powys have trialled the use of a 4 – pod RCV in Ystradgynlais. This was a bespoke split-bodied 26t RCV with a 70:30 rear split (used for plastic/cans and paper) and two front pods (for food and glass), purpose built for Powys by Geesink (see Figure 5.4 below).

During the trial operatives claimed that the volume of the front pods was rate-limiting, requiring the vehicle to be tipped 2 - 3 times each day in order to collect the amount of glass and food set out for collection¹⁰. This was partially due to the fact that the rounds were not redesigned with the vehicle in mind; noise levels generated also contributed to operatives' complaints.

In response, a second kerbside collection vehicle was trialled in that same area. This vehicle was of the same size as the Geesink but with only one large front pod (4m³) instead of two (3 compartments in total). Food waste was collected in the front pod and glass was collected separately in a Transit Pick-Up. At the same time another trial vehicle was provided by NTM with a similar pod structure (1 front pod of 4m³ and two rear) and glass was collected separately in a mini RCV (7.5t). Both trialled solutions meant 2 passes of each household to collect all recycling streams was necessary once again. The trialled vehicles with the 4m³ pods were perceived as more efficient by the operational staff as each only needed to be tipped once per day. During the course of this study NTM have confirmed that they would be able to supply a smaller (18t) variant incorporating two larger (4m³) front pods and the 70:30 rear split. Examples of these vehicle types are provided below in Figure 5.4.

Figure 5.4 Multi-pod RCVs.



The Fleet Management Team have also recently purchased a Citroen Low Loader (shown in Figure 5.5 below). This is a box van which is specially designed with a low floor to enable easier access in and out of the rear. This type of vehicle would be adapted by installing wheeled bins of various sizes inside the body in order to collect source segregated materials from hard to reach (ultra narrow), rural properties. As discussed in Section 3.2 of the report approximately 1,000 ultra-narrow households have been parked outside the core modelling; it is to these that a box van collection would apply.

¹⁰ Analysis of weights tipped via the pods on this trial was not undertaken as part of this study. Given the overall weights of material collected on the new scheme it is unclear why the pods were unable to cope with the volumes collected. Other local authorities operating RCVs with pods have been able to achieve payloads that should be adequate. For example, where the London Borough of Richmond upon Thames have used 6x2 narrow track vehicles to access both standard and restricted access properties, the pods can carry a maximum of 1.6 tonnes of food waste. At an average food waste yield of 1.8kg/household each vehicle should be able to pass nearly 900 properties before needing to tip.

Figure 5.5 The Citroen Low Loader¹¹.



5.2.2 Tipping height outcomes

The HSE prohibition notice remains, requiring risk assessments to be completed for each road where the conditions of the notice apply, and importantly revised operating procedures to be adhered to.

For those vehicles that have been deployed subsequent to the HSE intervention that involve some element of tipping above the vehicle height, additional cowling has been fitted so that the standard (fixed) height is not exceeded during the tipping process. There is a cost implication to this and there remain concerns that this may not be adequate as a means of eliminating the risk. Vehicle types affected by this are RCVs with front pods and kerbsider vehicles.

Prior to any scenario modelling Powys County Council staff advised that the lifting of troughs etc. was acceptable subject to an absolute maximum above body tipping height that is 1m less than the lowest hanging overhead cables – stated as being 5.2 - 5.3m. The 1m clearance is necessary to avoid electric arcing risks. The 5.2m minimum is understood to be the statutory minimum height that cables should hang; the Council has concerns that some cables across Powys may hang lower than this, requiring further survey work and engagement with the electricity companies.

Powys County Council, when considering the results of the vehicle options modelling (Section 8), will be required to make a final decision on what is and is not acceptable in this regard as there remains evidence of differing views within the Council.

5.2.3 Noise exposure

Part way through the project WRAP published a report¹² presenting further research on the exposure levels of collection operatives to noise, assessed against a number of kerbside recycling vehicle types. The issue of noise impacts around glass collections has been prevalent in the industry for some time and indeed the report includes a quote “all collection systems have the potential to generate daily noise exposure levels which could potentially exceed the Noise at Work Regulations Lower Exposure Action Value”. This is borne out in Powys’ own data gathered when their trials resulted in glass being collected in a mini (7.5t) RCV, where the highest personal exposure recorded (loader) was 89.6 dB(A) and the highest peak exposure 143 dB; for reference the Upper Exposure Action Value in the Control of Noise at Work Regulations 2005 is 85 dB. The WRAP research covered a number of vehicle types (including kerbsider and stillage types) and (relevant to this study) concluded:

- That noise levels increase with the number of properties services (boxes emptied) inferring the impact of glass-on-glass noise dominates;
- Noise reduction methods on kerbsider vehicles were all seen to have a limited effect;

¹¹ Source: <http://supertrucks-uk.com/boxvans/index.htm>

¹² [http://www.wrap.org.uk/sites/files/wrap/Noise%20Report%20REP-1003290-BJ-250712%20\(Final\).pdf](http://www.wrap.org.uk/sites/files/wrap/Noise%20Report%20REP-1003290-BJ-250712%20(Final).pdf)

- Noise reduction methods on stillage vehicles (brushes on apertures and lined compartments) can be seen to work, even after 500 box sorts (unadapted vehicles were seen to exceed upper limits after 250-300 boxes); and
- A commercial glass collection system was monitored using a top loading vehicle for collections and was found to “generate a noise exposure level in the region of the Lower Exposure Action Value. The noisy activity was mainly due to loading operations where the worker is exposed to noise from the lifting mechanics and then from the emptying operation”. The report goes on to state that “systems that use rear end loading vehicles are likely to generate significantly higher noise exposure levels”.

The kerbsider vehicle research was carried out on standard size vehicles, exposure levels using mini kerbsider vehicles can only be inferred. Nonetheless, stillage vehicles appear to offer greater scope for compliance. RCV collections where glass is tipped into a top-loading pod are more likely to be compliant than where the material is emptied into the rear of a compacting vehicle. Given the point in time on the study that this research was published these conclusions did not influence the vehicle shortlisting exercise (Table 5.1), they have however been used to inform the selection of a preferred vehicle type (Section 9).

5.3 Vehicle research

During the data gathering phase of this project AMEC actively engaged with numerous vehicle manufactures (including NTM, Terberg, Romaquip, CWS, Dennis Eagle, BMI) to identify possible vehicles that meet Powys County Council’s requirements. The researched vehicles identified have been split in to two groups, those that do not tip above the body of the vehicle and those that tip slightly above the body of the vehicle. Certain vehicles have been excluded during the research due to the combination of their standard and extended tipping heights (e.g. the Terberg Kerbsider 28 and 26). Other vehicles were also excluded due to their incompatibility with Powys’ choice of kerbside containers, an example being the NTM Quattro vehicle which is an RCV type vehicle with a 4-way split rear compartment. This vehicle is required to be operated with a bespoke 360 litre split wheeled bin.

It is important to note that the standard Terberg 12t Kerbloader is very similar in design and specification to the equivalent vehicle manufactured by CWS. CWS offer a narrow version of this vehicle (akin to the Romaquip 12t narrow) whereas Terberg do not. From this point forward the Terberg and CWS standard Kerblockers can largely be considered as being inter-changeable albeit the modeling is based on a specified type.

5.4 Crew workshop

As an extension to the WRAP commissioned study AMEC were asked by Powys County Council to run a half-day workshop with representatives of the collection crews to inform them of the study aims, present the work completed to date (including the findings of the baseline model) and discuss each of the researched vehicle types. This was intended to ensure that the modelled scenarios were selected taking account of crews’ views on the practical operation of each vehicle type. These views are captured in Table 5.1 later on in this section. Overall the crews’ representatives considered the following criteria as being essential: manual handling, overall vehicle size and tipping arrangements (e.g. time to unload).

Beyond the practical observations made on each vehicle type the crews made a number of other positive observations and contributions to the workshops, summarised as follows:

- Narrow access rules are somewhat distorted by the fact that rear-loading vehicles are currently being used, meaning that all narrow (rural) collections can be made using 15t RCVs. Side loading is more of a problem and overall vehicle width is more important than length;
- An issue flagged with the advanced stillage vehicle options (such as the Romaquip and Terberg Kerbloader) is the potential constraint these introduce in terms of being able to co-collect trade communal recycling bins and communal recycling containers (as this vehicle type does not accommodate bin lifts);

- If using RCVs the preference is for smaller (e.g. 18t) vehicles, however should 26t variants be available with rear steer this would ease some of the access issues. Even in the towns the crews often prefer to take out the currently available 15t split-bodied RCVs as they find these get the job done quicker;
- Crew levels and productivity. Through the discussions the crews advised that broadly speaking 400 households per day should be achievable on rural rounds, based on a Driver + 1 loader;
- Commercial waste recycling. There was a strong consensus of opinion that the authority was missing an opportunity around commercial recycling (assuming a pricing structure and supporting policies could be put in place to further incentivise uptake). Examples of businesses generating significant quantities of cardboard (OCC) and glass were cited that is currently being collected as refuse; and
- Use of slave bins. These are considered a problem operationally and have become necessary due to the current vehicle configuration. Crews would rather not use slave bins where possible.

Once the vehicle options have been further refined down crews would value additional information on practical aspects such as whether they are available with automatic gearboxes, low-entry cabs and with rear-steer (which the driver needs to be able to turn on and off). Drivers also prefer to have a standard door which enables the window to be wound down. The DAF LF chassis is regarded as having a very good turning circle.

5.5 Identified options

The vehicles identified through the research (and presented at the study interim meeting and additional crew workshop) are summarised in table 5.1 below.

In addition to the formally researched information (obtained from manufacturers and local authorities) AMEC spoke with delegates from Zero Waste Scotland who recently conducted a vehicle study tour to North Wales and Cheshire. Both the Romaquip and Terberg Kerbloader vehicles were observed, yielding the following points:

- Despite being broadly similar in price (in the range £90-£100k) the Romaquip is considered more high-tech than the Kerbloader as material ejection is hydraulic and less dependent upon a forklift. The dropped food waste unit on the Romaquip does require a forklift to move and empty it but this is the only commodity that this applies to. One theoretical benefit of the Kerbloader is that its standard configuration enables two streams of glass colours to be kept separate (albeit our engagement with Recresco described later in Section 7.4.1 confirms that this is not necessary in Powys' case - with reference to meeting the End of Waste criteria for glass);
- Issues with the Romaquip overrunning tipped glass have been addressed by Conwy through the fitting of two plates on the vehicle that effectively direct the ejected glass out and away from the tyre path;
- On the Terberg Kerbloader material cannot flow across the full width of the vehicle, requiring material to be progressively loaded from both sides to get an even fill rate. On the Romaquip there is an inverted v section running down the length of the vehicle at the base of the compartments that separates material but does not stop it flowing across; and
- Conwy have found the Romaquip to be very reliable in the initial months it has been in operation.

Table 5.1 Potential recycling vehicles

Manufacturer and vehicle	Gross vehicle weight (t)	Number of compartments	Compaction	Tipping above vehicle height	Authorities utilising the vehicle	Wider (vehicle-type) considerations
Romaquip Kerb-Sort	12 (2.5m wide) narrow variant has same plated weight but shorter wheelbase and reduced width (2.25m)	Nominally 6 but state 4-compartment vehicles could be made available	Yes - in top deck and card compartment	No	Conwy, Bryson Recycling (Northern Ireland)	<p>Advanced stillage variants</p> <p>These vehicle types provide greater compartment flexibility if material streams are to be split (e.g. glass by colour) or additional materials added (e.g. small WEEE, textiles).</p> <p>They can be manufactured with 4 core compartments but it is important to understand whether they are likely to be volume/payload OR collecting time constrained before a decision is taken on this.</p> <p>All frontline variants are 12t GVW so should be able to access more rural areas than a multi-compartment RCV equivalent.</p> <p>All require well organised reception sites due to multiple tipping / forklift movements when unloading – this is less of an issue if tipping just once per day.</p>
Terberg / CWS Kerbloader (May Gurney RRV)	7.5 – 12 (2.4m wide)	5 - 8	Yes – not in all compartments	No	New generation Terberg vehicles deployed by May Gurney in Cheshire West and Chester	
Advanced Recycling Systems Ltd Kerby	7.5 – 12	5 compartments (the vehicle has not been used to collect food waste)	Yes – not in all compartments	No	Eastbourne Borough Council	
NTM-LinkTip	Various: 3.5 / 7.5+	Depends on vehicle (3+)	No	No	Unknown	
NTM 4-Pod	26 Manufacturer confirms smaller 18 tonne vehicle available with 4 compartments	4	Rear compaction	Yes	Tested vehicle in Powys. None in the UK using this exact specification. Used in Scandinavia.	<p>Multi-compartment RCV</p> <p>4-compartments so aligned with Powys' current kerbside requirements.</p> <p>Highly engineered and thus expensive assets. Less flexible in terms of compartment adaptation and remains unproven in the UK as a vehicle concept.</p> <p>May be difficult to cover during breakdowns but could deploy two-pass RCVs in this role.</p>
Dennis Eagle WP0159 +	26 (smaller 18 tonne vehicle available but limited to 1 front pod)	4	Rear compaction	Yes	Currently building a prototype for a new vehicle	
Terberg – mini kerbsider- stillage	7.5 (2.3m wide) – 12 available	1-5	No	Yes, but overall height within limits	Cae Post deploy an older version of this vehicle in Powys	

6.0 Waste flow analysis

The focus of this section is on projecting annual waste flows (based on assumed service interventions and scheme performance improvements) in order to assess compliance with the Welsh Government targets and to inform yields for the collection modelling.

6.1 Introduction

Prior to modelling any potential alternative vehicle options it was necessary to consider the tonnages of material expected to be collected at the kerbside up until 2024/25, allowing comparison with the Welsh Government targets and informing the likely extent of interventions required by Powys County Council if the service is to achieve the required performance levels. As it was not feasible to build a validated baseline model (as described in Section 3) this assessment of waste flows was completed outside of the formal collection model through creation of a bespoke spreadsheet. Outputs from the waste flow projection were then pulled through to a set of calculations of the required volumetric capacity at each of the proposed bulking sites.

6.2 Service waste flow and performance projection

At the project inception meeting three possible recycling performance profiles that the authority might follow were presented. These were based on:

- A historical projection generated by Powys County Council;
- What might be considered current good practice performance; and
- An ambitious profile enabling the authority to hit the long-term 70% target.

These projections were subsequently revisited at the interim project meeting and amended through consultation with WRAP. The outcome from this was that both the good practice and ambitious profiles were taken forward to the analysis phase of the work, allowing the combination of meeting (or potentially missing) statutory targets and associated resource requirements to be examined. Powys County Council intends to will follow the trajectory of the ambitious line and meet the Welsh Government targets.

As Powys County Council were only able to supply three years of (partial) historic data and no updated forward looking projection following the interim project meeting, AMEC generated the final waste flow profiles, supported by a set of underlying assumptions; the process of developing these projections is described below.

6.2.1 Good practice vs ambitious projections

The primary difference between the good practice and ambitious projections is the level of recycling and composting performance Powys is assumed to achieve through the period examined. The ambitious projection indicates that by 2024/25 Powys could have a kerbside recycling and composting rate of 73% and overall recycling and composting rate of 65%; it is this projection that the Council are working towards and represents the default profile underpinning the study. With further material recovery from treatment of residual waste, such as incinerator bottom ash recycling, it has been assumed that under the ambitious projection Powys will meet or exceed the target of 70% recycling and composting by 2024/25.

The basic trajectory of both projections is based on an assumption of continued increases in performance after the phased roll out of the new kerbside waste and recycling collection service. The rollout is assumed to be completed during 2013/14 with the reported benefits of the new service becoming fully apparent from 2014/15, driven by a reduction in the quantity of residual waste (predominantly caused by the adoption of alternate weekly collections and progressive clamp down on side waste across the County) and an associated increase in recycling. After this point the good practice and ambitious projections diverge with Powys managing to maintain ongoing improvements in performance through further interventions in the ambitious projection. In the good practice projection after an initial upsurge the rate at which performance improves declines and then plateaus as householders adapt to the new collection system. Powys County Council have resources in place to ensure this does not happen, including 3 Waste Awareness Advisors who carry out participation studies and interventions, e.g. targeted door knocking and leafleting.

The good practice projection was developed to show what the fallback position might look like, if initiatives to continue to expand recycling services and drive out residual waste (e.g. from commercial sources) do not occur at the intended rate after the new kerbside system rollout is complete. This projection shows Powys achieving a

kerbside recycling and composting rate of 55% by 2024/25 and an overall recycling and composting rate of 56%. Even with further material recovery from treatment of residual waste it is unlikely that under the good practice projection Powys will meet the target of 70% recycling and composting by 2024/25.

In order to meet the 70% recycling and composting target via the ambitious projection, within the design constraints of the new kerbside service, Powys would be required to achieve very high capture rates (up to 95%) for all the materials currently targeted for recycling. While it may not be impossible to achieve this level of capture it is unlikely that Powys (or any other local authority) would be able to practically achieve this, particularly for materials such as rigid plastic and food which are relative newcomers to kerbside recycling collections. Therefore, in order for Powys to reach the performance levels predicted in the ambitious projection further interventions and improvements to the waste and recycling collection system will be required.

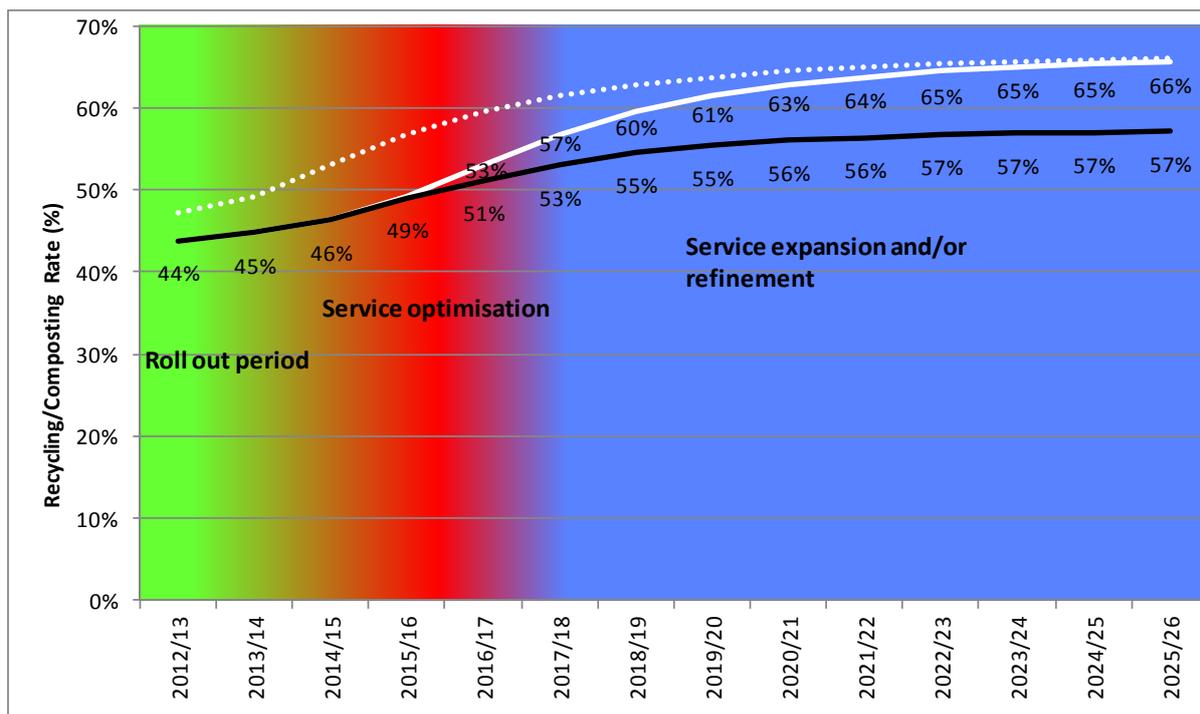
Figure 6.1 provides a representation of key time periods over which current activities and potential future interventions might be made to improve performance from the good practice projection (black line) to meet the ambitious projection (white line). This is intended to provide an initial guide, from which a more formal set of project plans can be developed to include procurement cycles, scheme trials and monitoring / review periods.

As the theoretical projections stand Powys is forecast to miss the 2015/16 target of 58% recycling and composting, even with further material recovery from residual waste treatment. The 2019/20 target of 64% recycling and composting will be missed in the good practice projection however may be reached in the ambitious projection once further material recovery from residual waste treatment is considered. However, if Powys can effectively roll out the new service and implement new policies, services or other interventions faster than the rate initially projected then reaching the interim targets at the required points in time becomes achievable. To illustrate this the white dotted line projects Powys' performance based on their provisional 2012/13 recycling rate (YTD Jan – July) of 47.8% and continued tracking along the gradient of the ambitious curve. The dotted white line shows that the Council are tracking ahead of the curves generated early on in the study and based upon the best available data at that time. Under this projection Powys are able to meet both the 2015/16 and 2019/20 targets, especially with further material recovery from residual waste treatment.

The graphed rates are for the authority as a whole but are based on interventions made to kerbside collection schemes (household and commercial) as these are the parameters that affect the vehicle modelling as a the focus of this study. Powys can take further comfort from the fact that additional increases in recycling performance should be achievable from non-kerbside elements of the service. For example, both the ambitious and good practice projections as presented assume that arising and diversion levels at HWRCs remain constant with the recycling rate set at 67% as is currently achieved. Towards the end of the study Powys advised that internally a target has been set to increase performance at these sites to achieve 75% recycling and composting overall (which would boost the ambitious projection); the good practice projection would also be elevated if the sites could meet 70% recycling and composting – which is considered internally to be readily achievable.

In the initial period Powys County Council will be occupied with the final phases of rollout of the new household waste collection service to rural areas, linked to the introduction of a new recycling fleet – expected to be complete by 2013/14. In parallel to, and following, this is a period of service optimisation where side waste and commercial waste inputs are addressed. Once the roll out is complete is also an appropriate time for targeted interventions such as communication campaigns in traditionally low performing areas to ensure they are aware of what they can and cannot recycle, and to drive continuous improvements in the recycling and composting rate. Powys' Waste Awareness Advisors will play a prominent role identifying, monitoring and engaging with target areas, which requires more robust collection service performance data than has existed in the past.

Figure 6.1 Intervention timescales for ambitious recycling and composting rate projection



Around 2017/18 on the white line (2014/15 on the dotted white (interim target-compliant) line) Powys County Council will need to consider options to expand or refine services to ensure the longer term targets are met. It is at this point that the ambitious projection diverges from the good practice projection. Underpinning the projection as presented above it is at this point that capture of the existing target materials would need to rise to the 95% level as previously stated. Practically this next phase of improvement gain could be generated through:

- Introduction of a collection service for AHP's (absorbent hygiene products including nappies);
- Addition of textiles and small WEEE / batteries¹³ to the existing kerbside collections; and
- Improvements to HWRC and bring bank services (as described previously).

Information underpinning the two kerbside scheme interventions above is presented in Table 6.1, alongside commentary on a range of other interventions or improvements required to move performance along the curve of the ambitious projection. Local authority experience of collecting AHP's is relatively limited in the UK but is increasing¹⁴; acknowledging the nature of this material it is perhaps unlikely that any vehicle identified in this study would be suited to including this material. Containment and collection requirements may be broadly similar to food waste, but relatively low expected uptake levels and the transient population of households using and then no longer requiring this service suggests this may be better operated along the lines of most existing clinical waste collection services. Dedicating another sealed compartment on the frontline kerbside recycling vehicles may not represent an efficient use of space on vehicles and will depend on spare capacity available at the time and genuine uptake levels. The addition of textiles and small WEEE however is considered viable and is proven on existing kerbside sort schemes operated elsewhere (e.g. in Cheshire West and Chester).

¹³ Please refer to the WEEE and Batteries Directives for regulations on the funding of collection services for these materials. For example a kerbside WEEE collection would require the involvement of a Producer Compliance Scheme to allow evidence to be issued for the recycling of the materials collected.

¹⁴ Cheshire West and Chester Council recently reported on their weekly nappy collection trial. Highlights: 3% take-up by households (1,500 from 56,000); 93% participation; yielding an average 6.33 tonnes/week (6.35kg per participating household per week).

Table 6.1 Potential improvements to or interventions in Powys' waste and recycling collection system

Improvement /Intervention	Time Period(s)	Description	Impact
Communication campaign	Roll out	County-wide communication campaign to explain new service to residents, how to use the containers provided to them and which materials to recycle.	The purpose of a communication campaign during the roll out of a new service is to ensure residents have the necessary information to participate in the new services and enable a smooth transition. The impact of such campaigns has not been quantified.
Side waste policy	Service optimisation	A robust side waste policy could contribute to Powys' recycling and composting rate by reducing the total quantity of residual waste collected. However, it is not enough to stop crews collecting side waste for streetscene operatives to then do so, as this will still be included in household waste figures (as 'other household residual') and recycling and composting rate calculations. Leaving side waste uncollected for a period may encourage some householders or businesses to stop this behaviour, however to truly prevent side waste the policy must be enforced alongside a proactive and targeted approach to communications and education (which in turn requires good data identifying those areas / properties where side waste is a persistent problem ¹⁵).	The impact of side waste bans have not been quantified generally because they are often implemented with or near to other new policies or services. A WIN survey in 2008 acknowledges that a well enforced side waste policy has a genuine 'minimising' effect on household residual waste. However, it is the degree to which the policy is rigorously enforced that determines the success or otherwise of such measures ¹⁶ .
Commercial waste	Service optimisation	Both the good practice and ambitious projection assume that Powys County Council is able to reduce the amount of commercial waste entering the household residual waste stream, which is currently estimated at approximately 20%, albeit the extent to which it is driven out is substantially improved in the ambitious projection. A robust side waste policy will continue to help identify business abuse of the service, however the Council may wish to consider further enforcement actions. For example businesses must retain waste transfer notes (WTNs) for a period of two years, Powys should use the powers available to local authorities to demand WTNs from businesses suspected of abusing household waste collections. Although the absence of WTNs does not prove abuse of a household waste services it does indicate a failure by business in Duty of Care for which they can be fined. Effective enforcement is likely to be an effective deterrent to potential	It is estimated that approximately 20% of the household residual waste stream is composed of commercial waste. The eradication of commercial waste from the household residual waste stream could potentially improve recycling and composting performance by 3% in the good practice projection and 1% in the ambitious projection.

¹⁵ Council is in the process of installing a barcode system on all containers which will allow the crew to record problems.

¹⁶ Resource Futures, WR0121 – Understanding Waste Growth at Local Authority Level Final Report to Defra, October 2009

		<p>abuse of household waste collections by traders, alongside an enhanced commercial waste and recycling service offering. Feedback from the crew workshop (Section 5.4) identified significant potential to improve commercial recycling services, as such the ambitious projection assumes ongoing increases in capture of commercial streams for recycling, including cardboard and food waste. Effective pricing of the commercial waste service is required to incentivise this change in behaviour and service uptake, alongside enforcement. To do this efficiently will require the level of business recycling to reach a scale whereby additional dedicated recycling resource can be assigned (capable of lifting recyclables in wheeled bins from larger businesses) and outlying businesses are aligned as closely as possible with the household service (supporting efficient co-collection).</p>	
Targeted interventions	Service optimisation	<p>Recycling performance varies by area according to a number of factors including housing type, affluence and age. Identifying the areas in Powys which are low performing in terms of waste generation and recycling has the potential to cost effectively improve performance. Targeted communication campaigns in low performing areas are likely to be more cost effective and have a greater impact per pound spent than a County-wide campaign. Moving to a situation whereby round structures are stable and data (weights) are consistently gathered over time will help.</p>	<p>Measuring the impact of communication campaigns on performance is fraught with difficulties (not least separating out the effects of other influences on household performance) and hence it is rarely quantified. GMWDA have recently won LIFE+ funding from the EU to evaluate the impact of targeted communication campaigns however it is to take place over the next two to three years.</p>
Target new materials for kerbside recycling	Service expansion and/or refinement	<p>Introducing new materials to recycling collections after the roll out of the new collection service could contribute to maintaining the rate of performance improvements. New materials for kerbside recycling could include textiles, batteries, small WEEE or absorbent hygiene products (e.g. nappies). Where the procured vehicles are at capacity or are unsuitable for the new materials targeted, consideration should be given to the enhanced role that a reconfigured network of bring facilities might play in targeting new materials. Alongside proposals to target new materials should come an assessment of the residual waste capacity provided (volume/frequency) and future measures to continue to drive recycling by limiting this capacity quantified – this may help to drive down disposal side costs as ongoing investment is required in recycling.</p>	<p>According to the 2009 Powys waste composition analysis 3.1% (0.37 kg/hh/wk) of household waste was composed of nappies and sanitary products and 0.6% (0.08 kg/hh/wk) was composed of WEEE. The capture of 25% of AHP's and 50% capture of WEEE would divert approximately 400 tpa from disposal, contributing 1.4% to the kerbside recycling and composting rate and 0.6% to the total rate in 2024/25. Textiles comprise approx. 4.5% of the residual waste. The capture of 50% of this material would contribute up to 2.8% to the kerbside recycling and composting rate and 1.2% to the total kerbside recycling and composting rate in 2024/25.</p>

6.2.2 Assumptions and observations

In developing the good practice and ambitious waste flow and associated recycling performance projections a number of key assumptions and observations have been made by AMEC. These can be summarised as:

- No household growth has been applied. It will be necessary for Powys to reassess how increases in household numbers may impact future resource requirements;
- After the roll out of the new household waste collection system in 2013/14 and linked targeting of commercial waste inputs (prompting a shift to a recycling-led commercial waste offering) Powys will experience a substantial step change in performance in the medium term caused by reducing kerbside residual waste arisings and increasing recycling; and
- The rate of performance improvement will decrease over time without further interventions by Powys. Changes to collection systems and new vehicles alone will only drive performance in the short term producing a step change in performance which will tail off unless complemented with further actions. The challenging targets set by the Welsh Government will only be achieved through a programme of continuous improvement which must include a regular review of current practices and appraisal of potential options by Powys. In particular, the ambitious food waste yields (rising from a base level of 1.3kg/hh/week to 2.4kg/hh/week) have been set on the premise that the Council is able to progressively offer food waste collections to commercial customers. These yields have been applied in the vehicle modelling (Section 8) but it is acknowledged that in many cases commercial material would need to be collected on separate vehicles (due to constraints around binlifts, use of slave bins etc.). As such the yields applied in later years could be viewed as representing the worst case scenario (from a vehicle fill rate perspective) resulting in a small amount of contingency being built into the analysis. The performance landscape and view of what may be politically acceptable is increasingly less certain in the medium to long term, meaning the modelling results should be viewed with an increasing level of caution. Service innovations such as further reductions in the collection frequency of residual waste me become commonplace within a few years (where local authorities have introduced comprehensive food and AHP schemes) which would have the effect of further increasing the rate of climb along the ambitious projection curve.

6.2.3 Waste flow and performance projection process

Individual service waste flow and performance projections have been calculated using waste stream growth (or reduction) profiles. Baseline tonnage data (2012/13) was derived from historic data provided by Powys County Council and forecast for 2012/13 based on the number of households receiving different services and the roll out of new services in that year. Baseline tonnages were then projected forwards using waste growth or reduction projections associated with good practice or ambitious levels of performance. It is here that the difference in phasing between the white (projected) line on Figure 6.1 and the currently tracked (dotted white) line came in, as the initial data from the Council showed performance to be some way behind where it was actually confirmed to be towards the end of the study. Other factors, such as the total waste and total kerbside waste growth and probable quantities of material available for capture, were considered in the projections and used to constrain waste stream growth (or reduction). This was done on an approximate basis, acknowledging the starting position in terms of limited base data availability.

The profiles were estimated based on an assumption of significant performance improvements in the medium term (to 2018/19) but with declining performance improvements over the longer term (2019/20+). Housing levels were retained constant over the projection period so that within the later modelling the impact of proposed material yield changes is assessed. The data available at the time of the analysis limited the extent to which the impact of multiple variants could be modelled with any confidence. Hence the outputs should be taken as indicative of how performance might change over time and the sorts of interventions that might help drive these changes.

As would be expected the kerbside collected household residual¹⁷ and household recycling display an inverse relationship with household residual projected to decrease with time as household recycling increases. In contrast, for non-kerbside collected streams, namely HWRC residual, HWRC recycling and bring banks these have been simply projected forward until 2025/26, acknowledging the study focus on the kerbside services. As the new kerbside recycling service is optimised it is reasonable to expect bring tonnages to reduce, creating an opportunity to review the range of materials targeted at these sites and their geographical spread.

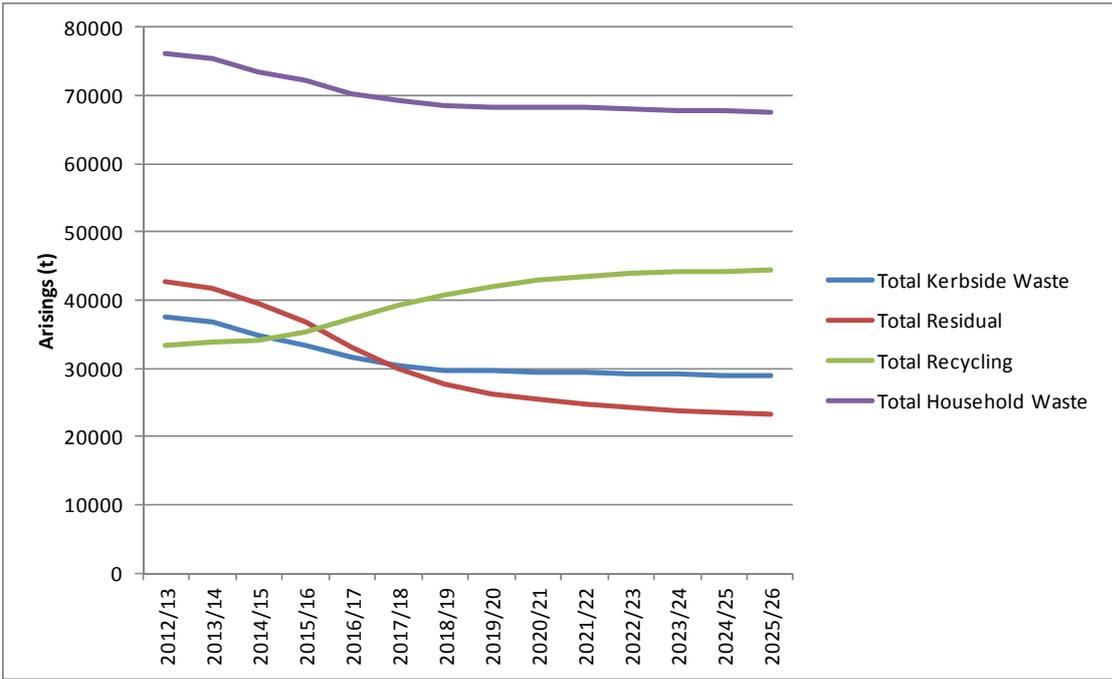
6.3 Waste projections

The following figures present waste arising and recycling / composting rate projections for both the good practice and ambitious waste projections. Tonnage projections are presented in Appendix 4. It is important to remember (referring back to Figure 6.1) that the authority is currently tracking ahead (on the dotted white line) of both of these projections so in essence the outcomes presented below could be achieved earlier in time.

6.3.1 Total waste projections

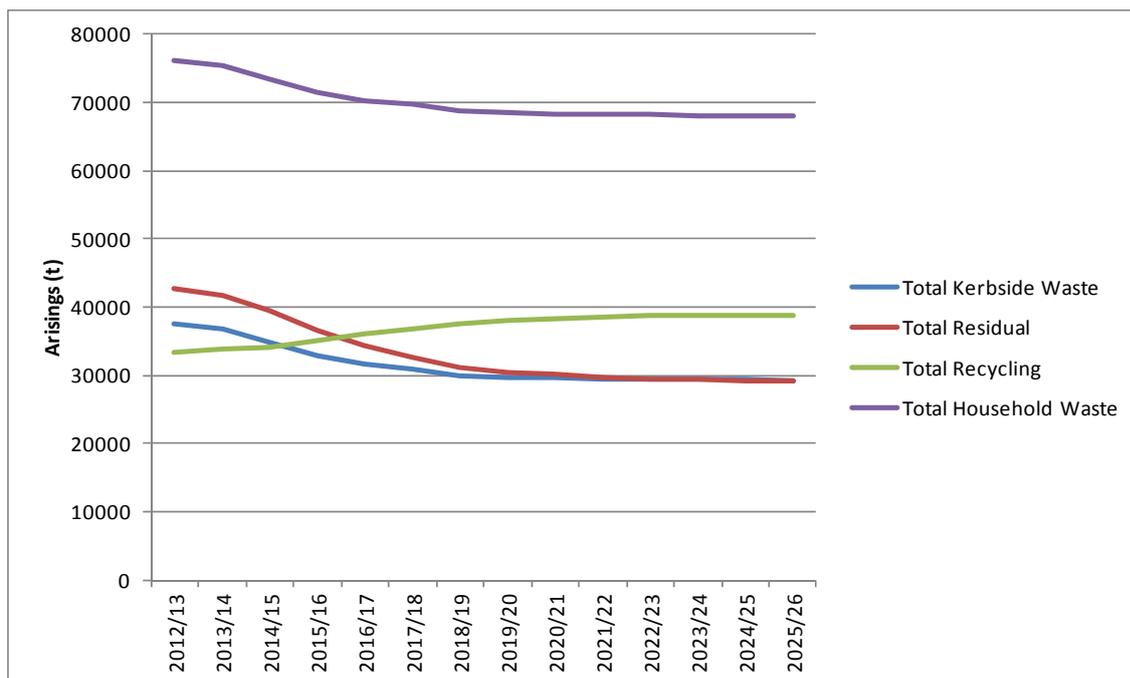
Overall, as shown in figures 6.2 and 6.3, within both performance projections the total kerbside household waste is forecast to decrease during the period examined, from approximately 36,000tpa in 2012/13 to less than 30,000tpa in 2025/26. As non-kerbside streams have been kept constant throughout the projection the reduction in total household waste is due to decreasing kerbside waste arisings. The most significant differences between the good practice and ambitious projections are the relative changes to total residual and total recycling arisings. Within the ambitious projection recycling increases, and residual waste decreases, at a faster rate than within the good practice projection. In addition, improvements in the ambitious projection also continue beyond 2020/21, albeit at a slower pace, whereas in the good practice projection improvements are starting to plateau by 2020/21.

Figure 6.2 Ambitious total waste and recycling projections, 2012/13 – 2025/26



¹⁷ Please note household residual excludes commercial waste suspected of being present in the residual stream.

Figure 6.3 Good practice total waste and recycling projections, 2012/13 – 2025/26



6.3.2 Recycling and composting rates

Figure 6.4 and 6.5 present the recycling and composting rates associated with the good practice and ambitious waste projections above. Overall in the good practice projection the household waste recycling rate is projected to increase from 44% in 2012/13¹⁸ to approximately 57% by 2024/25. In the ambitious projection the household waste recycling rate is projected to increase to approximately 65% by 2024/25. As discussed in section 6.2.1 with the assumption of further material recovery from treatment of residual waste, such as incinerator bottom ash, the ambitious projection is expected to meet the statutory recycling and composting target of 70% by 2024/25 whereas the good practice projection does not.

It should be noted that improvements in HWRC performance or reductions in other household residual waste would contribute to increasing the forecast recycling and composting rates in both projections. In contrast a reduction in material deposited at bring banks (due to the introduction of new kerbside services) has the potential to negatively impact on forecast performance.

¹⁸ Acknowledged on the dotted white line in Figure 6.1 to actually be closer to 48%

Figure 6.4 Ambitious recycling and composting rate projections, 2012/13 – 2025/26

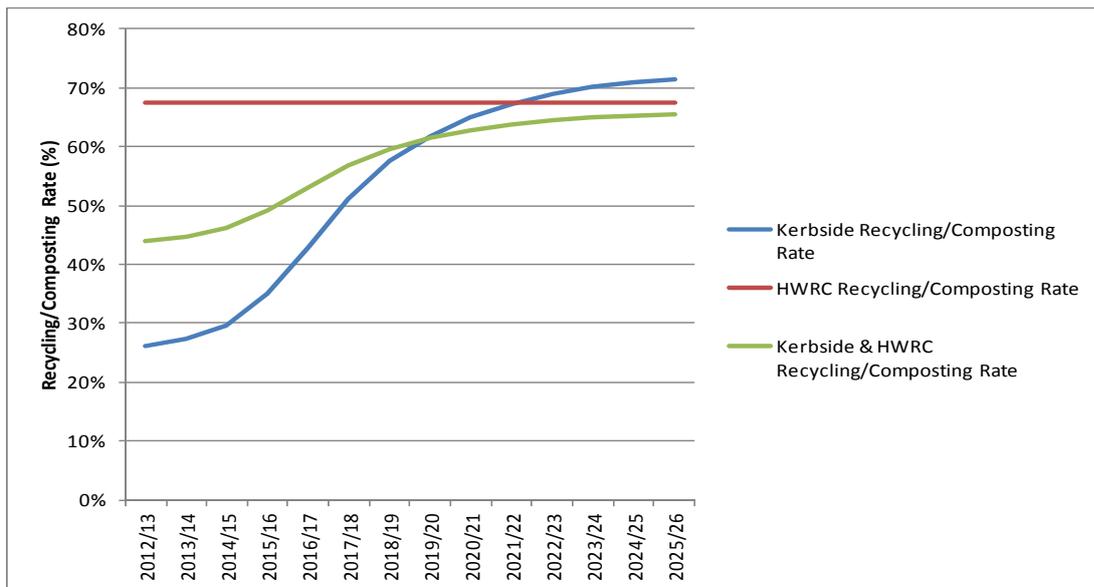
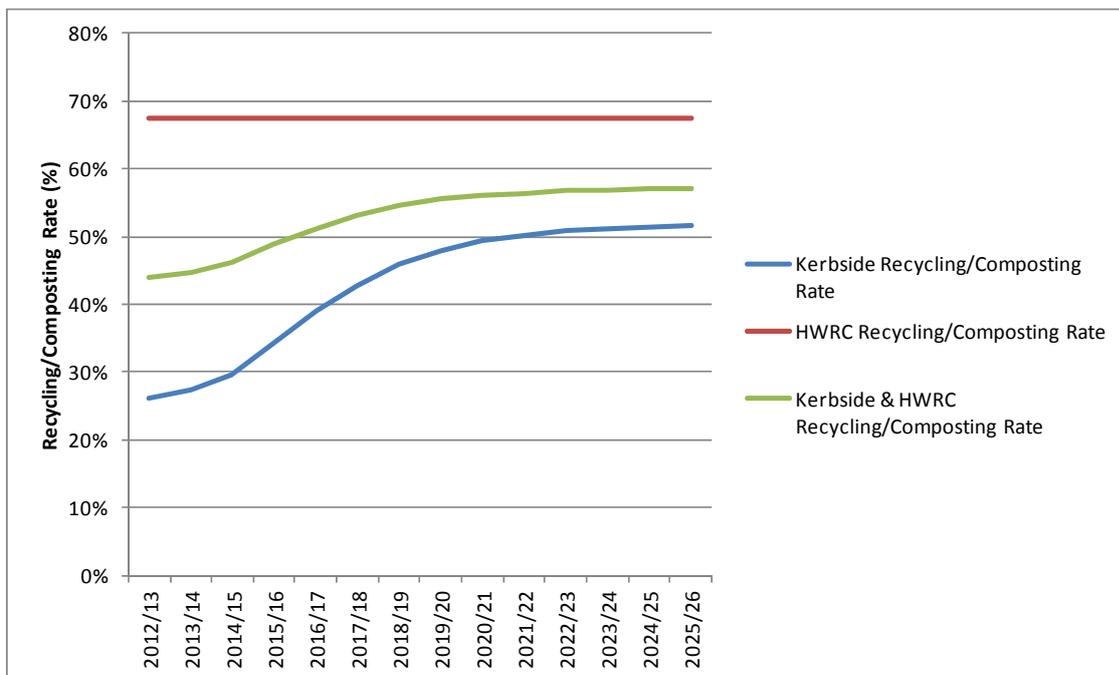


Figure 6.5 Good practice recycling and composting rate projections, 2012/13 – 2025/26



7.0 Bulking facilities

Prior to any modelling and key decisions being taken on vehicle selection, it is important to consider the available network of material bulking facilities. This section introduces the available facilities (with a focus on recycling and food waste) and their potential future development and use.

7.1 Overview

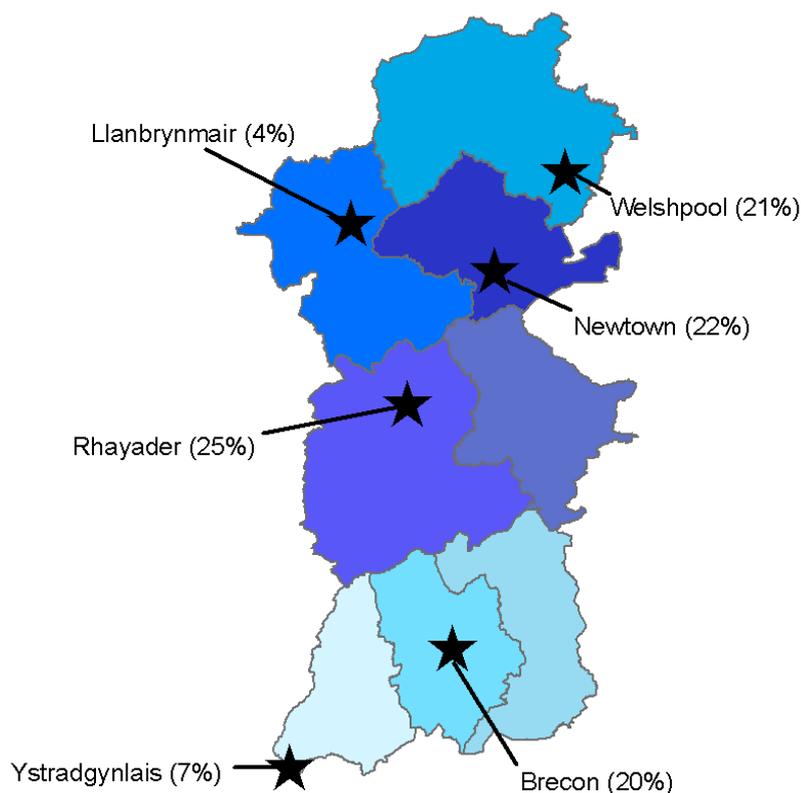
Powys County Council supplied details of the facilities earmarked to service the new kerbside recycling scheme (Table 7.1) and their expected household catchments.

Table 7.1 Bulking facilities

Facility	Households served (% split)	Location	Materials to be bulked under new service	Food waste arrangements
Abercrave depot, Ystradgynlais	7	South West	Loose dry recyclate x3 (paper/card, mixed glass and cans/plastic) and food waste (with a bespoke permit).	Satellite - food waste to be bulked in Abercrave depot, then transferred to Brecon.
Llanbrynmair	4	North West	Loose dry recyclate x3 (paper/card, mixed glass and cans/plastic) and food waste (with a permit).	Satellite - food waste to be bulked and transferred to Aberystwyth.
Brecon	20	South Central	Residual waste, white goods, loose dry recyclate x3 (paper/card, mixed glass and cans/plastic) and food waste (with a permit).	One of the three identified food waste transfer stations.
Rhayader	25	Mid West	Loose dry recyclate x3 (paper/card, mixed glass and cans/plastic) and food waste (with a permit).	One of the three identified food waste transfer stations.
Newtown Vastre	22	North Central	Loose dry recyclate x3 (paper/card, mixed glass and cans/plastic) and food waste (with a permit).	Satellite - food waste to be bulked and transferred to Welshpool.
Welshpool	21	North East	Residual waste, white goods, loose dry recyclate x3 (paper/card, mixed glass and cans/plastic) and food waste (with a permit).	One of the three identified food waste transfer stations.

The location (and associated material throughput percentages) of these facilities is shown in Figure 7.1.

Figure 7.1 Bulking facilities



7.2 Throughput calculations

The tonnage throughput by material stream for each bulking facility has been calculated by apportioning projected waste arisings by the approximate number of households serviced by each depot (see column 3, Table 7.2). Tonnage throughputs have then been converted to volume estimates using material specific bulk densities sourced from WRAP's Kerbside Analysis Tool (KAT). This has allowed for daily throughput in terms of volume (m³) to be estimated which, depending upon the actual size of the bays in each facility, will allow the authority to estimate the level of capacity for different waste streams at each site. In turn, capacity estimates may be used by Powys County Council to predict how frequently bulk haulage and transfer services will be required at each site.

Table 7.2 presents estimates of daily throughput (m³) by facility and material stream for the ambitious projection and table 7.3 for the good practice projection. Please note only Brecon and Welshpool facilities are expected to accept residual waste. Residual waste apportioned to Ystradgynlais is assumed to be deposited at Brecon and residual waste apportioned to Llanbrynmair, Rhayader and Newtown Vastre is assumed to be deposited at Bryn Posteg.

Table 7.2 Ambitious projection daily throughput estimates (m³)

Year	Bulking Site	Split	Residual	Glass	Cans & Plastic	Paper & Card	Food Waste	Total Kerbside Waste
12/13	Abercrave depot	7%	-	2	17	2	2	23
12/13	Llanbrynmair	4%	-	1	9	1	1	12
12/13	Brecon	20%	78	5	45	5	6	139
12/13	Rhayader	25%	-	7	57	6	8	78
12/13	Newtown Vastre	22%	-	6	50	6	7	68
12/13	Welshpool	21%	206	5	48	5	6	271
15/16	Abercrave depot	7%	-	2	21	2	3	28
15/16	Llanbrynmair	4%	-	1	12	1	2	15
15/16	Brecon	20%	61	5	57	6	7	136
15/16	Rhayader	25%	-	7	72	8	10	96
15/16	Newtown Vastre	22%	-	6	63	7	8	84
15/16	Welshpool	21%	162	5	60	6	8	242
24/25	Abercrave depot	7%	-	2	39	6	4	51
24/25	Llanbrynmair	4%	-	1	21	3	2	28
24/25	Brecon	20%	24	5	103	16	11	160
24/25	Rhayader	25%	-	7	131	21	14	173
24/25	Newtown Vastre	22%	-	6	115	18	12	151
24/25	Welshpool	21%	63	6	110	17	12	208

Table 7.3 Good practice projection daily throughput estimates (m³)

Year	Bulking Site	Split	Residual	Glass	Cans & Plastic	Paper & Card	Food Waste	Total Kerbside Waste
12/13	Abercrave depot	7%	-	2	17	2	2	23
12/13	Llanbrynmair	4%	-	1	9	1	1	12
12/13	Brecon	20%	78	5	45	5	6	139
12/13	Rhayader	25%	-	7	57	6	8	78
12/13	Newtown Vastre	22%	-	6	50	6	7	68
12/13	Welshpool	21%	206	5	48	5	6	271
15/16	Abercrave depot	7%	-	2	21	2	3	28
15/16	Llanbrynmair	4%	-	1	12	1	1	15
15/16	Brecon	20%	60	5	57	6	7	135
15/16	Rhayader	25%	-	7	72	7	9	95
15/16	Newtown Vastre	22%	-	6	63	6	8	83
15/16	Welshpool	21%	161	5	60	6	7	240
24/25	Abercrave depot	7%	-	2	32	4	3	40
24/25	Llanbrynmair	4%	-	1	17	2	2	22
24/25	Brecon	20%	40	5	84	10	8	147
24/25	Rhayader	25%	-	7	107	12	11	137
24/25	Newtown Vastre	22%	-	6	94	11	9	120
24/25	Welshpool	21%	106	6	90	10	9	220

7.3 Site development and investment needs

A detailed assessment of individual site development needs was not included within the scope of this study. However, AMEC staff did participate in a walk over of some of the identified bulking sites and have provided commentary on development opportunities and constraints below. As this was not contracted work these should be taken as observations rather than firm recommendations.

The sites visited over a two day period were as follows (AMEC were in attendance at those marked *):

- Rhayader;
- Llanbrynmair*;
- Newtown (Vastre)*;
- Welshpool (Powys depot)*;
- Welshpool (Potters transfer station)*;
- Llanfyllin*;
- Cae Post MRF*;
- Abercrave (Ystrad); and
- Brecon (Potters transfer station).

There was general consensus from those involved in the site visits that no site was considered fundamentally unsuitable to receive and bulk up the three dry recycling streams and food waste. Lack of covered storage and vehicle access were common issues but it was felt that these could be overcome. It is also the case that only the larger (waste transfer) sites have weighbridges which introduces some constraints around being able to monitor round weights, durations etc. It is recommended that a protocol be introduced (perhaps based on use of mobile weigh pads, periodic running of rounds through a facility with a weighbridge or specification of a limited number of vehicles with onboard weighing) in order to capture this information on a rolling basis. This is all part of a wider strategy that is required to introduce greater management and control of the collection operations so that any potential efficiency gains introduced from investment in new vehicles and a round redesign exercise are retained over time.

Of all the sites, Llanbrynmair in the northwest is perhaps subject to the greatest public and (potentially) political opposition as a receiving site. As a result we have summarised the issues at this site in more detail within the sections below, supported by some preliminary site layouts in Appendix 5.

7.3.1 Rhayader

The site is jointly utilised for highways, waste, grounds and street cleansing activities and is permanently manned. At the centre of the site is a historic building (formerly related to the railway) which causes some limitations. However, overall the site is considered more than capable of dealing with the projected throughputs. Recyclate and food waste is already handled at the site and whilst there may be some issues from neighbours (the site is overlooked by a small number of properties, even though the site pre-dates these), it is perfectly feasible to construct a suitable facility to effectively manage the necessary amount of materials to meet the authority's requirements.

7.3.2 Llanbrynmair

This site was historically used solely by Highways and is not permanently manned. It is, however, currently being used to store collected dry recyclables (co-mingled sacks in Ro-Ro cages) under an Exemption. Three new bays are under construction to accept the three dry recycling streams targeted by the new kerbside service, to operate alongside a sealed skip for food waste. Construction of the bays is currently on hold due to local resistance to the formal adoption of this site as a waste management facility. There is an existing shed on site which appears to have limited uses, other than for the storage of a snow plough and related highways equipment.

There is plenty of space on site to house the existing salt pile and to provide new covered storage for recyclable material. Appendix 5 shows schematic diagrams of how the site is configured now (with supporting photographs) and how it might be further developed to provide a perfectly serviceable bulking facility. This is a strategic site

for the service as it is approximately 45 mins to 1 hour from the nearest adjacent facility, thus having a significant impact on collection logistics and vehicle tip run times. Given the relatively small household catchment (3,000 – 3,500) it is envisaged that this site would only ever represent a vehicle base, tipping point for upto two narrow access recycling vehicles (most likely making just one tip per day each) and so vehicle movements and local impact will be limited.

The primary development issues are expected to be:

- Securing planning / permitting as a formal site intended for the receipt and storage of recyclables and food waste. Recyclable waste is already stored at the site however there is significant opposition and Powys planners are unconvinced of the site's classification for industrial use. With limited redevelopment (to include new site screening down the eastern boundary) the site could be considerably improved, both from a waste service and local amenity perspective; and
- The existing shed on site is likely to contain asbestos cladding which could influence its future use and the costs of removal should this be considered.

7.3.3 Newtown (Vastre)

The Vastre site in Newtown is located on an industrial park. The site is accessed via a relatively narrow route that runs directly past commercial units used by a range of business types. Once on site there is ample storage and vehicle turning space. There are four existing dry recycling materials bays and additional storage is provided through the use of covered containers.

Looking ahead the waste team have better control of this site as it does not have a combined Highways role and could easily accommodate a baler. The main issues are the lack of covered storage for materials reception and storage and site access constraints past parked cars.

It is worth noting that Cwm Harry operate their food waste transfer facility on the other side of the industrial estate.

7.3.4 Welshpool (Powys depot)

Although not intended to operate as the primary recycling bulking facility in Welshpool (the Potters site below represents first choice in this regard) this Council-owned site could have a potential role to play. Being a shared site with Highways (and dominated by the covered salt barn) the current layout is not ideal, with vehicles having to navigate a tight area in the corner of the site alongside parked cars. The site has an existing self-contained area that could be further developed to accommodate materials storage and transfer; four recycling bays already exist in this area but none are under cover. A possible solution to this would be to extend the adjacent shed to provide a fully covered reception area. As an industrial site there are no sensitive neighbours but the main constraints would be associated with vehicle movements and parking.

7.3.5 Welshpool (Potters transfer station)

An unscheduled visit was made to the Potters waste transfer station on the same industrial estate as the Council-owned site. This is a large site that is earmarked by Potters for redevelopment, to include a covered waste transfer building and 3MW WID-compliant CHP unit. Current reception and transfer activities appear to take place largely in the open. At the time of the visit it was unclear how and where the Powys recycle and food waste from the Welshpool phase of the service (commencing 3rd September 2012) would be managed on site.

7.3.6 Llanfyllin (North of Welshpool)

The Llanfyllin site has not been earmarked as one of the six proposed bulking facilities. It was, however, included in the scheduled site visits. This site is used by Highways to store salt (in one shed) and vehicles, items of plant (in another). The layout of the site is not ideal with the area behind the salt store being difficult to access. There are a number of small uncovered material storage bays in one corner of the site, which has a number of residential and light commercial neighbours. Access from the main road is restricted albeit currently used by large highways vehicles.

7.3.7 Cae Post MRF (Trewern, North East of Welshpool)

The Cae Post MRF was visited as an existing facility that handles collected dry recycling materials from a range of sources, including bring banks, Cae Post's own collection rounds and also from intermediate bulking sites accepting other kerbside-collected material.

The main building comprises office accommodation, meeting and mess rooms, a covered reception hall, first floor picking hall and ground floor baling and materials storage facilities. Two basic sorting lines are operated targeting fibres and containers. The materials reception hall has a holding capacity of just over 100m³ and appeared (over) full at the time of the visit. As a walking floor articulated vehicle would deliver around 90m³ of material, as currently configured the site is not able to receive loads of this size¹⁹. Access to the tipping area is on an incline which makes vehicle access difficult. The facility includes a number of balers, fed by chutes from the sorting hall above.

The facility is having to deal with lots of film coming through and relies upon two manual picking lines to undertake sorting. The facility had a contamination rate of 8.75% in 2011/12.

Powys County Council owns the site upon which the MRF sits and the equipment within it.

7.3.8 Abercrave (Ystrad)

The site is located on the main trunk road between Swansea and Brecon. Being shared with other LE function and used to park a large number of vehicles outside working core hours presents some problems, however there is nothing to suggest that the site could not be used. Indeed, materials from the surrounding area already go through the site with only a small number of rural properties yet to be provided with kerbside recycling. Space limitations do cause some issues – particularly around the movement of full containers. During the visit movements were observed: they appeared to be ad hoc and without structure. A full review of emptying activities and times would help make things more safe and efficient.

As well as this depot, an opportunity exists to develop a bulking area as part of a new Household Waste Recycling Centre. This would provide a blank canvas so that activities can be conducted in a safe and efficient manner. Costs and legislative arrangements (permits, licensing etc.) would need to be considered but this is certainly an option. One major drawback would be the lack of direct supervision at the site (senior officers are based at the Abercrave depot) and this would require consideration.

7.3.9 Brecon (Potters transfer station)

Planning is currently in process for the Brecon site which is leased by Powys County Council from a local farmer and operated under contract by Potters Waste Management. The site has sufficient space to manage all collected materials from the surrounding area with the new proposals making provision for a covered waste transfer building and new weighbridge arrangement.

7.4 Potential future operating scenarios

Many of the existing bulking facilities have three bulking bays in-situ (or in construction) along with space to store sealed food waste skips, which in the short term (to 2013/14) supports the authority-wide expansion of the current 4-stream recycling service. Within Section 2.5 of the report a number of examples of practice which do not make logistical sense have been cited, including double handling of material (through it being bulked and then de-bulked) prior to processing through Cae Post. More work is needed to get to the bottom of what a sensible network management plan might look like once accurate tonnage waste flow data is captured. At present a wide range of interim bulking / transfer and market distribution routes appear to be used (reported by shire area), meaning the Council probably is unlikely to be benefitting from the economies that consolidation of these arrangements would deliver.

7.4.1 Colour separation of glass

During the study the question was raised whether the splitting out of glass into two colour streams could add overall service value (albeit is not necessary from the perspective of compliance with the End of Waste criteria). Approximate calculations based on the projected kerbside glass arising levels and 2012 average prices indicate that a positive swing in income of around £50k may be achievable by moving from a mixed colour feed (which

¹⁹ The impact of this site operating constraint is seen in the current practice whereby bulked plastic and cans from Ystradgynlais and Brecon have to be transferred into smaller skips at Welshpool prior to receipt at Cae Post – resulting in double/triple handling.

typically incurs a gate fee of around £5/tonne) to a separate clear and green/brown mix. Whether this justifies the additional investment in bulking infrastructure and transport costs and vehicle loading / unloading times requires further examination once the tonnages and performance of the rounds are better quantified.

7.4.2 Targeting additional materials

As discussed in Section 6 it may be necessary to target additional materials in order to ensure that performance tracks along/ahead of the ambitious curve. Although these materials may not require new bays to be constructed at bulking facilities (AHP's, textiles and small WEEE can all be accommodated in bespoke containers) they will add to the infrastructure and level of site management resource required.

7.4.3 Future role of Cae Post

It is clear that the Cae Post MRF plays a valuable supporting role across a number of aspects of the Powys service, e.g. in further improving the quality of bring bank material and has provided flexibility against the backdrop of a range of locally-defined historic collection arrangements. Commercially, the flexibility that the MRF service provides comes at a relatively high price (c.£130k per annum overall) with the structure of the agreement appearing to incentivise the Council to send as much material as possible through the facility, when in fact it may make more logistical sense for material to be bulked and sent direct to end markets (especially in the south of Powys and with respect to materials such as paper and card). More detailed work is needed to fully assess the cost-benefits of the facility and the service Cae Post provide, acknowledging that there are important social benefits affecting the triple bottom line. The facility has design limitations with respect to waste reception layout and capacity, limiting the type of vehicles that can deposit material; it also lacks a weighbridge which would support accurate throughout data analysis and is unable to process baled material.

It would appear sensible, at least in the short term, for the facility to continue to play a role handling bring site material. As a handler of kerbside-collected material the facility does have a useful role to play separating out the cans and plastics, and importantly plastic film, in order to maximise unit revenues for these streams. With this in mind, the Council is advised to work with organisations such as Alupro (alongside Cae Post) to maximise capture of high value streams such as aluminium cans, aerosols and foil. Whether this is the most cost-effective approach remains uncertain. Through our background research on the study we engaged a number of reprocessors (e.g. Avanti) to enquire about the estimated revenue associated with delivering mixed cans and plastics. The proportional split is a key determining factor on price and the Council would be advised to send samples of material to a number of companies in order to receive accurate quotations. A common commercial model is for the reprocessor to default to the price paid for the lowest value commodity, they then offset their material sorting costs against the higher revenues paid for materials such as the aluminium. Avanti indicated that this would result in a potential income level of £90 per tonne (summer 2012 prices), based on the value of the steel. However, what is likely to limit the ability of Powys to realise this level of income and the attractiveness of the material to the market is the presence of plastic film. WRAP's local authority guidance on the collection of non-bottle rigid plastic packaging identified film as being the most problematic material at MRFs and downstream PRFs. Hence, should the Council seek to distribute the mixed cans and plastic material direct to the market it may be necessary to instruct collection operatives to remove film at the point of loading (where vehicle design permits) and to retain this as a separately collected stream.

From a purely logistical perspective although the Cae Post MRF is not ideally located (when compared with Welshpool and/or Newtown) it would seem sensible to continue to send material from north (and possibly mid-Powys) through this facility, subject to a review of the way in which the operation of the facility is paid for. For material not managed via Cae Post there may be a cost-benefit of investing in baling facilities, with many facilities having sufficient space to accommodate these. Again, quantifying that cost benefit requires further work and has not been feasible here.

7.5 Waste treatment and recycling costs / revenues

The combination of complex arrangements for inter-site haulage of materials (including double handling in some cases) and the unique payment mechanism for material handled by Cae Post has meant it has not been possible to undertake an assessment of post-collection costs as part of this study. In essence the costs will be comparable across all of the modelled vehicle options as the quantity of material collected is a constant. Where the downstream economics start to change is in the medium to long term once Powys have taken a decision on how to deliver the middle phase of performance improvement (along the ambitious line) and the mix of interventions that might be made to bring/HWRC and kerbside schemes (including the potential targeting of new materials for recycling, including AHP's, textiles and small WEEE/batteries).

This is an area requiring further consideration as part of the Council's overall service budgeting process.

7.5.1 End of Waste criteria for glass

In addition to the noise issues associated with kerbside glass collections (discussed in Section 5.2.3) the question was raised during the study regarding the potential impact of the EC's adoption of End of Waste criteria for glass and whether it was necessary to choose a vehicle facilitating collection of different colour fractions (nominally clear and green/brown mixed). The End of Waste criteria require glass to be reprocessed into higher value applications (such as via remelt into new glass containers or other products such as fibreglass) in order to be counted as recycling. 'Down-cycling' into lower grade products such as aggregate replacement does not qualify as recycling under the criteria, which are due to come into force in the UK in 2013. Should this apply to Powys' collected glass the impact could be a failure to meet Government recycling targets and potential fines for the Council.

In response to the question posed above the AMEC team made contact with Recresco (an offtaker of Powys' glass) to research these issues. Recresco confirmed that the type of scheme operated by Powys County Council generates the best quality glass which is easily sorted (as a mixed colour stream) and reprocessed into high quality products. The majority of Powys' glass is currently handled through Recresco's Ellesmere Port facility, with some going to Cwmbran. Optical sorting of the glass leads to 95% recovery and subsequent closed loop recycling via remelt. The balance represents what are primarily very small shards of material that are screened off in the process and typically go to either fibreglass or aggregate applications. As such close to 100% of all glass goes to applications that qualify as recycling under the criteria.

Recresco confirmed that with the optical sorting technology they have there is no need for the authority to further colour-sort the material on the vehicle. When received at Recresco facilities the material is batch-fed into the process, whereby it may be mixed with material from other similar schemes, but under no circumstances with MRF-derived glass (which typically has a much higher ceramic content which the container manufacturers do not want). Based on this feedback the collection modelling assumes that glass continues to be collected on the vehicles colour-mixed.

7.6 High-level action plan

Given that this study has only been able to go so far in terms of assessing post-collection arrangements and costs, we have proposed below a list of possible actions to be taken forward by Powys County Council and forming what might be considered a 'materials handling and markets route map'.

- Instigate a short-term plan to bring each of the six bulking facilities upto a standard required to accommodate the preferred vehicle type and to maximise material quality. At the very least efforts should be made to provide dry materials storage and implement a process whereby sample round weights (for each commodity stream) are recorded – see below. Depending on the final choice of recycling vehicle, manning and skill levels at the more remote sites should be reviewed, to include consideration given to multi-skilling operatives through, for example, forklift truck training;
- As the new vehicles are rolled out the Council should put in place a process of either periodically directing each round to the nearest facility with a weighbridge (and weighing off each commodity) or (as a potentially less time consuming and costly exercise) investing in a mobile weigh pad(s) that is rotated across sites and used to gather this data. These material specific weights (supported by stillage fill levels where possible) should be time/date-stamped and used to populate an audited collection round performance database. Over time this can be used to inform refinements to round structures, resource levels (e.g. crewing levels) and decisions around the viability of adding new materials to the kerbside collection; and
- Within the constraints of existing contract end points, initiate a programme of soft-market testing to determine whether better value can be achieved for the materials arising. Once this is complete the cost-benefit of making supporting changes to key sites such as Brecon (e.g. in terms of installing balers and some preliminary sorting) can be assessed. It may be that significant value is being lost to contractors and warrants the Council investing in equipment at its own sites and ensuring they retain the full value of the resources being collected. This is likely to be an outcome that cannot be realised in the short-term, but is certainly a realistic target over the period 2014/15 – 2016/17. Part of this review should include a more

thorough assessment of the costs and benefits of the Cae Post MRF, to inform decisions on investment at the facility (e.g. to improve materials reception) and whether the existing commercial arrangement remains appropriate as kerbside collection arrangements are harmonised through the Council-run service.

8.0 Scenario modelling

This section introduces the modelled vehicle scenario results, including the baseline.

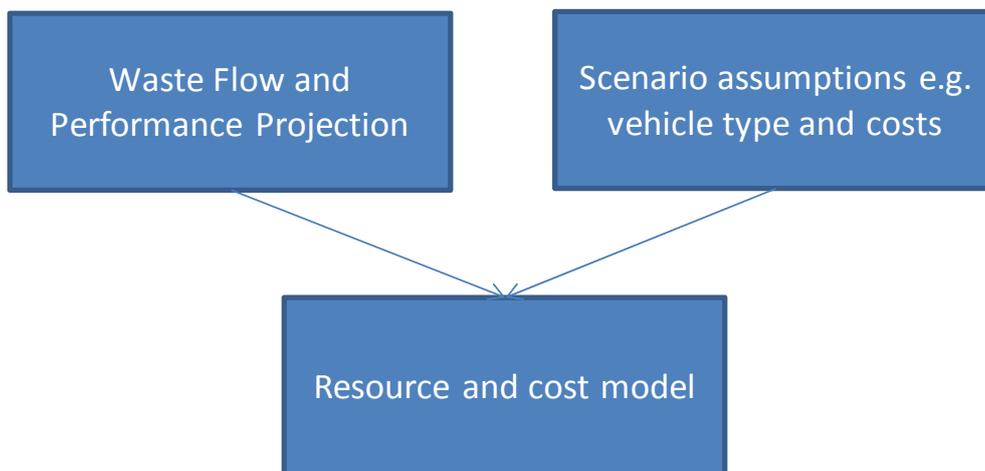
8.1 Approach

Scenario modelling was undertaken using an in-house model developed and adapted by AMEC for this project. The approach to modelling different vehicle options is based upon forecasting the level of resources required to service the projected levels of waste and recycling arisings from households that can be accessed by each classification (size) of vehicle. Inputs to the model are the good practice or ambitious waste flow and performance projections (see Section 6) and scenario-specific assumptions. It should be noted that although baseline assumptions were based on data provided by Powys County Council there are a number of uncertainties associated with the information. For example, there is uncertainty about the actual number of standard, narrow and ultra narrow access households and the information on current waste and recycling rounds was limited partly because Powys were rolling out new services as the data gathering exercise was being undertaken. Please see Section 3.1 for more on information gathering difficulties.

Waste flows from the projection are converted into volume estimates using bulk density conversion factors from WRAP's Kerbside Analysis Tool (KAT). Volume estimates are in turn used to estimate the number of scenario-specific vehicles which would be required to collect the projected waste and recycling arisings taking into account factors such as compaction ratios (where applicable) and pass rate (the average number of households that can be collected from in one day, which varies depending on the urban / rural nature of the round).

Figure 8.1 summarises how the different data are incorporated into the resource and cost model.

Figure 8.1 Resource and cost model



8.1.1 Waste flow and performance projection

The study approach to forecasting waste flows is described in Section 6, and was influenced by the challenges establishing a reliable baseline position as discussed in Section 3.

8.1.2 Model inputs and assumptions

All model inputs are based on data provided by Powys County Council, updated with scenario-specific information such as vehicle type and cost, vehicle load capacities, maintenance costs and compaction ratios. Other data provided by the Council and included in the scenario assumptions include operational and financial information. Operational assumptions include average pass rates, vehicle staffing levels and the average time taken to tip. Financial inputs and assumptions include average wage costs, fuel costs and new container costs. The majority of the data comes from parameters agreed with Powys in the baseline model plus information from vehicle manufacturers. Appendix 2 presents the types of input data required by the model and the baseline assumptions. For each scenario baseline data was changed to reflect the capabilities and operation of different vehicle types including vehicle costs, pass rates, time to tip, crew levels and fuel consumption.

In cases where the data required by the model was unclear, incomplete or non-existent it was necessary to estimate certain parameters. The following bullet points identify two key parameters which have been estimated:

- **Pass rate:** Different vehicles are capable of passing more or less households depending upon factors including the vehicle size, type of collection (sacks vs wheeled bins and level of vehicle-based materials segregation), number of loaders and type of location (urban vs rural). The majority of the vehicles modelled in the scenarios are relative newcomers to the UK market and as such reliable data is not yet available. Given that pass rates are such a critical parameter in the modelling AMEC's supporting research used to inform collection productivities applied to the modelling is presented in Appendix 6. The optimum vehicle selection requires careful consideration and analysis of whether rounds are expected to be limited by the time available in the working day or the weight / volumetric carrying capacity – these issues are explored further throughout this section; and
- **Average time at tip:** Different vehicles are capable of completing tipping operations faster than others. Our approach to estimating the average time at tip was to consider the operations over and above those completed by the split bodied (70/30) RCV baseline vehicles. The NTM 4-pod and Romaquip vehicles utilise automated material ejection systems (albeit a forklift is still required to empty the ejected Romaquip food stillage), similar to the baseline vehicle, however as they will be tipping at least two additional materials the average time at tip was increased by 5 minutes over the baseline time for both standard and narrow vehicles. In contrast the Kerbloder-type vehicles require up to eight stillages to be emptied by forklift, therefore the average time at tip was increased by 15 minutes over the baseline time for both standard and narrow vehicles.

It was agreed with Powys County Council at the interim meeting that all scenarios would be run on the basis of a standard 5 day working week. All models were set up based on collection of 4 core recycling streams (thus testing their capabilities to deliver the service 'as-is') and yet recognising that certain vehicle options, having more than 4 compartments, provide flexibility to collect higher than expected yields or additional target materials (such as textiles). Gate fees and other treatment/disposal costs make up the whole system costs but as these costs will be constant under each respective projection for all scenarios modelled they have been excluded.

8.1.3 Resource and cost model

The resource and cost model brings together waste flow and performance projections and operational scenario assumptions to estimate the number of vehicles required in each scenario. Cost data and other assumptions associated with each scenario are then used to estimate the following:

- Container replacement costs;
- Maintenance costs;
- Annualised vehicle capital costs;
- Manpower costs; and
- Fuel costs.

Total resource and capital costs of each collection system are calculated and used as the basis for assessing different scenarios.

8.2 Long list of potential collection scenarios

Table 8.1 presents a summary of the weekly 'one pass' recycling collection options presented to Powys County Council. A total of 16 potential vehicle configurations were initially drawn up, consisting of different variations of vehicles capable of collecting four recycling streams simultaneously. Each option identifies two types of vehicle, one of which is capable of collecting from properties with restricted access i.e. rural and narrow access collections. As different vehicles have different capabilities in terms of accessing roads, variations in the number

of households serviced by the 'standard access' and 'narrow access' service were incorporated into the final scenario options. As described in Section 3.2.1 ultra narrow access properties (assumed to equal 1,000 households) were excluded from the core model. Other long listed scenarios, such as Scenario 9, were discounted straight away due to a concern that the proposed narrow vehicle was too large to practically access all rural areas.

Table 8.1 Vehicle scenario long list

Scenario	Scenario Title	Frontline Standard Access	Rural Narrow Access Service
		Frontline vehicle	Rural vehicle
1	NTM with Kerbloader	26t NTM 4-pod	12t CWS Kerbloader Narrow
2	NTM with mini Kerbsider	26t NTM 4-pod	7.5t Mini Kerbsider
3	NTM with Kerby	26t NTM 4-pod	7.5t Kerby
4	NTM with Romaquip	26t NTM 4-pod	12t Romaquip Narrow
5	Small NTM with Kerbloader	18t NTM 4-pod	7.5t Terberg kerbloader (MG RRV-type vehicle)
6	Small NTM with Kerbloader	18t NTM 4-pod	12t CWS Kerbloader Narrow
7	Small NTM with Kerby	18t NTM 4-pod	7.5t Kerby
8	Small NTM with Romaquip	18t NTM 4-pod	12t Romaquip Narrow
9	NTM Fleet	26t NTM 4-pod	18t NTM 4-pod
10	Dennis Eagle WP	26t Dennis Eagle WP	7.5t Mini Kerbsider
11	Romaquip Fleet	12t Romaquip	12t Romaquip Narrow
12	Core Romaquip	12t Romaquip	7.5t Terberg kerbloader (MG RRV-type vehicle)
13	Romaquip with Mini KS	12t Romaquip	7.5t Mini Kerbsider
14	Kerbloader Fleet	12t Terberg Kerbloader	12t CWS Kerbloader Narrow
15	Kerbloader with Mini KS	12t Terberg Kerbloader	7.5t Mini Kerbsider
16	Kerby Fleet	12t Kerby	7.5t Kerby

8.3 Collection scenarios modelled

Table 8.2 summarises the recycling collection scenarios selected to be modelled by the Council. These were selected to provide a broad spread of vehicle types and loading methods. As discussed in Section 3.2 the number of households assumed to require servicing via standard or narrow access vehicles changes according to the sizes and capabilities of the vehicles modelled. It should also be noted that for residual waste collection the same vehicle types are used in all scenarios. The following sub-sections briefly describe each scenario and the level of resources required to collect from the households in Powys. Consistent with the baseline model, dedicated commercial waste collection resources have been excluded from the analysis; commercial waste and recycling tonnages are included in the earlier projections though so where this material is co-collected the modelling takes account of this additional material loading on the vehicles.

For scenarios 2a and 6b two variations have been modelled. Originally the NTM 4-pod standard vehicles in these scenarios were paired with 7.5t mini-kerbsider vehicles. However, concerns over the tipping height of the kerbsider vehicle and also noise levels generated while collecting glass (see Section 5) led to a request from Powys to also model a stillage type vehicle with the NTM 4-pod options. These are presented as variants to each option in the table below and the results that follow.

Table 8.2 Modelled scenario vehicles

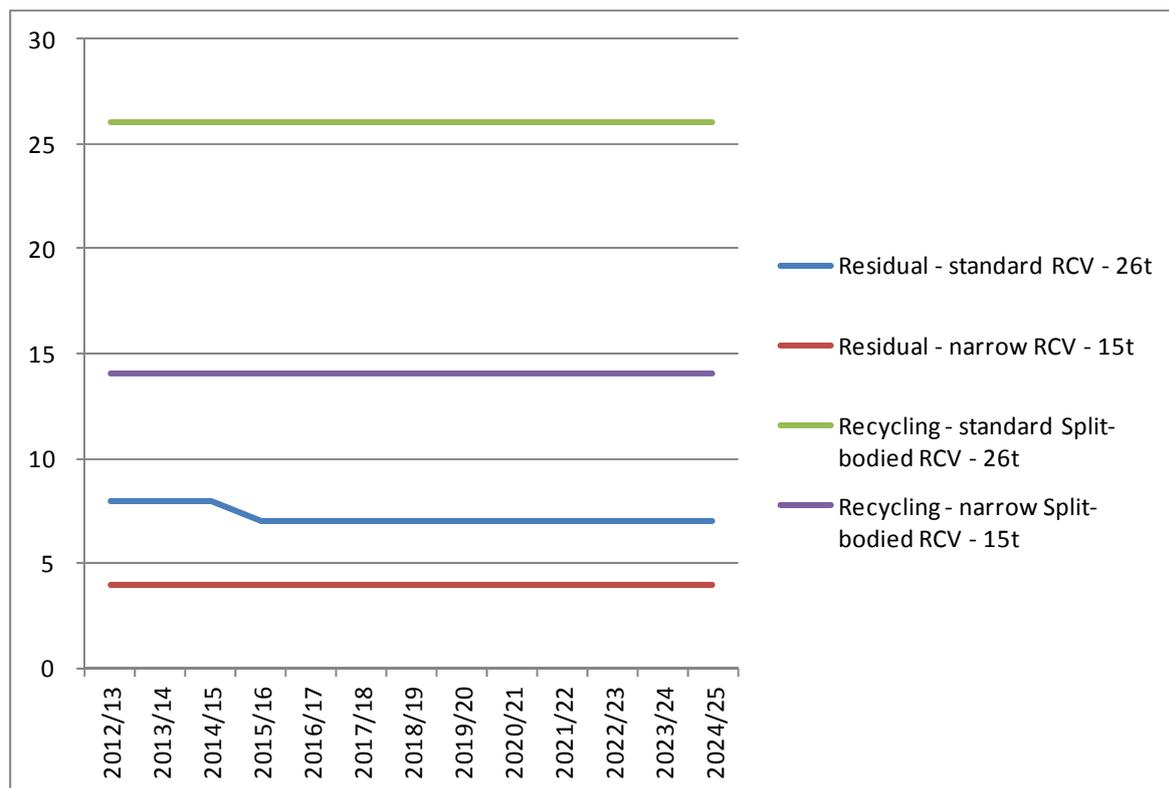
Scenario	Standard Access Service		Narrow Access Service	
Baseline		70/30 Split-bodied 26t RCV (2 pass solution)		70/30 Split-bodied 15t RCV (2 pass solution)
2a		26t NTM 4-pod		7.5t mini-kerbsider
2a - variant		26t NTM 4-pod		12t CWS Kerbloader Narrow
6b		18t NTM 4-pod		7.5t mini-kerbsider
6b - variant		18t NTM 4-pod		12t CWS Kerbloader Narrow
11b		12t Romaquip		12t Romaquip Narrow
14b		12t Terberg Kerbloader		12t CWS Kerbloader Narrow

8.3.1 Baseline scenario

The baseline scenario estimates the resources and costs which would be required should Powys continue with their interim strategy of making recycling and food waste collections from households with a two-pass solution using split bodied (70/30) vehicles (see Section 3). As such the baseline could be considered a worst case position (from a service cost perspective) against which alternative options can be compared. Figure 8.2 shows the estimated number of vehicles which would be required to collect from households in Powys between 2012/13 and 2024/25 in the baseline scenario. Resource requirements in the baseline scenario are the same for both the good practice and ambitious profiles. There is only one change to vehicle requirements during the period examined with the number of standard access residual waste vehicles decreasing from 8 in 2014/15 to 7 in 2015/16 as residual waste arisings decrease. In contrast 4 narrow access residual waste vehicles are required to service narrow access properties throughout the period examined. [Please note: as the type of residual waste collection vehicles do not change in the subsequent scenarios, residual waste collection vehicle requirements remain the same in each scenario. Hence discussion of individual scenario results below is focused on recycling resource requirements only].

In terms of recycling resource requirements, the baseline scenario two-pass solution requires 26 standard access and 14 narrow access recycling vehicles to service Powys. Recycling resource requirements do not change during the period examined, reflecting the level of vehicle spare capacity that this service configuration provides.

Figure 8.2 Baseline scenario resource requirements



8.3.2 Scenario 2a

Scenario 2a considers the resource requirement and cost implications of using a combination of 26t NTM 4-pod and 7.5t (mini) Kerbsider vehicles, with the Kerbsider servicing a larger number of households classified as rural due to the larger (26t) frontline vehicle. Figure 8.3 and 8.4 shows the estimated number of scenario 2a vehicles required to collect food waste and recycling from households in Powys between 2012/13 and 2024/25 under the good practice and ambitious projections respectively. For the recycling services 13 standard access (NTM 4-pod) are required in both the good practice and ambitious projections. At first 7 narrow access vehicles (7.5t mini-kerbsider) are required to collect from all the households in Powys increasing to 10 in the good practice profile and 14 in the ambitious profile by 2024/25. This reflects the impact of compartment capacity restrictions on this vehicle which becomes more acute in the ambitious projection where recycling yields increase at the greater rate. The modelling results perhaps bear out the views expressed by operatives' representatives during the crew workshop that the 7.5t (mini) Kerbsider would make a viable alternative to the low loader vans for ultra-narrow collections.

Figure 8.3 Scenario 2a resource requirements – good practice projection

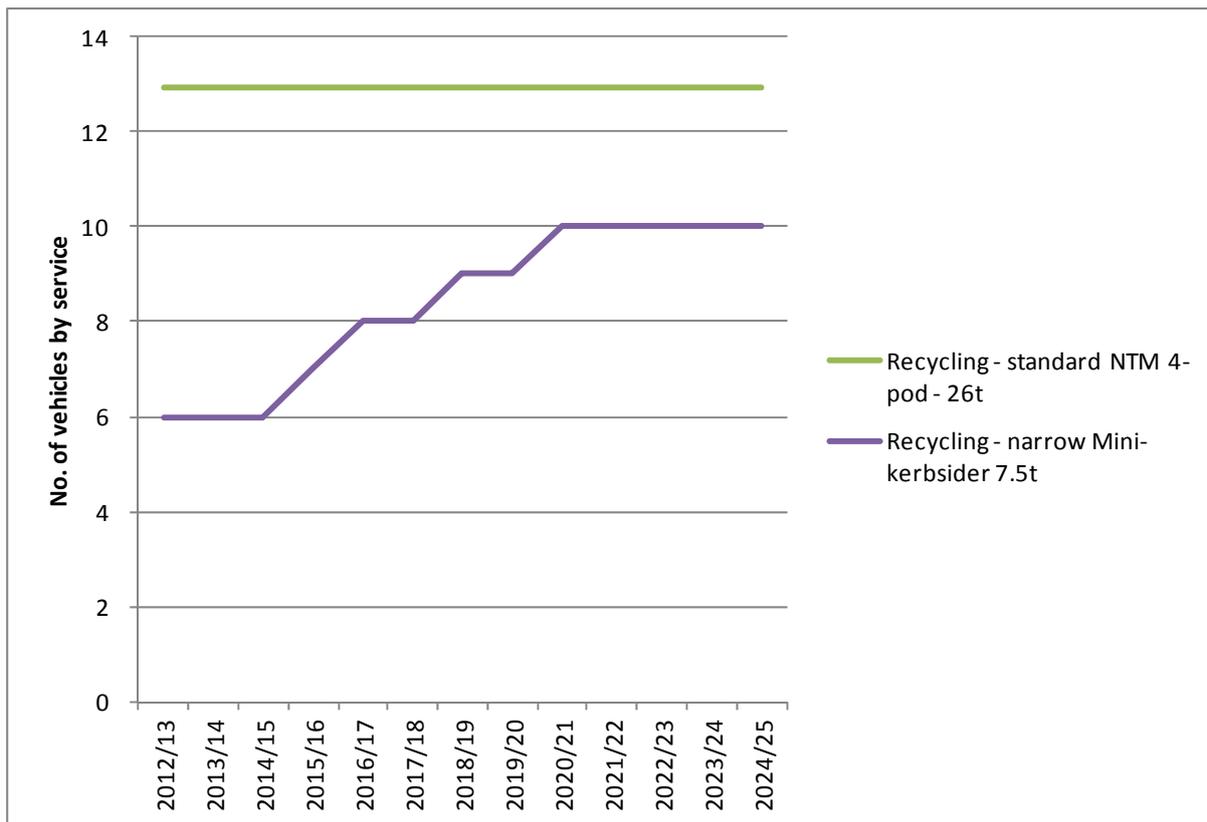
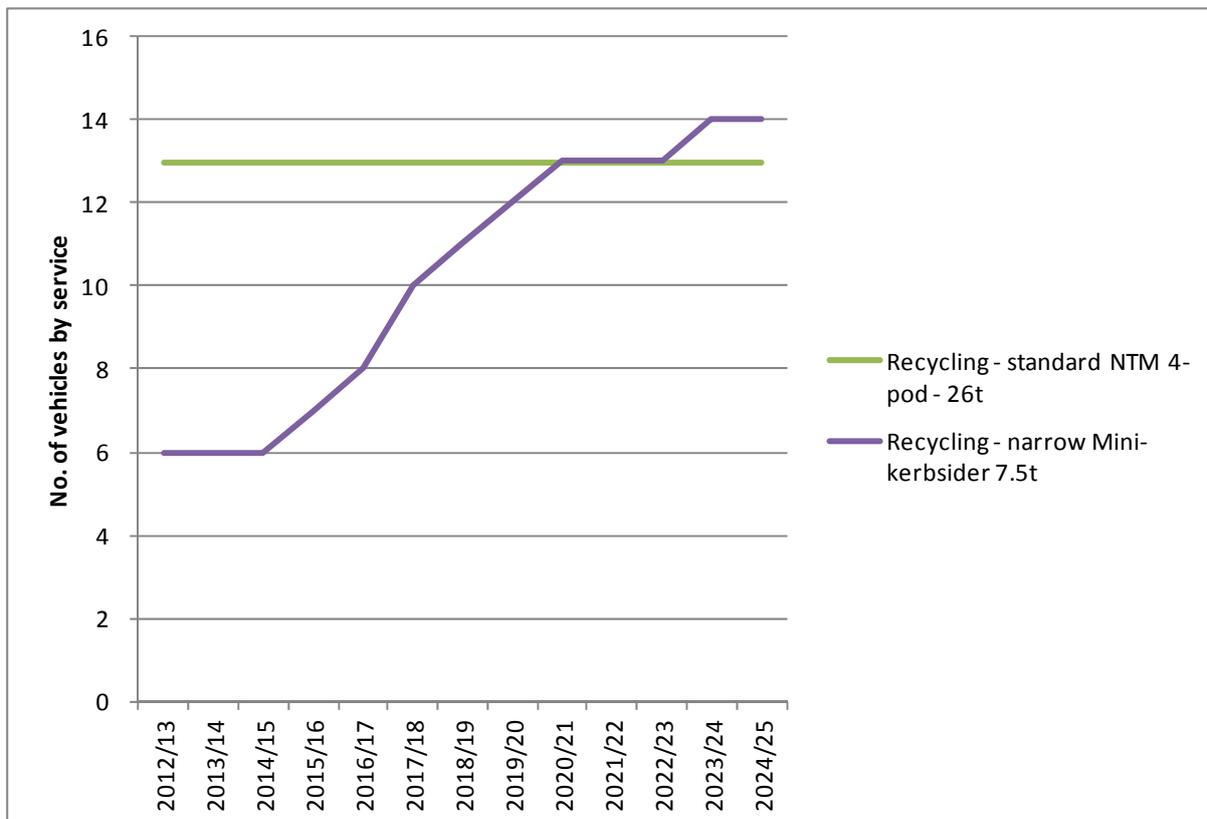


Figure 8.4 Scenario 2a resource requirements – ambitious projection

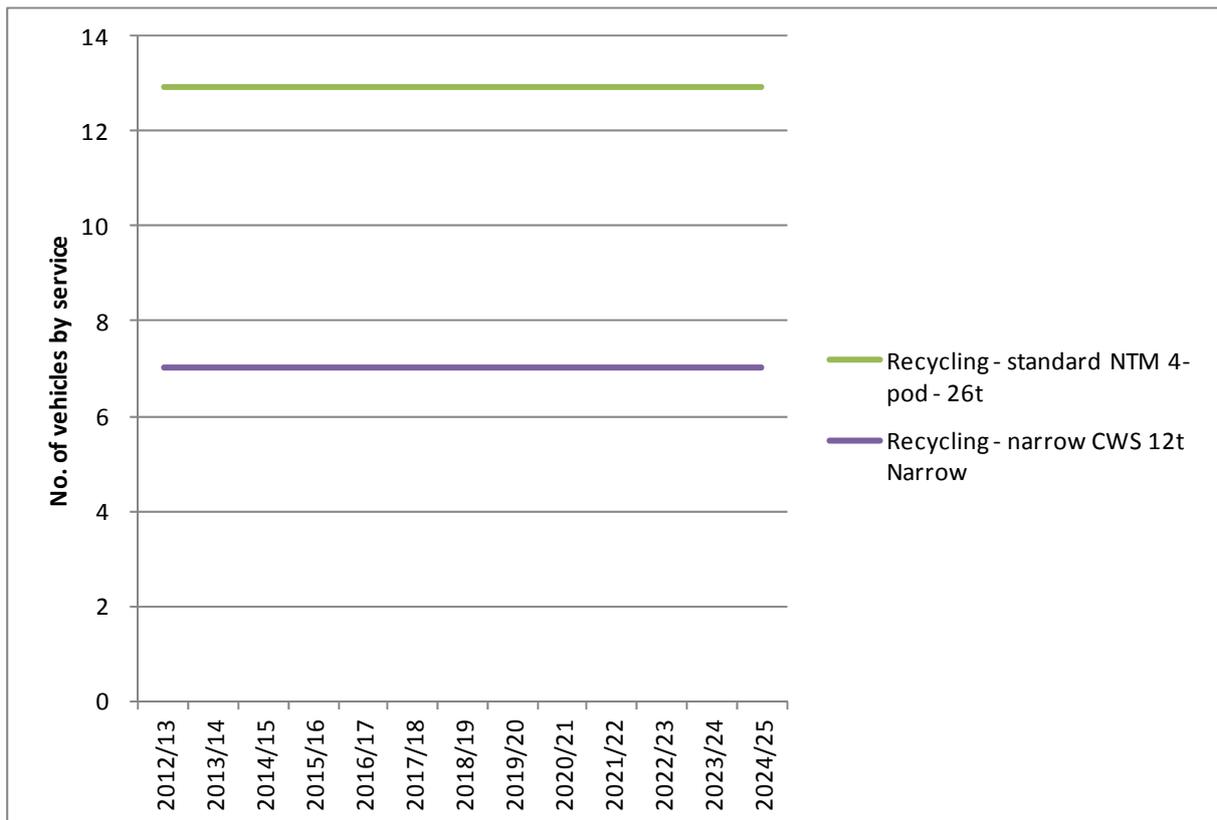


8.3.3 Scenario 2a - Variant

Scenario 2a - variant considers the resource requirement and cost implications of using a combination of 26t NTM 4-pod and 12t narrow Kerbloader vehicles, with the kerbloader servicing a larger number of households classified as rural due to the larger (26t) frontline vehicle. Figure 8.5 shows the estimated number of scenario 2a - variant vehicles required to collect food waste and recycling from households in Powys between 2012/13 and 2024/25. Please note resource requirements in scenario 2a - variant are the same for both the good practice and ambitious profiles. For the recycling services 13 standard access (NTM 4-pod) and 7 narrow access vehicles (12t kerbloader) are required to collect from all the households in Powys.

The number of recycling vehicles remains constant indicating that the rounds are time rather than weight/volume constrained under this vehicle configuration, with the narrow-bodied Kerbloader vehicle appearing to deliver good material payloads.

Figure 8.5 Scenario 2a – variant resource requirements



8.3.4 Scenario 6b

Scenario 6b considers the resource requirement and cost implications of using a combination of 18t NTM 4-pod and 7.5t (mini) Kerbsider vehicles, with the Kerbsider assigned to a lesser number of rural properties due to the 18t frontline vehicle being able to reach further out into rural areas. Figure 8.6 and 8.7 shows the estimated number of scenario 6b vehicles required to collect food waste and recycling from households in Powys between 2012/13 and 2024/25 under the good practice and ambitious projections respectively. At first just 14 18t NTM 4-pod recycling vehicles are required to collect from all the standard access households in Powys, however as recycling rates improve and recycling arisings increase, more and more vehicles are required to collect recyclables. In the good practice projection the number of standard access vehicles required reaches a total of 19 in 2021/22 (by which point yields plateau), however in the ambitious projection the number of standard access vehicles required reaches a total of 26 by 2023/24.

A similar pattern is repeated for the narrow access vehicle (7.5t mini-kerbsider). At first just 3 vehicles are required to collect from all the narrow access households in Powys, however as recycling rates improve and recycling arisings increase, more and more vehicles are required to collect recyclables. In the good practice projection the number of narrow access vehicles required reaches a total of 5 in 2018/19, however in the ambitious projection the number of narrow access vehicles required reaches a total of 7 by 2021/22.

Figure 8.6 Scenario 6b resource requirements – good practice projection

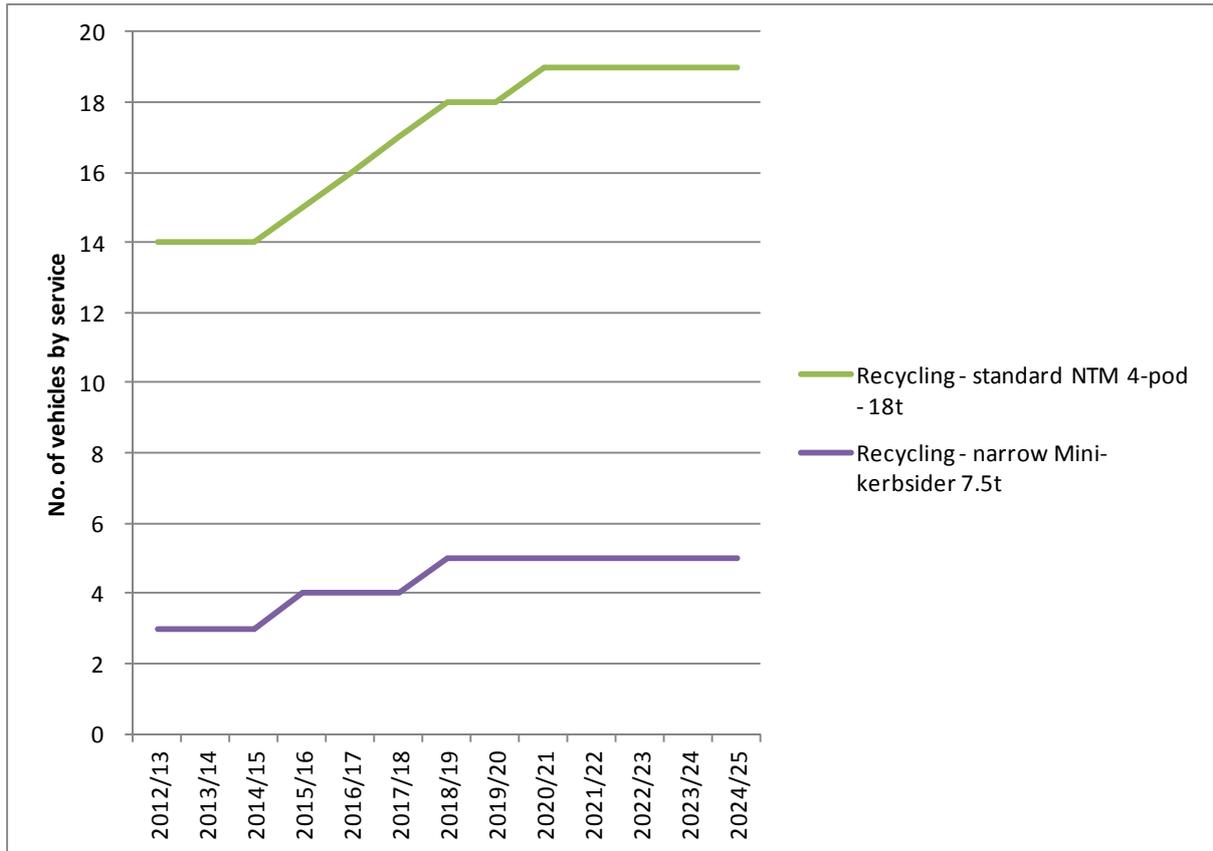
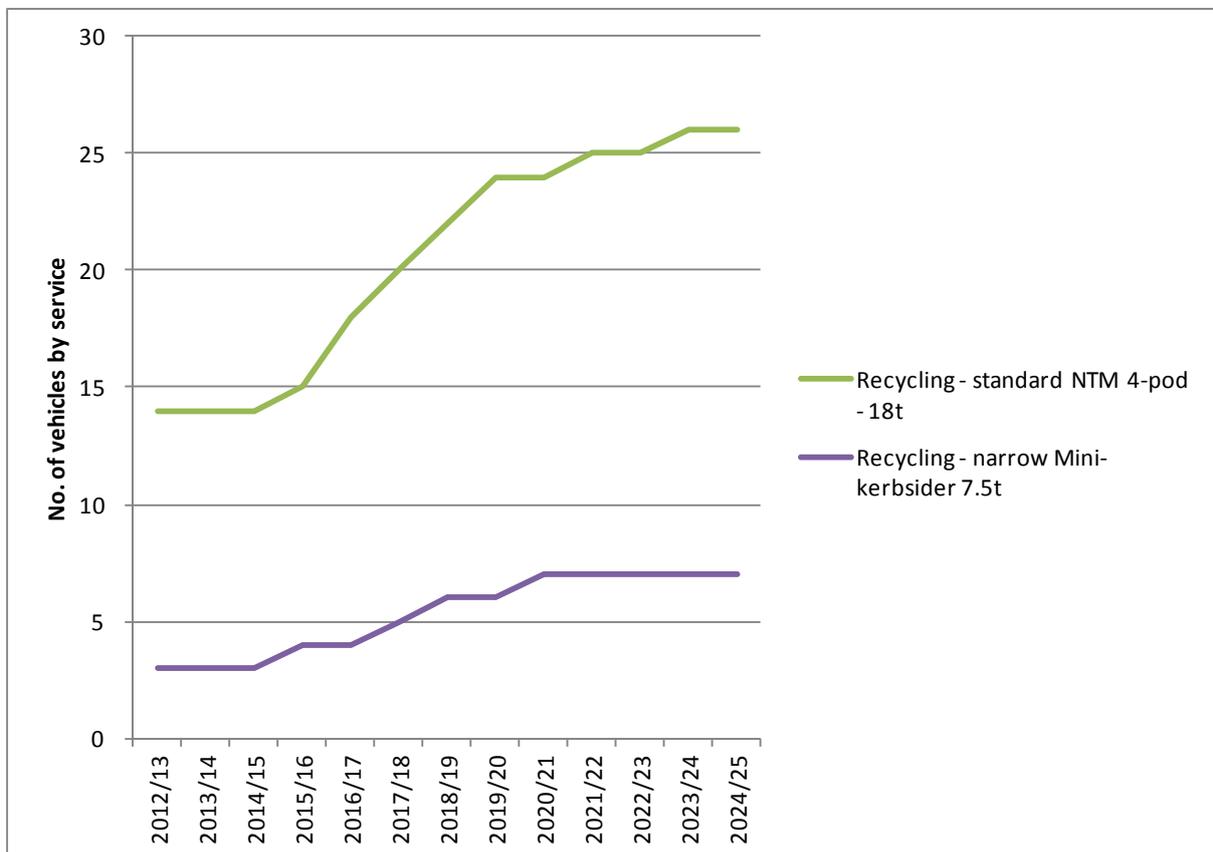


Figure 8.7 Scenario 6b resource requirements – ambitious projection

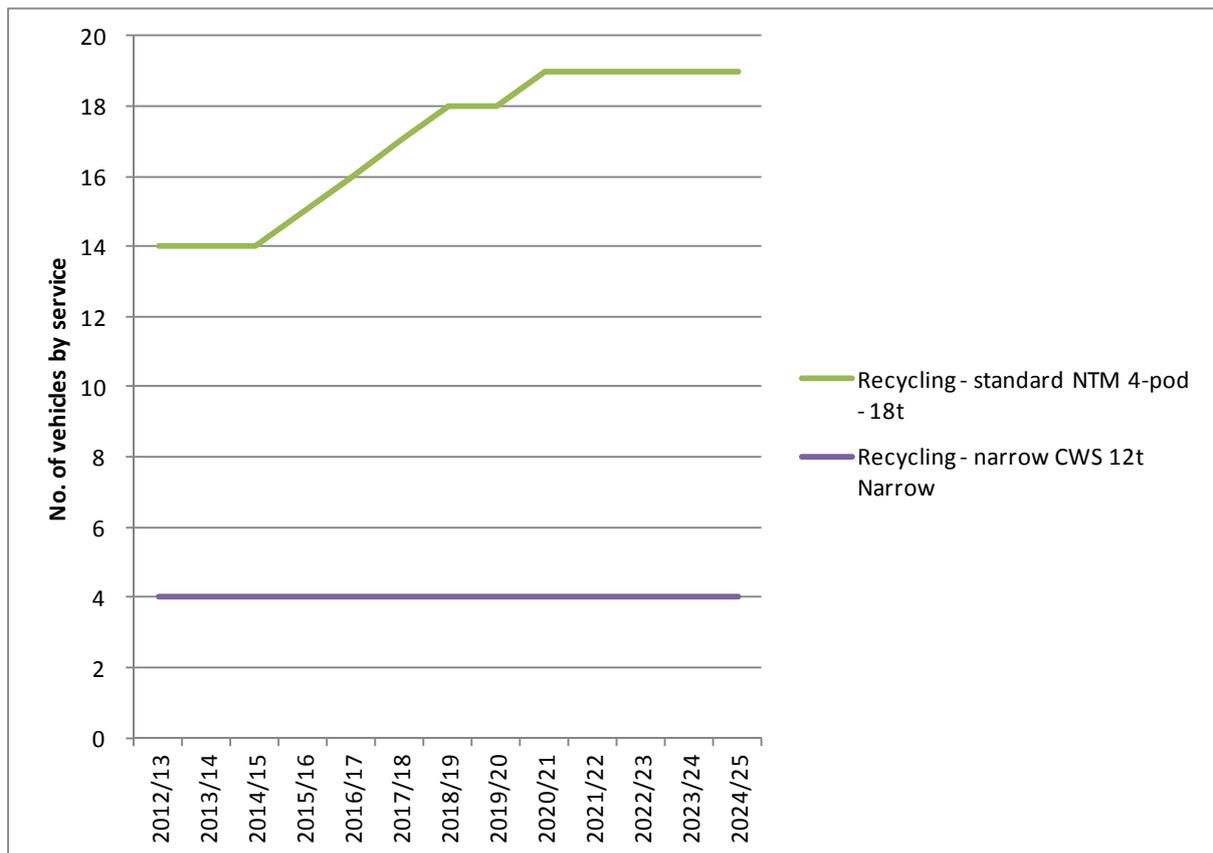


8.3.5 Scenario 6b - Variant

Scenario 6b examines the resource requirement and cost implications of using a combination of 18t NTM 4-pod and 12t narrow kerbloader vehicles, with the kerbloader assigned to a lesser number of rural properties due to the 18t frontline vehicle being able to reach further out into rural areas. Figures 8.8 and 8.9 show the estimated number of scenario 6b vehicles which would be required to collect food waste and recycling from households in Powys between 2012/13 and 2024/25 under the good practice and ambitious projections. For both projections 4 kerbloader vehicles are required to collect from narrow access households, however requirements differ for standard access vehicles. At first 14 recycling vehicles are required to collect from all the standard access households in Powys, however as recycling rates improve and recycling arisings increase, more and more vehicles are required to collect recyclables. In the good practice projection the number of standard access vehicles required reaches a total of 19 in 2021/22, however in the ambitious projection the number of standard access vehicles required reaches a total of 26 by 2024/25. These substantial and on-going increases are predominantly due to the low payload of the 18t NTM 4-pod²⁰ vehicle. As levels of food waste and recycling increase more vehicles become overweight necessitating the purchase of additional vehicles.

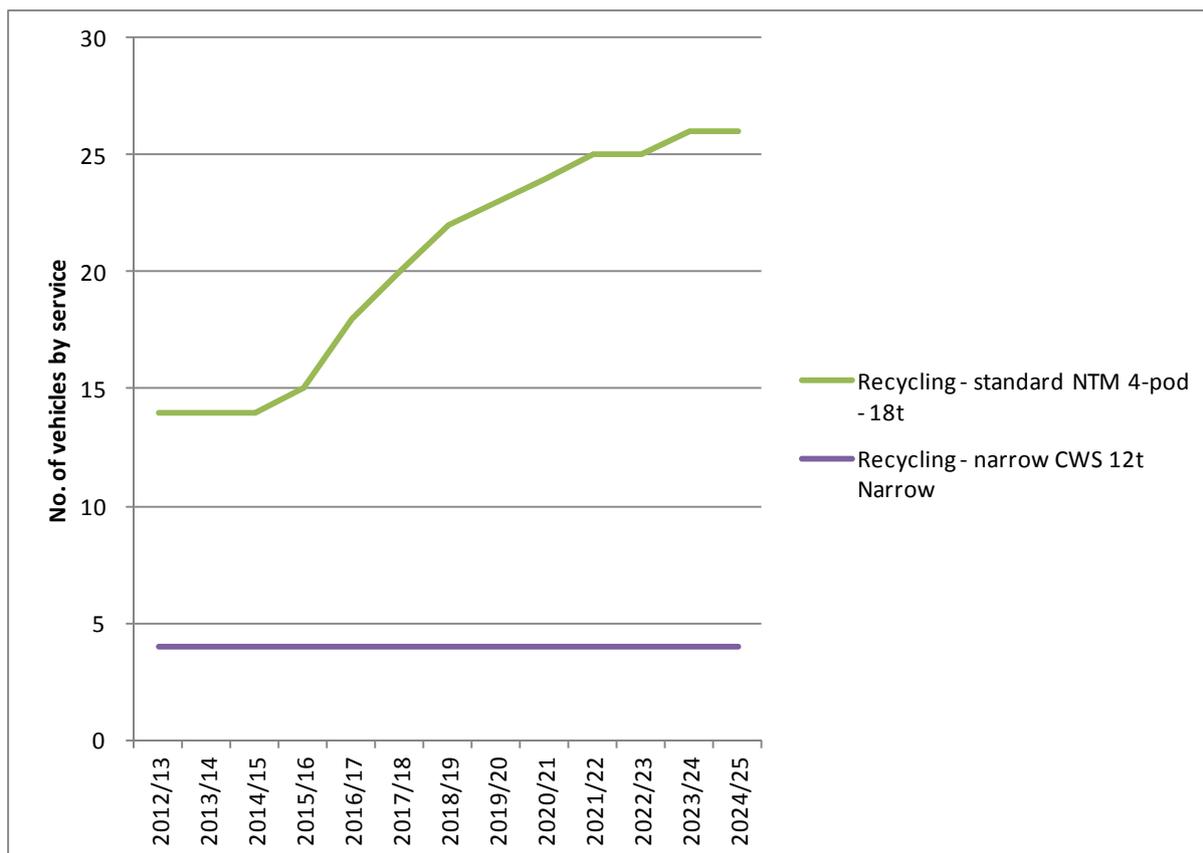
The assumption around the 18t NTM 4-pod vehicle being able to access a greater proportion of properties does represent a risk with this scenario. In reality, tests may conclude that a larger number of the kerbloaders would be required, and the proportional split between frontline and narrow vehicles revised.

Figure 8.8 Scenario 6b resource requirements – good practice projection



²⁰ The specification for this vehicle was prepared by NTM as a direct response to a request made by AMEC for this project. As such the vehicle is untested and on paper appears to have a very low carrying capacity, presumably due to the weight of the lifting and compaction equipment required across all 4 compartments, which is prohibitive when plated at 18 tonnes.

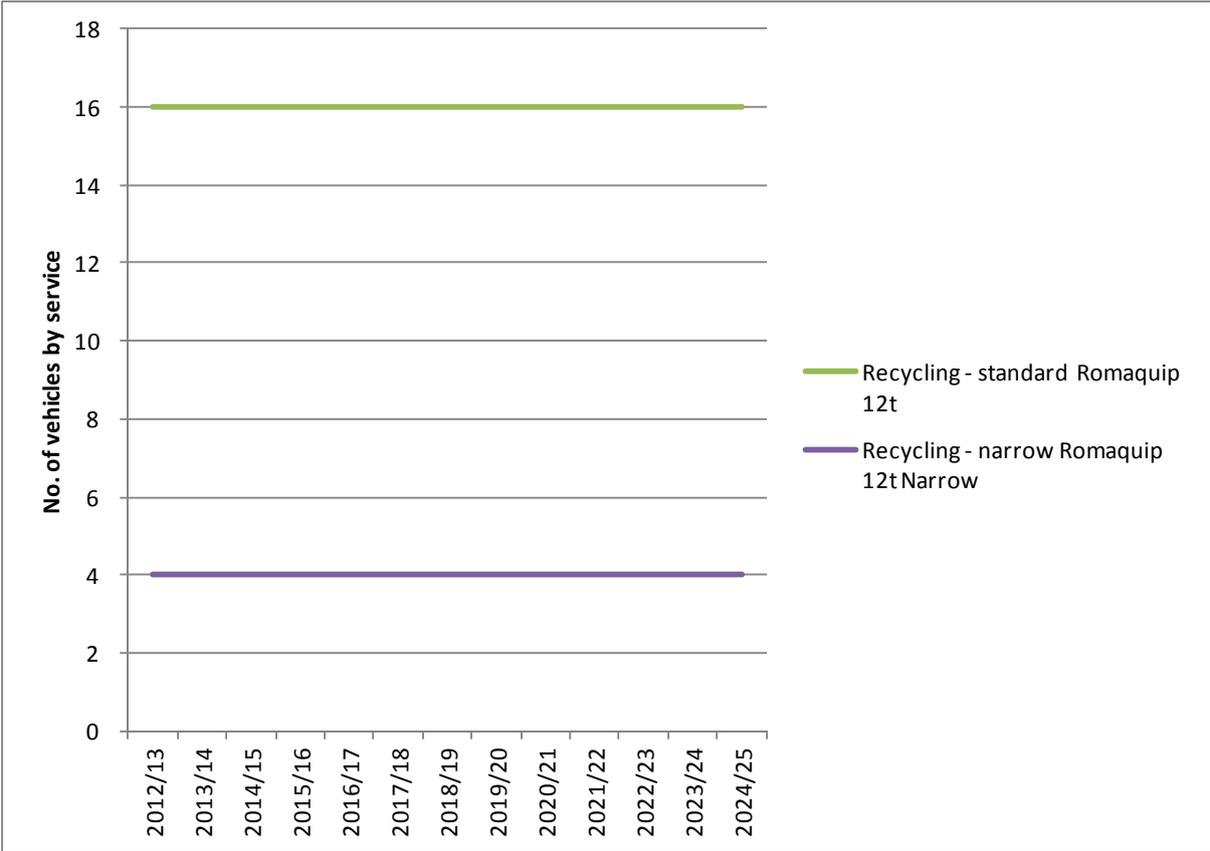
Figure 8.9 Scenario 6b resource requirements – ambitious projection



8.3.6 Scenario 11b

Scenario 11b considers the resource requirement and cost implications of using a combination of 12t Romaquip and 12t Romaquip Narrow vehicles, with the narrow vehicle assigned to a lesser number of rural properties due to the standard 12t frontline vehicle being able to reach further out into rural areas. Figure 8.10 shows the estimated number of scenario 11b vehicles required to collect food waste and recycling from households in Powys between 2012/13 and 2024/25. Please note resource requirements in scenario 11b are the same for both the good practice and ambitious profiles indicating that the rounds are time rather weight/volume constrained. For the recycling services 16 standard access (12t Romaquip) and 4 narrow access vehicles (12t Romaquip Narrow) are required to collect from all the households in Powys.

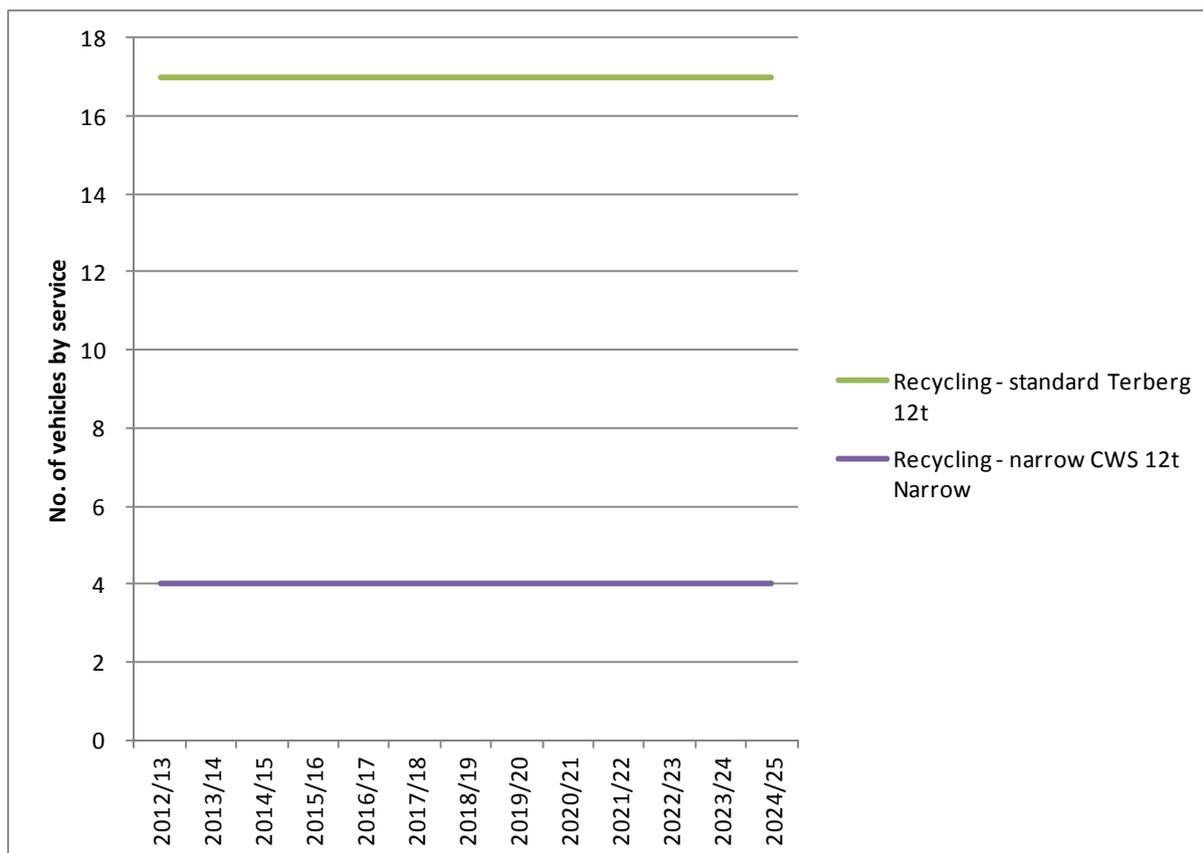
Figure 8.10 Scenario 11b resource requirements



8.3.7 Scenario 14b

Scenario 14b considers the resource requirement and cost implications of using a combination of 12t Terberg Kerbloader and 12t CWS Kerbloader Narrow vehicles, with the narrow vehicle assigned to a lesser number of rural properties due to the 12t frontline vehicle being able to reach further out into rural areas. Figure 8.11 shows the estimated number of scenario 14b vehicles required to collect food waste and recycling from households in Powys between 2012/13 and 2024/25. Consistent with Scenario 11b the resource requirements in Scenario 14b are the same for both the good practice and ambitious profiles. For the recycling services 17 standard access (12t Terberg Kerbloader) and 4 narrow access vehicles (12t CWS Kerbloader Narrow) are required to collect from all the households in Powys.

Figure 8.11 Scenario 14b resource requirements



8.4 Results summary

Total resource and capital costs of each collection system are used as the basis for assessing different scenarios. Please note only costs directly associated with each collection system are assessed i.e. vehicle costs and manpower costs. Disposal or treatment costs have not been included, however as each scenario uses the same waste projections, disposal and treatment costs will be the same for each scenario/projection combination. It should also be noted that in addition to the stated resources (and costs) provision should be made for spare vehicles, the (four) box van-type vehicles assumed to service c,1,000 ultra narrow access properties and also for those additional resources required to service dedicated commercial waste rounds.

8.4.1 Caveat

The results of the scenario modelling are indicative and dependent upon baseline cost assumptions and collection round performance parameters. As previously discussed, the study suffered from a lack of reliable collection performance data so some level of additional contingency may need to be assigned to the modelled resources, or the preferred vehicles trialled in order to confirm access and productivity assumptions.

In addition, given the timeframe of the model and the dynamic nature of costs and recycling performance in general, confidence in the results of each individual scenario necessarily decreases with time. Therefore the potential for additional costs (or savings) in the medium to long term are uncertain and as such flexibility in how and when Powys can modify their collection fleet may be paramount to maximising cost savings and performance, as well as minimising risk.

8.4.2 Estimated annual collection system resource and capital costs

Ambitious projection

Figure 8.12 presents a comparison of the estimated annual costs for the scenarios modelled in this study. Figure 8.13 presents the total costs of the different scenarios under the ambitious performance projection between 2012/13 and 2024/25. Overall, scenarios 11b and 14b (the advanced stillage vehicle options) have the lowest total collection system costs over the 12 year period, at approximately £75m and £76m respectively. Scenario 6b and 6b – variant (the smaller NTM 4-pod scenarios) have the highest total costs at £88m and £87m respectively, largely due to the limited payload capacity of this vehicle.

Figure 8.12 Ambitious projection estimated annual scenario costs

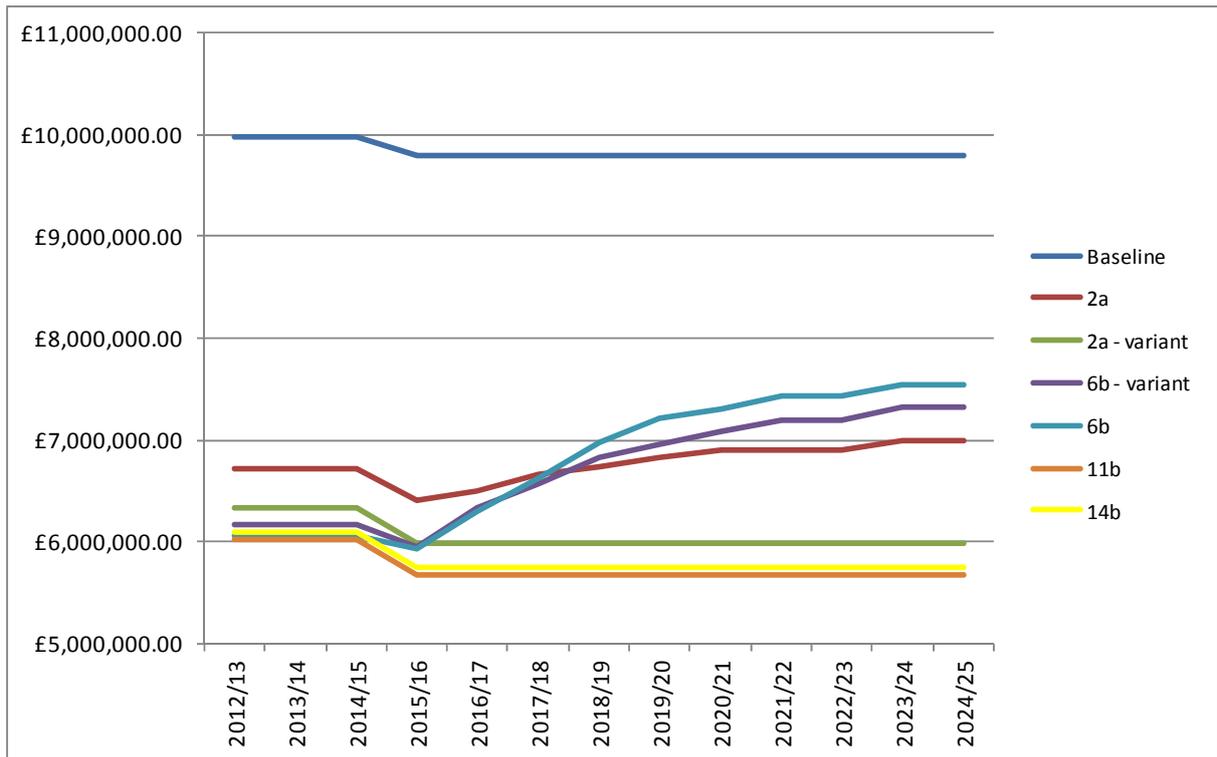
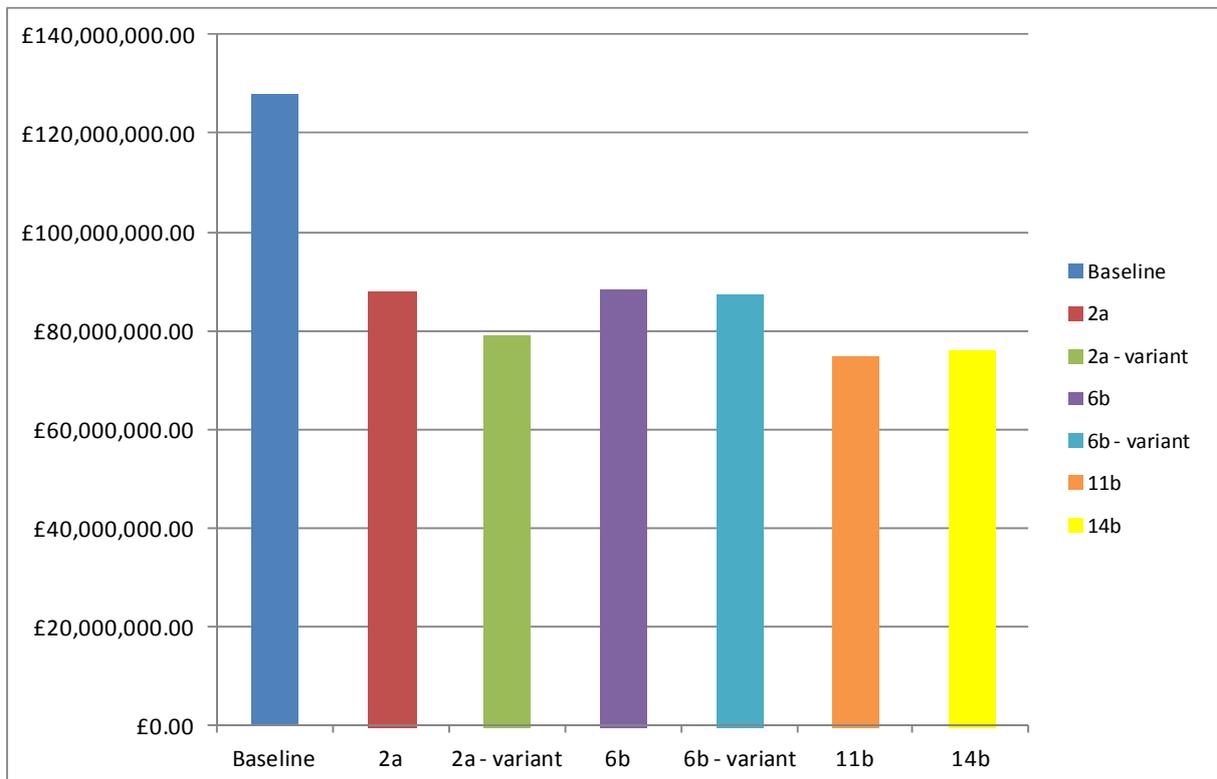


Figure 8.13 Ambitious projection estimated total scenario costs



Good practice projection

Figure 8.14 presents a comparison of the estimated annual costs and Figure 8.15 the total costs of the different scenarios under the good practice performance projection between 2012/13 and 2024/25. Scenarios 11b and 14b have the lowest total collection system costs for the period 2012/13 to 2024/25 at approximately £75m and £76m respectively. Scenario 6b and 6b – variant have the highest total costs at £83m and £82m respectively.

Figure 8.14 Good practice projection estimated annual scenario costs

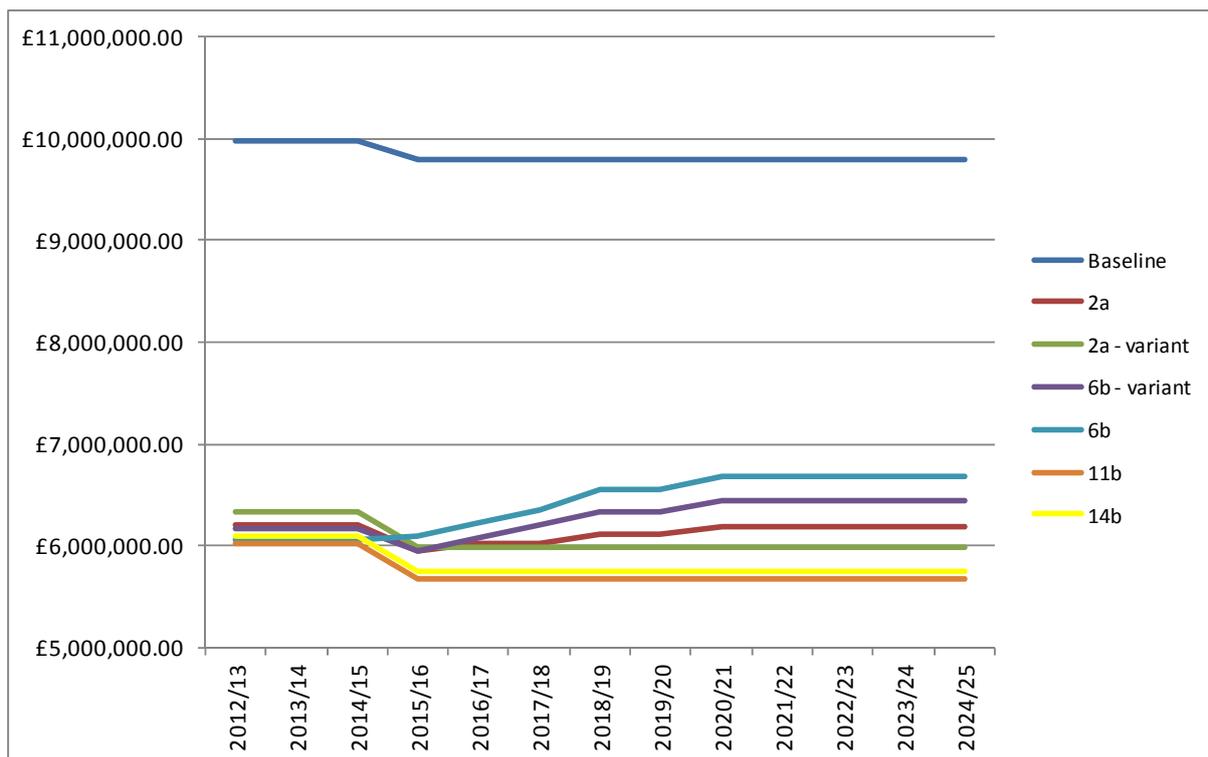
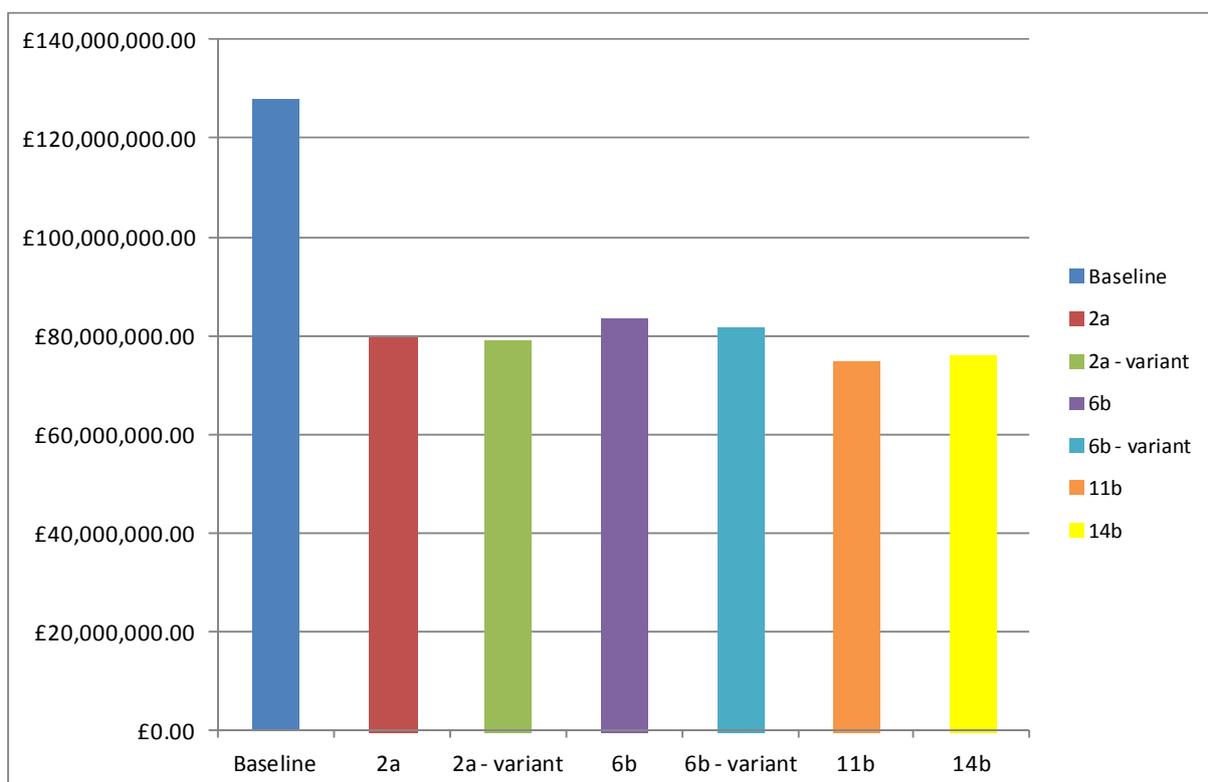


Figure 8.15 Good practice projection estimated total scenario costs



8.5 Sensitivity analysis: One tip per day limit

The scenarios above incorporate the baseline assumption on the average number of tips per day by standard access recycling and food waste vehicles, which is approximately 1.4 tips per day (see Appendix 2). This assumption, with the exception of scenario 6b, is instrumental in maintaining the number of vehicles required constant after 2015/16 for scenarios 11b and 14b. Overall this is consistent with the view presented in Appendix

6 that a proportion of the higher density recycling rounds that are within close proximity of depots / bulking facilities will be able to accommodate an interim tip during the working day if required.

Figure 8.16 presents estimates of the annual costs to service recycling and food waste collections in Powys under the ambitious projection (the path Powys intend to follow) if standard access vehicles were limited to just one tip per day. It shows costs increasing from 2018/19 for scenario 11b and 2021/22 for scenario 14b. As recycling yields per household increase under the ambitious projection the compartments in the Romaquip and Kerbloder fill up more quickly and the 1-tip strategy requires additional vehicles to be procured. In contrast the costs for scenarios 2a and 2a – variant (the best performing of the NTM 4-pod options) with a 1-tip limit are the same as scenarios 2a and 2a – variant with the freedom to tip on average 1.4 times per day. This indicates that the stillage type vehicles are more sensitive to changes in yield than the 26t NTM 4-pod and hence more prone to increasing vehicle numbers as recycling yields per household improve.

Figure 8.16 Ambitious projection estimated annual scenario costs – standard access recycling vehicles restricted to 1 tip

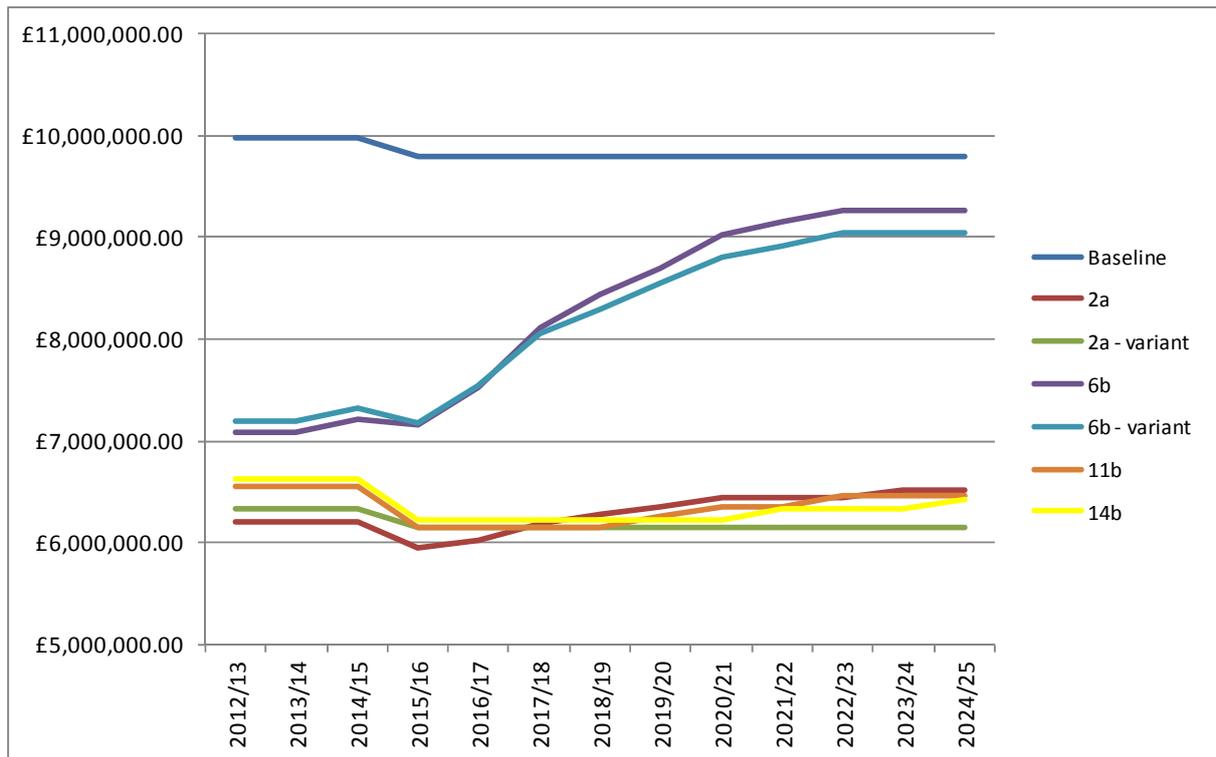


Table 8.3 below presents the year standard access vehicles are estimated to need to tip more than once per day on average plus the factor or material which causes the vehicles to reach capacity. Whilst considering these findings it is important to remember that the projected yields include assumed uplifts linked to increased commercial waste recycling. In reality a number of the modelled vehicle options may not be suited to co-collecting household and commercial recycling (unless businesses are able to accommodate the same type of recycling containers as households), so these figures should only be taken as a preliminary guide.

Table 8.3 Waste material bulk density conversion factors

Scenario	Vehicle Types	Year vehicle type reaches capacity in model	Limiting factor or material
2a	26t NTM 4-pod with Kerbsider	2015/16	Kerbsider vehicle payload (t)
2a – variant	26t NTM 4-pod with Kerbloader	n/a	n/a
6b	18t NTM 4-pod with Kerbsider	2013/14	18t NTM 4-pod and kerbsider vehicle payload (t)
6b – variant	18t NTM 4-pod with Kerbloader	2013/14	18t NTM 4-pod vehicle payload (t)
11b	12t Romaquip with Romaquip Narrow	2018/19	Food waste
14b	12t Terberg Kerbloader with CWS Kerbloader Narrow	2020/21	Food waste, paper & card

8.6 Vehicle options appraisal: advantages and limitations

Table 8.4 presents a summary of the main advantages and limitations associated with each vehicle modelled in the above scenarios. The Romaquip and Kerbloader type vehicles appear to offer the types of advantages which should be beneficial to Powys. Firstly a Romaquip or Kerbloader fleet should have sufficient capacity to collect Powys’ recycling in different performance scenarios without the need to purchase large numbers of additional recycling vehicles as arisings increase. Secondly, some Kerbloader options have the capability to collect additional streams (such as textiles AHPs and small WEEE) in the future should Powys choose to target new materials. Other advantages include lower noise levels from glass collections and no requirement to tip material into the vehicle hence negating health and safety concerns about overhead cables in some locations in Powys.

Table 8.4 Vehicle options appraisal

Vehicle type	Advantages	Limitations
26t NTM 4-pod Standard Access 	<ul style="list-style-type: none"> • Large capacity capable of handling increasing yields and with material compaction • Automated unloading with no need for forklift trucks • May accommodate co-collection of household and commercial recycling 	<ul style="list-style-type: none"> • Tips above standard vehicle height, requiring vehicle adaptations to reduce risk of overhead cable strike • Limited to 4 compartments • High capital cost • Uncertain ability to access 100% of urban properties • No UK track record
18t NTM 4-pod Standard Access 	<ul style="list-style-type: none"> • Smaller and more manoeuvrable than 26t version, thus enabling it to achieve enhanced collection productivities • Automated unloading with no need for forklift trucks • May accommodate co-collection of household and commercial recycling 	<ul style="list-style-type: none"> • Tips above standard vehicle height, requiring vehicle adaptations to reduce risk of overhead cable strike • Low payload (2.08t) gives rise to more vehicles being required over time and thus high scenario costs over the modelled period • Limited to 4 compartments • Unproven concept at this size • High capital cost

<p>7.5t Terberg Kerbsider Narrow Access</p>		<ul style="list-style-type: none"> • Highly manoeuvrable and able to access all areas • Enhanced payloads over box van equivalents 	<ul style="list-style-type: none"> • Low overall height but requires tipping above vehicle body during loading • Potential noise issues from glass collections • Compartment capacity limited when compared with 12t equivalents • Limited scope for household and commercial / communal recycling co-collection
<p>12t Romaquip Standard or Narrow Access</p>		<ul style="list-style-type: none"> • No tipping above vehicle height during loading • 4+ compartments supports addition of new materials • Stillage design most likely to limit glass noise impacts within Lower Exposure Limits (with vehicle adaptations) • Automated unloading (hydraulics and 'magic floors') • On board compaction of cans/plastic and cardboard • DAF LF chassis liked by crews with good turning circle • Lowest overall cost of all options modelled 	<ul style="list-style-type: none"> • Requires well designed and managed bulking facilities • Long-term maintenance costs not proven (albeit positive early reliability seen in Conwy) • Some concerns over aperture loading heights • Narrow vehicle same length as standard variant so may still pose access issues (albeit crews advised that width is the key issue with respect to side-loading) • Limited scope for household and commercial / communal recycling co-collection
<p>12t Terberg or CWS Kerbloader Standard or Narrow Access</p>		<ul style="list-style-type: none"> • No tipping above vehicle height during loading • 4+ compartments supports addition of new materials • On board compaction of cans/plastic and cardboard • Storage boxes for low volume items • DAF LF chassis liked by crews • Stillage design most likely to limit glass noise impacts within Lower Exposure Limits (with vehicle adaptations) • Standard Terberg design allows for 2-colour sort of glass, CWS provides flexibility to split glass compartment up to 3 ways • Second lowest overall cost of all options modelled 	<ul style="list-style-type: none"> • Unloading requires a forklift to remove and tip multiple stillages, introduces H&S risks at bulking facility due to forklift movements • Requires well designed and managed bulking facilities • Some concerns over aperture loading heights • Narrow vehicle same length as standard variant so may still pose access issues (albeit crews advised that width is the key issue with respect to side-loading) • Limited scope for household and commercial / communal recycling co-collection

9.0 Conclusions and recommendations

This section provides a summary of the key recommendations arising from the study (as bullet points) along with supporting considerations designed to deliver improved efficiency and an enhanced network of bulking facilities.

9.1 Recycling vehicle recommendation

The primary objective of the study was to make recommendations for a new recycling fleet to support the Council-wide rollout of the kerbside recycling service in Powys. Acknowledging key selection criteria of cost, flexibility (including ability to accommodate changes enabling Powys to meet Welsh Government targets) and health & Safety (accounting for vehicle tipping height and noise) our recommendation is to procure a fleet of advanced stillage vehicles based on either the 12t Romaquip (standard and narrow) or the Terberg or CWS 12t Kerbloader. All of the vehicles researched and proposed by manufacturers in response to our requests have drawbacks, however the advanced stillage vehicles avoid the critical health and safety issues affecting the multi-compartment RCVs (such as the NTM 4-pod) and Kerbsiders. The main challenges with the proposed vehicle are expected to be linked to the revised method of loading (which is relevant to all of the modelled vehicles and the proposed move to a one-pass solution) and unloading.

The minimum number of recycling vehicles considered necessary to deliver the service is as follows:

- 16 (Romaquip) or 17 (Terberg Kerbloader) standard access vehicles (+ 2 spare²¹); and
- 4 narrow access vehicles (+ 1 spare).

This recommendation comes with a caveat linked to the study uncertainties resulting from a lack of robust service and performance data. Questions remain over vehicle access rules and collection productivities. In order to address these uncertainties we recommend that the Council trial each vehicle type, under supervision from WRAP, before making a final procurement decision. Romaquip, Terberg and CWS have all confirmed they have demonstrator vehicles that could be made available (during November 2012) to support this exercise. At the same time final checks on property numbers should be made in order to validate the figure of 58,000 used throughout this study.

The final choice of vehicle / supplier will be dependant on factors including:

- Findings from demonstrator trials and an overall preference for automated ejection (on the Romaquip) vs forklift emptying (Terberg / CWS);
- Any volume-based discounts manufacturers are prepared to offer and their ability to deliver the required number of vehicles over the proposed timeframe. Given the high cost of the existing two-pass RCV fleet it will be a priority to introduce the new vehicles as soon as possible. To inform a final proportional split of narrow to standard width vehicles to be purchased, further thought should be given to the feasibility of rolling out the smaller vehicles first (to rural areas not yet covered by the new service). This has the added benefit of driving recycling performance up as soon as possible, ensuring Powys track ahead of the ambitious projection, whilst allowing the Council to confirm whether additional narrow bodied vehicles may be needed to serve all restricted access locations; and
- Sales and service support arrangements.

Other recycling vehicle resources required but not directly modelled through the study comprise:

- Box vans (or equivalent) to service an estimated 1,000 ultra narrow properties. It was suggested during the interim meeting that 4 such vehicles would be needed in total; and
- Vehicles making dedicated collections from commercial properties and communal recycling bins.

Collecting commercial / communal recycling

The above recycling vehicle choice, whilst addressing the most important selection criteria (Health and Safety compliance and operational flexibility), is less well suited to a significant expansion of commercial waste recycling

²¹ Numbers of spare vehicles have been derived based on an indicative ratio of 1 spare vehicle to every 8 frontline vehicles.

and the practice of co-collecting this with household recyclables. This is because larger businesses may set out significant quantities of bulky material such as brown cardboard (affecting the fill rates of the vehicles) and requiring alternative containment that cannot be emptied into this vehicle type. The modelled performance projection (Section 5) assumes that the commercial waste service is reviewed in order to drive down residual waste arisings and increase opportunities for businesses to recycle. In order to achieve this aim the Council should consider whether investment in a smaller number of vehicles such as the NTM 4-pod (as modelled in this study), and deployed in the more urban areas, would enable them to offer a more inclusive recycling service. An alternative would be to retain a number of the existing split-body RCVs and target two streams of commercial recycling (e.g. fibres and containers or food waste and a co-mingled mix), subject to this being compliant with national and local policy. Some co-collection on the modelled recycling rounds is expected to be feasible, e.g. where smaller businesses such as guesthouses can accommodate the same range of containers (including food waste) as households. This makes logistical sense, particularly on rural rounds, in order to avoid multiple passes and excessive manpower and fuel costs. The baseline model includes a proportion of commercial waste (estimated at 20% by weight), however it has not been within the scope of the study to model dedicated commercial waste collection resources, including those required to fulfil existing obligations to provide weekly residual waste uplifts. This requires additional work on the part of the Council with a view to the modelled interventions ensuring the recycling performance projection is achieved, especially with the 2015/16 interim target in mind.

9.2 Service implementation and infrastructure

Subject to Powys' outturn 2012/13 recycling performance, and where this places them with respect to the ambitious projection (Figure 6.1), our initial recommendation would be to rollout the new recycling vehicles based on the 4 commodity streams currently targeted. The proposed vehicle type is sensitive to compartment fill rates and given the current lack of reliable processes for monitoring round weights and performance it makes sense to bed the rounds in with the existing streams. The Romaquip and the Terberg/CWS kerbloader vehicles come with 5-6 compartments as standard. When rolled out the 4 primary compartments should be assigned to the 4 material streams, and crews advised that (with the exception of food waste) additional compartments provide flexibility on an individual round basis for filling with excess materials (of course always keeping individual compartments dedicated to a single material stream). Once the vehicles and rounds are bedded in and the whole authority is covered by the new service the Council should analyse the level of spare capacity on the rounds and consider plans to target additional material streams. Future Priority materials to be added to the kerbside service would be textiles and small WEEE, AHP's on separate vehicles.

Rolling out a standardised fleet of recycling vehicles across Powys will help to deliver more consistent flows of materials through receiving bulking infrastructure and provide the Council with economies of scale should material be transported direct to reprocessors rather than via the Trewern MRF. Ensuring that those vehicles are deployed efficiently and that the integrity of the materials collected is maintained requires effective management and investment in bulking infrastructure. These issues are discussed below.

9.2.1 Bulking and materials handling arrangements

Powys is in the fortunate position of having a good spread of facilities under Council control that are capable of receiving collected recyclables. Each of the 6 proposed recycling and food waste bulking facilities has sufficient space for further development. Access is an issue in some cases (e.g. at Newtown (Vastre)) and all sites are in need of dedicated covered storage. Development issues at Llanbrynmair have been explored within the report (Section 7.3.2); despite having a small household catchment this site is strategically located and failure to secure permissions for its ongoing development would result in increased travel distances and times, which could result in additional collection vehicles being required. It will be important to demonstrate investment in the sites as part of the overall 'sell' to crews who had reservations about the advanced stillage type vehicles and their ease of loading and unloading.

Existing arrangements for the onward bulking and processing of collected materials could be simplified and improved. The current Trewern MRF operating contract with Cae Post leads to a number of logistical arrangements that are sub-optimal, with materials arising in the south of the County being double-handled and transported over large distances. Each shire area has a mix of processing arrangements and we can only conclude that because the MRF capacity has been paid for there is an incentive to use it. The limited data supplied during the study would indicate that overall there is a net cost to processing material through the MRF (totalling £130k per annum). It is acknowledged that there are other social benefits to the operation, however the financial position needs to be assessed at a time when elsewhere local authorities are receiving positive revenues for fully co-mingled dry recycling streams. The valuable resources Powys collects should generate positive incomes. This is an area where more work is required to assess the cost-benefit of existing arrangements versus returns that might be gained from investment in satellite baling and sorting lines.

9.2.2 Operating structure

The resource-based modelling undertaken in this study is at a relatively high level, based on average times for vehicles to get from depots to their rounds and then to tipping points. No internal operating boundaries are applied meaning the results assume vehicles are fully utilised to make collections 100% of the time. Due to the difficulties experienced sourcing data from each LE area and evidence that each is resourced and managed independently we recommend that consideration be given to replacing the current approach to organizing and deploying collection rounds by LE area with an approach based on larger operating areas. Subject to local consideration of working practices and management structures (not part of the scope of this study) our high level recommendation would be to move to either 2 or 3 operational areas. The reasons for this are as follows:

- The LE structure creates artificial management and operational boundaries that limit the ability of the authority to optimize round structures and efficiently manage resources. By planning waste and recycling collection rounds within zones that serve on average just 7,250 households there is limited scope to optimize round sizes and ensure vehicles are fully utilised. This is likely to be a contributory factor to the observed small round sizes in the baseline model; and
- It is difficult to see how sufficient waste service knowledge is retained across 8 areas. Having dedicated waste service supervision will lead to county-wide dissemination and uptake of good practice and consistent data capture, which is a fundamental requirement if the overall performance of the service is to increase in line with targets.

The benchmarking exercise presented in Section 3 indicated that Powys, taking account of its large rural nature, should most likely operate with 4 service supervisors. If going with 3 operating zones our suggestion would be to combine the three southern LE areas around a central organizational base in Brecon, the two mid LE areas around Rhayader and the three northern LE areas around Newtown (or Welshpool). Each could then be assigned a dedicated waste services supervisor along with a single floating recycling service supervisor or more senior manager with an overview of the recycling-led service (and able to drive adoption of good practice across the whole authority).

Linked to points 3 and 4 above the existing productivity levels on the refuse rounds should be reviewed and the benefits that deploying smaller vehicles examined. As Powys tracks along the target performance projection line the unit residual waste yields progressively decrease (readily reaching levels below 10kg/hh/collection) meaning that a round serving 800 properties per day would on average yield just 8 tonnes per day of waste. Current refuse round sizes appear to be below this and commonly collect less than 8 tonnes per day, indicating there may be a benefit to deploying a higher proportion of smaller vehicles. The contribution of co-collected commercial residual waste is a complicating factor in this regard (and is currently not quantified at an individual round level) but benchmarking would indicate that larger round sizes should be feasible and the crews have stated that they are able to complete the rounds faster when they take out smaller (e.g. 15 tonne) RCVs.

9.3 Study challenges

The study faced a number of challenges, linked primarily to delays securing reliable service data, resulting in the need for a number of modelling assumptions. Whilst these have been researched and supported by an extensive benchmarking exercise, the combination of a lack of current accurate collection performance and vehicle access data reduces the accuracy of the waste projection and subsequent vehicle modelling exercise. The study has not been able to consider detailed material captures by service due to a lack of weighbridge records, which in turn casts doubt over stated round durations. Investment in a new fleet of multi-compartment recycling vehicles brings with it the need for new working practices (supported by training), giving rise to an opportunity to change aspects of the existing operating structure and culture that has held the service back. Powys is currently tracking ahead of the ambitious projection generated in this study, this is a trend it must maintain if the next interim recycling target is to be met in 2015/16. Maintaining accurate round information and monitoring collection performance is essential. Now is the time to move forward and deliver positive change.

Appendix 1: Study methodology

The study was delivered via seven core tasks as summarised below:

Inception meeting

AMEC met with Officers and Management from the Council including members of the Operational Team. Information was collected on the existing and new service roll-out, potential constraints and key objectives were identified.

Data gathering and vehicle research

Detailed data was requested on the current vehicle fleet, collection performance, commercial waste and bulking facilities. Where data was unavailable or incomplete it was necessary to use surrogate data and apply assumptions; these are described in Section 3 of the main report. Each substitute was derived from our experience working with a number of other local authorities and treatment facility operators, or through consultation with Powys County Council / WRAP. Further research was conducted to enable a comparison between the authority's performance and other local authorities with similar demographics.

As part of the data gathering process AMEC engaged with recycling vehicle manufacturers in order to provide the authority with a range of vehicles that may be tailored to suit their needs. The information gathered included vehicle capacities, compaction rates, achievable payloads and dimensions, re - engineering options and purchasing costs.

Development of a service baseline

It was agreed with Powys County Council and WRAP that in this phase of the work AMEC would review select aspects of the newly rolled out kerbside collection services in order to produce a hybrid baseline scenario, reflecting the cost and resource implications of rolling out the new service to all households based on a 'two-pass' recycling collection strategy. The development of this baseline enabled comparison with potential alternative vehicle options and costs. The baseline (and later alternative scenarios) was created using AMEC's bespoke waste collection performance and financial model.

The baseline modelling was completed to demonstrate service performance, the levels of resource deployed to operate the service, and a breakdown of baseline capital and revenue costs.

Service benchmarking

The current performance of the Powys services, considering productivity and material capture (i.e. yields of materials collected per household), was benchmarked against councils with similar demographics to Powys County Council. The target criteria for comparison comprised of (subject to data availability):

- Average round sizes;
- Average yield of material collected/captured;
- Productivity levels i.e. payloads achieved, crew levels, route equality, vehicle performance/ management ;
- Service quality measures (i.e. customer satisfaction, number of missed bins, service accessibility & reliability, number of complaints, range of materials collected, is the frequency reasonable, is the capacity sufficient);
- Cost of collection service per household and per tonne; and
- Unit gate fees, haulage costs and revenues.

The benchmarking was undertaken drawing on a number of information sources including WRAP's benchmarking tool²², AMEC's comprehensive database of scheme performance characteristics, direct engagement with comparator local authorities, WRAP's 2011 Gate Fees Report²³ to support any required benchmarking of gate fees and AMEC's recent work supporting the benchmarking of round sizes in support of the IC&P2 (England).

²² <http://labenchmark.wrap.org.uk>

²³ http://www.wrap.org.uk/downloads/Gate_Fees_Report_2011.bdf58bfd.11007.pdf

As agreed with the WRAP, specific parts of the benchmarking output were selected that were genuinely regarded as being usefully comparable.

Interim meeting and follow-up crew workshop

Two meetings were delivered by AMEC at the mid point of the study. The first, held with the core project team, involved a presentation on the findings of the baseline analysis, service benchmarking and vehicle research. It also served to identify existing data gaps and actions to fill these (e.g. around vehicle lease costs) and to agree certain rules applying to the scenarios, such as the decision to base all scenarios on a standard five day working week.

As an addition to the original WRAP scope of work Powys County Council funded a half-day workshop to run through the long list of vehicle options with a number of representatives. This served to identify operational concerns with the various vehicle types and to help secure some level of buy-in to the study and the change process being pursued by the Council.

Depot/Bulking Facility site visits

Two days of site visits were undertaken by representatives from WRAP, Powys County Council and AMEC. These covered the recycling and food waste bulking facilities earmarked by Powys County Council as serving the new kerbside scheme, along with Llanfyllin and the Cae Post MRF.

Scenario shortlisting and modelling

The outcomes of the Vehicle Research, Baseline Model results, Crew Workshops and Bulking Facility site visits informed the alternative vehicle scenarios that were offered to Powys County Council. Through an iterative process of considering the viability of each vehicle type against criteria such as tipping height and noise impact a shortlist of 5 scenarios were modelled and the results analysed, including sensitivity analyses.

Appendix 2: Baseline model input data and parameters

	Standard Access		Narrow Access	
	Residual	Recycling / Food	Residual	Recycling / Food
Set Out Rate (%)	100%	80%	100%	80%
Collection Frequency (no. of weeks)	2	1	2	1
Container size (litres)	180	48.2	180	48.2
Proportion of containers replaced per year (%)	5%	5%	5%	5%
Cost per container (£)	£18.40	£3.50	£18.40	£3.50
Average number of households passed per day (pass rate)	657	684	290	329
Average weight per load (t)	6.0	1.8	6.0	1.8
Average number of tips per day	1	1.41	1	1
Hours per working day	7.4	6.9	6.4	7.9
Number of collection weeks per year	26	52	26	52
Number of collection days per collection week	5	5	5	5
Maximum number of tips per vehicle per day	1	3	1	1
Number of vehicles	5	8	3	2
Vehicle type	RCV 26t	Split-bodied RCV 26t	RCV 15t	Split-bodied RCV 15t
Maximum fill policy (%)	100%	100%	100%	100%
Carrying capacity (t)	10.19	8.50	5.00	3.00
Carrying capacity (m ³)	16.0	15.2	16.0	15.2
Cost (£)	£44,200	£65,000	£36,400	£65,000
Compaction	3	4	3	4
Average time from depot to run (mins)	10.00	12.50	10.00	10.00
Average time from run to unloading point (mins)	10.00	15.00	45.00	45.00
Average time at tip (mins)	30.00	37.50	25.00	25.00
Average time taken from unloading point to depot (mins)	10.00	5.00	40.00	40.00
Number of loaders per vehicle	1.82	2.23	1.13	2.23
Maintenance costs per vehicle (£)	£31,500	£31,500	£31,500	£31,500
Average distanced covered per vehicle per week (km)	300	300	450	450
Average distance per litre of fuel (km/l)	2.112	2.112	2.112	2.112
Price of fuel (£/l)	1.20	1.20	1.20	1.20
Driver wage (£/yr)	£32,669	£27,917	£32,669	£27,917
Loader wage (£/yr)	£32,669	£27,917	£32,669	£27,917
Supervisor costs (£/yr)	Included above	Included above	Included above	Included above

Appendix 3: Benchmarking information summary

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Summary of Benchmarked Information

	Ceredigion County Council	Conwy CBC	Cotswold District Council	Gwynedd Council	Herefordshire Council	Mendip District Council	Powys County Council	Ryedale District Council	Shropshire	Torrige District Council	West Oxfordshire District Council	West Somerset District Council
Authority Information												
Dwelling Stock	33,953	55,215	39,360	59,893	81,640	48,520	62,167	24,130	132,418	30,290	45,560	17,450
Population of Authority	78,047	112,032	83,900	118,207	179,100	109,100	132,598	53,600	290,900	65,300	102,500	35,400
Collection Structure	weekly residual and fortnightly co-mingled dry recyclables collection. Garden waste collected fortnightly via a paid service. No kitchen waste	fortnightly residual and weekly separate dry recycling collection. Garden waste collected fortnightly via a paid service. Kitchen waste collected with dry recycling	fortnightly residual and fortnightly separate dry recycling collection. Garden waste collected fortnightly via a paid service. Kitchen waste weekly	fortnightly residual and weekly separate dry recycling collection. Garden waste collected fortnightly at no cost Kitchen waste collected fortnightly, however in a few areas kitchen waste is collected weekly.	weekly residual and fortnightly co-mingled dry recycling collection. Garden waste collected fortnightly via a paid service. No kitchen waste	fortnightly residual and weekly separate dry recycling collection. Garden waste collected fortnightly via a paid service. Weekly kitchen waste collection. Recy and food collected on same vehicle in single pass.	fortnightly residual and weekly separate dry recycling collection. Garden waste collected fortnightly via a paid service. Weekly kitchen waste collection. No garden waste collection	fortnightly residual and fortnightly separate dry recycling collection. Garden waste collected fortnightly at no cost. Food collected in garden waste in 2 areas only. No kitchen waste collection	fortnightly residual and fortnightly separate dry recycling collection. Garden waste collected fortnightly at no cost. Food collected in garden waste in 2 areas only.	weekly residual and weekly separate dry recycling collection. Fortnightly co-mingled kitchen waste, cardboard and garden waste	weekly dry recycling and food waste collections and fortnightly refuse (180 litre bins)	fortnightly residual and weekly separate dry recycling collection. Garden waste collected fortnightly via a paid service. Weekly food collection. Recy and food collected on same vehicle in single pass.
Hhds offered the following containment methods for dry recyclables?												
Kerbside box <35 litres							11,500					
Kerbside box >50 litres		45,500		54,213	11,500	47,635		24,420	20,800	30,048	45,149	17,450
Kerbside box 35-50 litres			39,154				6,067	68	110,473			
Non Reusable Sacks	29,000				48,800		36,742					
Reusable Sacks		48,000			14,161		3,250			30,048		
Wheeled bin 120-180 litres					5,794		1,100					
Wheeled bin 181-240 litres		2,500			59,051			72				
Wheeled bin 241litres +					3,498						2,336	
What was the net cost of waste collection												
Notes		fuel £700/mth Romaquip = £100,000 ea replacement program every 7 yrs but manufacture said would last 10yrs (shassie before body) run own bulking station paper - UPM Shotton cans - Northern Trading card and plastic - Eurokey						Income per tonne - Glass & cans £5, Paper £45			Household = 50p per collection (inc food)	Cost is approx £35 per hh which is net of all costs
£/hhd			£ 95.25	£ -	£ 51.54	£ 54.49	£ -	£ 52.18	£ -	£ 53.62	£ 56.43	£ 47.79
Performance												
% recycling and Composting Rate		11/12 performance - Q2 from 44% to 54%, Q4 from 42% to 52%, total expected 51-52%	2010/11 = 60%		41% (est)	2010/11 = 41%	2011/12 = 37%	Recy = 17%; 4771 tonnes; Green = 34%; 6,779 tonnes 2010/11 = 51%	Recy 21% Green waste only - 21% Mixed Organic - 10% 2010/11 = 53%		Rec/composting rate = 28% 2010/11 = 42%	West Somerset = 28% SWP = Recy 27.72%, Food 14.82%, Green 14.74% SWP 2011/12 = 57.28
Tonnage per annum	5700 tns/yr				31,500 t (est)				Recy 30000 Green waste only - 30000 Mixed Organic - 14000		12,500	Recy 44816.17 Food 17325.82 Green 14673.28
Vehicle Information												
Type	6 large split bodied 4 small for narrow access	Stillage vehicle - Sides = source seg paper/card, food, glass, card; Top Deck = mixed light plastics and tetra; Small Storage Compartment = batteries, textiles, sometimes general equipment storage (e.g.bags). 12T DAF LF chassis cab			Single Compartment and Split bodied				Terberg Toploader			RRV 12T DAF/REC, 7.5T DAF/REC, 7.5T MITSU/REC, 14T MERC/REC (12T DAF predominant vehicle. 7.5t vehicles used for narrow areas.)
Size	26 ton RCVs and 4 12ton RCVs	Standard vehicle = 5m wheelbase, 2.5m wide 9m long Small vehicle = 3.5m wheelbase, 2m(ish) wide 6m long			5 x 26t single comp 1 x 15t single comp 2 x 7.5t support vehicles 5 x 26t split bodied 7 x 15t split bodied			23 tonne GVW			15t	
Tonnes per vehicle/tips of Recyclates		large load = 3.7t small load = 1.7t			4.8 t (largest)			7 tonnes per vehicle				
Number of Tips									1 or 2 tips		1 to 2	2.1
Pass rate		Pass rate - 600 (one tip) - 750 (two tips) - tip twice if close to depot.										
Pick rate		Pick rate - 600hhd = rural - 100-150bins/hr = 40sec/hhd (capped) Pick rate - 750hhd = semi-detached, dense - 135bins/hr = 30sec/hhd (e.g. 3-4hrs of pick time rural @ 600hhd = 5-6hrs of pick time urban @ 750 = diff down to tipping point) Constraints - distance to the depot. If it's too far it's not worth tipping twice.										
Collection days per wk				6	5				5		5	5
Operational Hours	7.5 hour day	7.4 (45min total break) - on round for 6.7hrs			6:30am start till finish				hrs 8		8	06:43
Round design	route optimised with a 7.5 hr day but as balance of recycling/residual changes need to optimise again	rounds designed for min of 2 tips used Webaspex to model rounds			Service is outsourced, round changes must be approved by council				rounds maximised		maximised rounds	maximised rounds, but some could collect more
Fleet Size, spares	21 vehicle fleet	1 standard and 1 small spare - rarely used driver + 2			28			4 vehicles; 1 spare	fleet = 32		21 plus 2 spare	104 to cover SWP and 6 spares
Notes	1 load per day rural 2 loads per day urban. Two supervisors running service	driver drops crew off before tipping to extend day length and keep costs down			Loaders 1-2 Outsourced Supervisors 3-4			2 Supervisors	6 supervisors		Loads = 1-2 supervisors = 2	9 supervisors in whole SWP

Appendix 4: Waste projections

Table A4.1 presents good practice waste projection tonnages and Table A4.2 the ambitious waste projections for 2012/13 to 2025/26. It is important to note that the projections incorporate an underlying assumption of increased capture of the existing target materials and a progressive increase in commercial waste recycling. It is from these interventions that increases in key material streams (such as food waste) are produced. Within the main body of the report it is acknowledged that the required increases in recycling tonnage may actually come from the addition of new target materials (such as textiles, small WEEE and AHP's). Documented issues with the baseline data constrained the level of rigour that could be applied and this is an area that requires improved performance data gathering and monitoring (each year) to ensure that the interventions implemented will take Powys along the ambitious projection.

Table A4.1 Good practice waste projection

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Household residual	27690	26674	24431	21549	19254	17686	16211	15446	15010	14709	14484	14333	14229	14155
Household dry – glass	2001	2001	2001	2021	2061	2082	2092	2097	2100	2101	2102	2102	2102	2103
Household dry – cans	338	352	366	410	459	509	546	572	591	603	612	618	622	625
Household dry – plastic	1487	1563	1643	1895	2185	2408	2544	2640	2707	2752	2775	2787	2793	2799
Household dry- paper	2063	2104	2146	2361	2597	2857	3061	3217	3334	3421	3485	3531	3564	3589
Household dry – cardboard	68	74	89	125	225	315	378	429	467	493	509	518	523	525
Household food waste	3901	3980	4059	4465	4784	5028	5199	5317	5397	5448	5477	5491	5496	5497
Total kerbside household waste	37548	36747	34735	32824	31565	30884	30031	29719	29605	29528	29443	29381	29330	29293
HWRC – residual	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069
HWRC – recycling	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600
Bring banks	8940	9119	9119	9119	9119	9119	9119	9119	9119	9119	9119	9119	9119	9119
Other household residual	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966
Total household waste	76123	75501	73489	71578	70318	69637	68785	68472	68359	68281	68197	68134	68083	68046

Table A4.2 Ambitious waste projection

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Household residual	27690	26674	24431	21714	18028	14883	12647	11280	10356	9657	9113	8715	8447	8262
Household dry – glass	2001	2001	2001	2021	2061	2082	2092	2097	2100	2101	2102	2102	2102	2103
Household dry – cans	338	352	366	410	483	579	655	713	755	784	805	819	828	835
Household dry – plastic	1487	1563	1643	1895	2330	2686	2915	3080	3197	3277	3318	3339	3350	3360
Household dry- paper	2063	2104	2146	2361	2715	3326	3825	4207	4488	4687	4826	4922	4986	5030
Household dry – cardboard	68	74	89	161	418	752	1053	1334	1571	1746	1860	1928	1965	1983
Household food waste	3901	3980	4059	4871	5567	6135	6552	6849	7056	7190	7265	7303	7316	7319
Total kerbside household waste	37548	36747	34735	33432	31602	30443	29740	29562	29523	29443	29290	29129	28995	28893
HWRC – residual	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069	7069
HWRC – recycling	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600	14600
Bring banks	8940	9119	9119	9119	9119	9119	9119	9119	9119	9119	9119	9119	9119	9119
Other household residual	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966	7966
Total household waste	76123	75501	73489	72185	70356	69197	68493	68315	68277	68196	68043	67882	67748	67646

Appendix 5: Llanbrynmair site plans

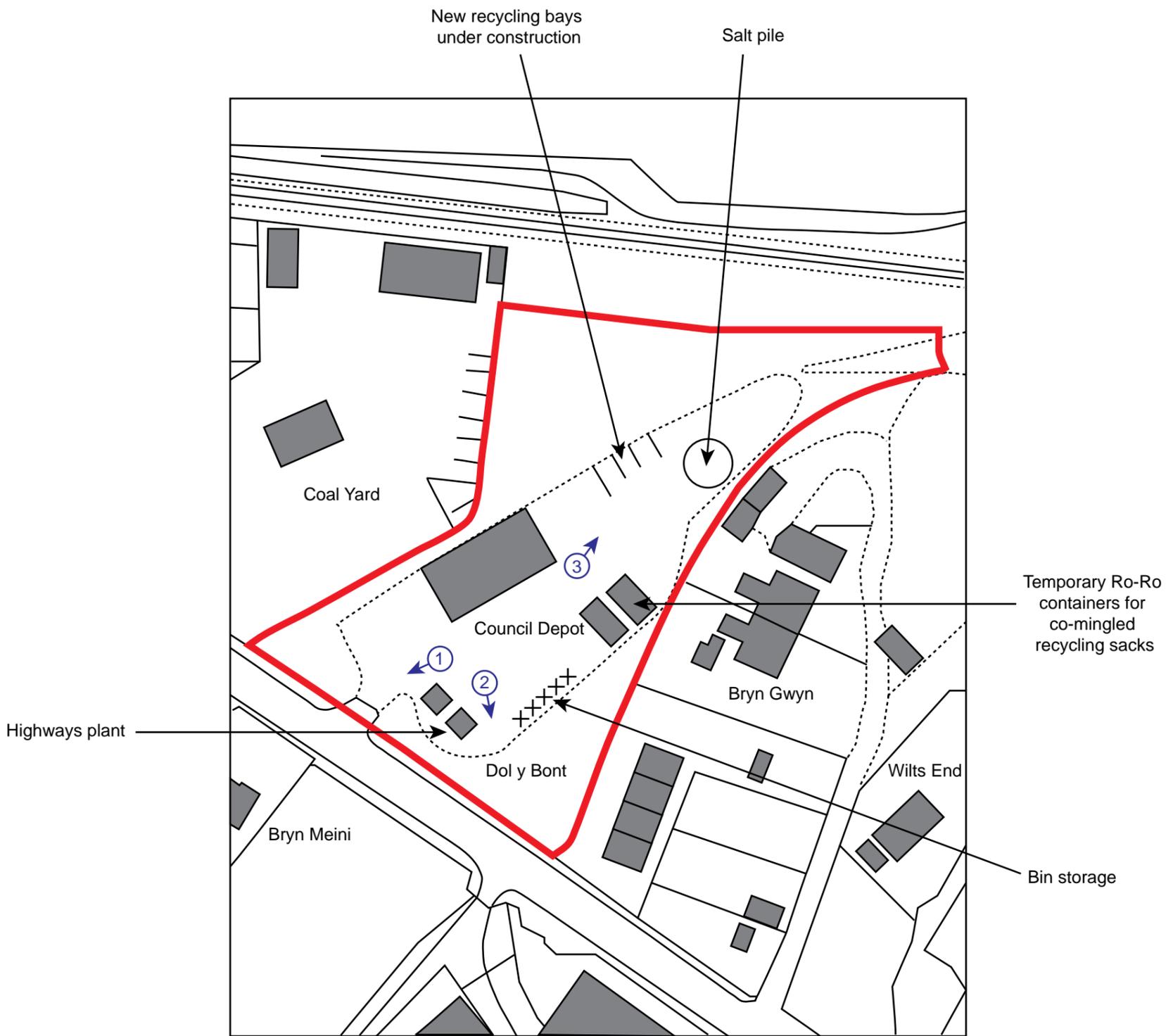


Photo 1



Photo 2



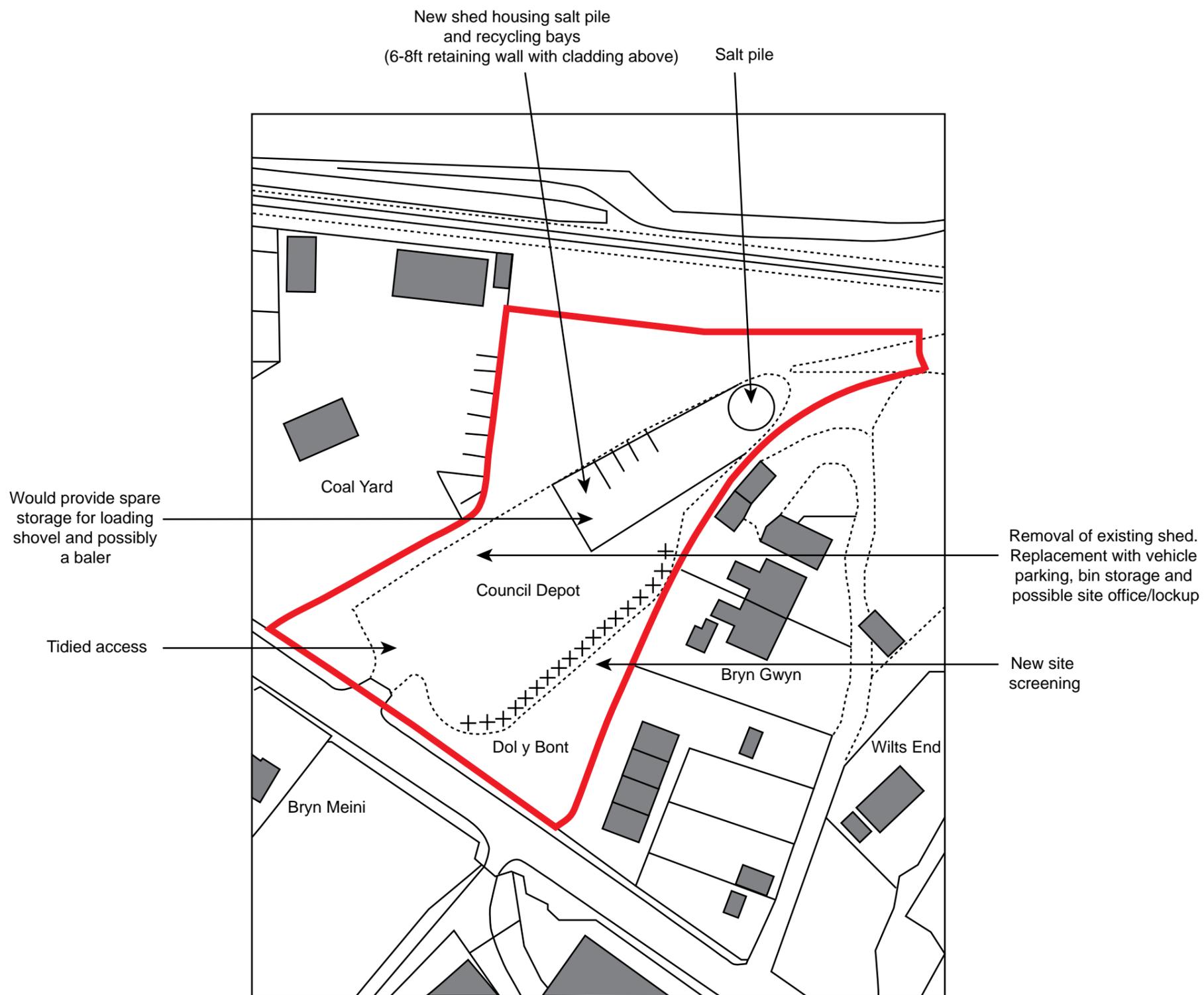
Photo 3

Key

-  Site boundary
-  Photo number and direction

Waste and Resource Action Programme
Powys Vehicle and Collection Options
Appraisal

Figure A1
Llanbrynmair Existing Site Layout



Key

 Site boundary

Waste and Resource Action Programme
Powys Vehicle and Collection Options
Appraisal

Figure A2
Llanbrynmair Proposed Site Layout

Appendix 6: Collection productivities discussion paper

Collection productivity overview and study context

The rate at which containers can be collected on the rounds, which is a function of variables such as set out, housing type, the urban / rural nature of the collections, crew number, vehicle access and proximity to depots / tipping points, is an important consideration when modelling resources.

This Appendix contains supporting information around the collection productivities (pass rates) used in the scenario modelling.

The aim at the start of the study was to build a calibrated baseline model from which revised productivities (linked to alternative vehicle types) could be developed. However, as described in Section 3 of the main report, it was necessary to build a hybrid baseline model for this study, owing to the evolving coverage of the two-pass recycling collections across Powys and limited or unclear round performance data. As a result, a greater number of assumptions have been needed, supported by additional research into productivities achieved elsewhere.

It is useful to set out productivity considerations alongside those associated with vehicle carrying capacity, as ultimately a balance needs to be struck between these two key rate-limiting factors on achievable round sizes. If urban collection rounds were operated for a given commodity, with the same level of set-out, then as a general rule the speed of collection would be greatest for single-use sacks (where there is no need to return to the property), followed by a single wheeled bin, and followed reusable boxes / caddies (where multiple trips to and from the vehicle are required). The more rural the round becomes then the overall (daily) productivities achievable for these different types of collection tends to converge, as the performance of the round becomes increasingly dominated by driving time. Considering the second rate-limiting factor, the more commodities that are collected within multiple compartments on a vehicle then the more the round size tends to become limited by the payload and volume capacity of each compartment. Striking the optimum balance between pass rate and weight/volume is essential when specifying the correct numbers of vehicle and crew. It is interesting to note that May Gurney's approach to striking this balance has been to reduce crew levels, from a more traditional driver + 2 loaders to a driver +1, and to set overall property counts at lower levels that are better aligned with the vehicle's capabilities. For certain vehicle types such as the RCVs with two front pods as considered in this study, the optimum crewing level is likely to swing more towards a driver + 2 loaders, due to the need for operatives to unload at opposite ends of the vehicle.

Vehicle types

The main vehicle types considered in this study comprise:

- 4-pod RCVs, comprising 2 front pods and split compartments with compaction at the rear;
- Advanced stillage vehicles such as the Romaquip and Terberg Kerbloader allowing multiple streams to be loaded via apertures along both sides of the vehicle (and also at the rear); and
- A mini kerbsider vehicle with side-loaded hoppers that tip into the main body of the vehicle.

Reference pass rates

Acknowledging that the vehicle configurations modelled represent a significant departure from the 2-pass kerbside recycling configuration rolled out across Powys since 2010, it has been necessary to research reference data to inform the pass rates to be applied. A number of challenges have been faced in this regard, which can be summarised as follows:

- The 4-pod RCV is a relatively new vehicle to the UK, and nowhere is it operated on a fulltime basis. Powys themselves have trialled variants of this vehicle type, leading to the proposed configuration with two larger front pods but there is a lack of formal collection productivity data available to inform the modelling;
- Advanced stillage vehicles are being deployed on contracts but with true productivity data not readily available. On May Gurney's West Oxfordshire contract productivities have been slowed by additional sorting of materials between boxes and on longer running contracts such as in Somerset the transition from historic

crew levels based on a driver + 2 to a driver + 1 has taken time. None of the latest generation of vehicles has been subject to filing and time recording in order to populate WRAP's KAT model with timing data; and

- The extreme rural nature of Powys making it difficult to confidently benchmark productivities with authorities operating similar schemes.

Table A6.1 below includes reference weekly multi-material round size information from a range of sources, including that formally gathered through the benchmarking exercise.

Table A6.1: Reference round sizes on multi-material kerbside sort collections

Authority	Selection Criteria			
	Service Type	Vehicle Type	Crew Level	Round Size (hh/day)
Conwy	Main	Romaquip standard	Driver + 2	600 – 750 135 hh/r and 5-6hrs picking
	Narrow	Romaquip narrow	Driver +1 assumed	400 – 600 100-150 hh/hr, 3-4 hrs picking
West Oxfordshire	Main	RRV	Driver + 1	400
	Rural	RRV	Driver only	220
Somerset	Main	RRV	Driver+1	550
	Rural	RRV	Driver + 0/1	350
	Ultra-Narrow	RRV	Driver only	125
East Devon (1st generation stillage vehicles)	Main	7.5/12t stillage	Driver + 2/3	624
	Narrow	3.5t stillage	Driver + 1	200
Cheshire West & Chester	Main	12t RRV	Driver + 1	597 (contract design size)
	Narrow	7.5t SPOV	Driver only	223 (contract design size)
WRAP IC&P2	Main	Not specified	Driver + 2	646

The above data provides a useful set of reference data and indicates some consistent output round sizes achievable in different operating urban / rural contexts. It is worth noting that most of the above schemes target more than 4 commodities (including food waste and some glass colour separation).

Timed data

In addition to the round size data above AMEC have monitored a limited number of recycling rounds undertaken by May Gurney on the new Cheshire West & Chester contract. These collections are undertaken with the latest generation Terberg Kerbloader (12t) vehicles with a Driver + 1 loader.

A range of productivities have been observed as follows:

- Single property: vehicle adjacent to estate-type property = [32s/hh]. This rate would also apply to smaller rural properties from the point of arriving at the property. Clearly for these households additional point to point driving time then needs to be included;
- Vehicle servicing 4 cul-de-sac properties (average 100% setout but only food from 50%) = [45s/hh]
- Vehicle servicing 8 restricted access cul-de-sac properties (average 80% setout): = [57s/hh]

This data would indicate an hourly pass rate in the range 63 – 112 hh/hr. Assuming 5-6hrs of picking on urban rounds this would equate to 616 hh/day on urban and 220 in restricted access areas based on 3-4hrs of picking, which is consistent with the target levels stated above.

Tipping-off Times

Of the advanced stillage-type vehicles the Romaquip should be quicker to unload than the Terberg Kerbloader due to less reliance on a forklift (the Romaquip has automatic materials ejection); Conwy experience indicates an average 15 minutes unloading time in a well organised bulking facility. A similar tipping time is considered to apply to the 4-pod RCV where the ejection/emptying process is automatic (without the need for a forklift) and is limited by vehicle movement times between tipping bays / sealed containers. For those vehicles emptied by forklift an average in the range 20-25 mins is perhaps appropriate; this is the range May Gurney state when aligned with their purpose-built bulking facilities

Vehicle capacities

In advance of modelling, for each vehicle type, AMEC assessed the volumetric capacity of each material compartment against the ambitious recycling projection. This exercise was undertaken to inform our understanding of the likely balance between collection rate and vehicle capacity as the primary rate-limiting factor. Projected yields for each year (based on an average kg/hhd/collection) were converted into volumes through use of bulk density data and mapped onto compartment volumes. We have assumed that the standard commodities are targeted and primary compartments on the vehicle are utilised. The figure below shows the capacity of each compartment by material stream by year (hh/compartment) and the average number of tips per vehicle per day for a given pass rate (Tips) for the standard Romaquip vehicle over the modelling horizon.

What this analysis usefully does is show that as the recycling and food waste commodity yields increase up to the maximum at the end of the modelling horizon (2024/25, c.70% recycling) in the region of 400-500 households would be expected to be passed before the vehicle is full and needs to tip. In the early years it would appear that food waste is likely to become rate-limiting first, with perhaps the need to tip becoming more important than pass rate in around 2017/18.

		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	
Stream1	cans	338	352	366	410	483	579	655	713	755	784	805	819	828	835	
	kg/hh/wk	0.11	0.12	0.12	0.14	0.16	0.19	0.22	0.24	0.25	0.26	0.27	0.27	0.27	0.28	
	plastic	1487.29	1563.19	1642.98	1894.54	2329.65	2686.36	2914.86	3080.16	3196.61	3277.18	3318.47	3339.38	3349.90	3360.46	
	kg/hh/wk	0.49	0.52	0.54	0.63	0.77	0.89	0.97	1.02	1.06	1.09	1.10	1.11	1.11	1.11	
	m3/hh/wk	0.015	0.016	0.016	0.019	0.023	0.027	0.029	0.031	0.032	0.033	0.033	0.034	0.034	0.034	
	hh/compartment	1177	1122	1069	931	761	657	602	567	545	530	523	519	516	514	
	Tips	1	1	1	1	1	1	1	1.04	1.08	1.10	1.11	1.12	1.12	1.13	
Stream2	paper	2063	2104	2146	2361	2715	3326	3825	4207	4488	4687	4826	4922	4986	5030	
	kg/hh/wk	0.68	0.70	0.71	0.78	0.90	1.10	1.27	1.40	1.49	1.55	1.60	1.63	1.65	1.67	
	card	68	74	89	161	418	752	1053	1334	1571	1746	1860	1928	1965	1983	
	kg/hh/wk	0.02	0.02	0.03	0.05	0.14	0.25	0.35	0.44	0.52	0.58	0.62	0.64	0.65	0.66	
	m3/hh/wk	0.003	0.003	0.003	0.004	0.006	0.008	0.010	0.012	0.014	0.015	0.016	0.016	0.016	0.017	
	hh/compartment	2305	2241	2153	1803	1249	871	689	581	516	477	454	441	434	430	
	Tips	1	1	1	1	1	1	1	1.01	1.13	1.19	1.23	1.25	1.26	1.27	
Stream3	glass	2001	2001	2001	2021	2061	2082	2092	2097	2100	2101	2102	2102	2102	2103	
	kg/hh/wk	0.66	0.66	0.66	0.67	0.68	0.69	0.69	0.70	0.70	0.70	0.70	0.70	0.70	0.70	
	m3/hh/wk	0.002	0.002	0.002	0.002	0.002	0.002	0.002	0.002	0.002	0.002	0.002	0.002	0.002	0.002	
	hh/compartment	1758	1758	1758	1741	1706	1690	1681	1677	1675	1674	1673	1673	1673	1673	
		Tips	1	1	1	1	1	1	1	1	1	1	1	1	1	
		Tips	1	1	1	1	1	1	1	1	1	1	1	1	1	
Stream4	food	3901	3980	4059	4871	5567	6135	6552	6849	7056	7190	7265	7303	7316	7319	
	kg/hh/wk	1.29	1.32	1.35	1.62	1.85	2.03	2.17	2.27	2.34	2.38	2.41	2.42	2.43	2.43	
	m3/hh/wk	0.003	0.003	0.003	0.004	0.004	0.005	0.005	0.005	0.006	0.006	0.006	0.006	0.006	0.006	
	hh/compartment	860	843	827	689	603	547	512	490	476	467	462	460	459	459	
		Tips	1	1	1	1	1	1.07	1.13	1.17	1.19	1.21	1.22	1.22	1.22	1.22
		Tips	1	1	1	1	1	1.07	1.13	1.17	1.19	1.21	1.22	1.22	1.22	1.22

Proposed rates

Table A6.2 presents initial target output round sizes (by scenario) based on the evidence summarised above. Key assumptions and observations on the figures are as follows:

- We have assumed a blended target crew level on the standard rounds using the advanced stillage-type vehicles of a driver + 1.5 loaders. This strikes a compromise between the positions adopted by Conwy and May Gurney and acknowledges that some rounds may be designed to be larger (where they are in close proximity to the depot / bulking facilities) and as such the additional (albeit marginal) productivity gain that 2 loaders provides enables some rounds to operate against a 2-tip strategy;
- On rural rounds we have assumed a driver + 1 loader, in line with Powys' preference against lone working. This has the effect of marginally increasing the productivity on these rounds against those reference authorities cited in table 2.1 which commonly deploy a driver only. It is also important to note that ultra-narrow properties have been parked outside the Powys analysis. The round sizes listed in Table A6.1 will include many of these properties which will have the effect of pulling down the average round size achievable; and
- The rural target round sizes converge towards a similar figure as driving time dominates over the speed with which the vehicle can be loaded. In this case the vehicle size and population of properties classified as rural becomes most important.

Watch points

The resource modelling undertaken in this study is done at a tactical level, i.e. it is not based on collection round designs and vehicle routing algorithms, and as such should be viewed as indicative.

Particular attention is drawn to the baseline refuse collection productivities which are considered low (as a result of incomplete data and the masking effect of unspecified levels of commercial waste co-collection). We have not attempted to recalibrate these rates in the model (as the study focus has been on the recycling fleet) meaning the predicted resource levels (and thus budget) on this service may be overstated. The target refuse service

productivities should be revisited as part of the wider strategy to improve round monitoring, performance data capture and as the commercial waste service is re-engineered. Acknowledging the rural nature of Powys an overall urban area average round size in the region of 850-950 households per day may be considered more appropriate, which in many cases would require just 1 tip per day on frontline vehicles and at the expected yield levels (<10kg/household/fortnight).

The lack of comparator productivity data for the 4-pod RCV also represents a risk, reducing our confidence in the stated target round sizes for the scenarios involving these vehicles.

Table A6.2: Scenario target round sizes

Scenario	Std Vehicle	No households	Crew level	Round Size	Narrow Vehicle	No households	Crew level	Round Size	Comments
2a	26t NTM 4 pod	46,000	D+2	650	7.5t mini kerbsider	11,000	D+1	400	The average narrow target round size is higher than the equivalent scenario with the same small vehicle because the pool of properties assigned as rural is much higher – meaning many are actually suburban with lesser access constraints
6b	18t NTM 4 pod	51,500	D+2	680	7.5t mini kerbsider	5,500	D+1	350	In this variant of the above scenario the smaller frontline vehicle facilitates a higher pas rate. The downside is that as the yields increase over time the compartment sizes become more rate-limiting and additional vehicles are needed to cope with the weight / volume of waste set out. Similarly, the mini-kerbsider (which crews felt could make a viable replacement for the vans) is expected to facilitate higher productivity levels in restricted access rural areas over the equivalent 12t platforms modelled in the scenarios below.
11b	12t Romaquip	51,500	D+1.5	590	12t Romaquip narrow	5,500	D+1	300	Larger standard rounds with 2 loaders expect output round sizes in range 600 – 700 per day (lower than Conwy acknowledging increased rurality). Rounds with driver + 1 average 500 – 575 per day (consistent with Somerset levels).
14b	12t Terberg Kerbloader	51,500	D+1.5	575	12t CWS narrow	5,500	D+1	295	Collection rates on these vehicles are expected to be equivalent to the Romaquip. The slightly longer tipping off time has the impact of marginally reducing the overall average round size achievable on standard collections. This will become more apparent when more rounds move into 2 tips per day (i.e. later in the modelling horizon).

[www.wrap.org.uk/relevant link](http://www.wrap.org.uk/relevant-link)

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CYNGOR SIR POWYS COUNTY COUNCIL.**Cabinet Report****26th February 2013****REPORT AUTHOR: County Councillor W.B. Thomas****SUBJECT: Procurement of Recycling and Refuse Collection Vehicles**

REPORT FOR: Decision

1.0 Executive Summary

In order to meet the Welsh Government targets for recycling levels across Powys, an interim fleet has been hired to enable the collection of dedicated recycle streams. The hiring of this fleet was expensive but necessary to enable the streams to be collected, whilst the WRAP/Amec Report - Powys Vehicle and Collection Options Appraisal in October 2012 (Appendix 2) into waste management was completed to identify the opportunities to develop a fit for purpose refuse and recycling collection model.

Following the reports' delivery at the end of 2012, extensive trials were undertaken across Powys to identify the most suitable dedicated recycling vehicle types and benchmarking with other Welsh Authorities in order to develop a long term strategy to enable Powys County Council to achieve the stretching targets set by Welsh Government whilst offering the most practical and cost effective solutions.

Having identified the most appropriate vehicle types, this report seeks agreement to the recycling vehicle type and operating model, selection of the best procurement route and, authorisation to progress the procurement of these vehicle types.

2.0 Vehicle Type Selection

Early in the process the two major vehicle types were identified; either compaction type vehicles which operate via a number of lifting devices or the stillage type that operates by filling the vehicles from ground level. Given the issues with low level power cables across Powys and the resultant prosecution for cable strikes brought by the HSE, both the Wrap report and the use of demonstration vehicles on test identified that the stillage type vehicle was most appropriate for PCC.

During the trials of each vehicle type, comprehensive feedback was sought from the front-line operators, fleet workshops and the corporate Health and Safety team as well as the strategic waste and recycling teams in order to develop a full vehicle type specification necessary for any successful procurement exercise.

As a result of the trials, feedback and benchmarking performed with Conwy CBC it is the recommendation of this report that the stillage type vehicle is the most appropriate to meet the needs of PCC in achieving the current and future recycling targets required by Welsh Government.

Recommendation 1: Stillage type vehicles approved for PCC
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3.0 Procurement Method Selection

There are two procurement routes available to PCC to successfully purchase the vehicles required to deliver the refuse and recycling service.

A local government consortium, framework operated by the Yorkshire Procurement Organisation (YPO), and widely used has been identified which has, within its base, the two key manufacturers of the stillage vehicles recommended. The alternate method is for PCC to develop its own tender exercise as a standalone Invitation To Tender. Both methods comply with the OJEU procurement regulations.

The table below seeks to highlight the benefits and risks of each procurement method:

Procurement Method	Key Benefits	Risks
Use of consortium Framework (YPO)	<ul style="list-style-type: none"> • 3 weeks for tender returns • Some of the management of the tender process performed by YPO • Baseline specifications are covered in qualification to be on framework (e.g. warranties) 	<ul style="list-style-type: none"> • YPO recover a 1% rebate from the supplier –hence likely 1% extra cost • Limited number of potential bidders • The Terms and Conditions of the Framework are not known at this stage*
Direct Tendering	<ul style="list-style-type: none"> • Increased number of potential bidders • No 1% fee payable to YPO and should result in reduced cost from supplier • Tendering process undertaken knowing Terms and Conditions 	<ul style="list-style-type: none"> • Tenders need to be in the market place for 40 calendar days • Specification needs to cover every aspect of the vehicles • Whole process owned by PCC • Additional PCC resource required

**Note on YPO procurement Method*

- *The specific Terms and Conditions of the Framework Agreement awarded to suppliers will not be known before the tendering process, they will however be confirmed before awarding any purchase order. The generic Terms and Conditions have been seen by the Councils solicitor.*
- *There is no reference to interim payments in the Terms and Conditions- this will be decided by the Council before proceeding with a Purchase Order. Payment will be based on a delivery acceptance procedure to be part of the tender documents.*

There are some elements of the procurement process that will be required for both methods:

- Creation of detailed specification to ensure correct vehicle types sourced.
- Creation of clearly defined evaluation criteria.
- Clearly specified volumes of vehicles by type allowing associated discount structure to be applied by suppliers
- Resources needed to support the tender process
- Effective evaluation performed by us.

From the table above it is clear that the use of the YPO framework is likely to speed the procurement process by a number of weeks. Following the YPO tender does create some concerns in terms of restricting those who can bid unknown Terms and Conditions and the likely 1% extra cost. Therefore the risks off using the YPO framework outweigh the potential benefits in speeding up the procurement process.

The recommendation is therefore that the Council develop standalone documentation to go out to the market.

Recommendation 2: The Council issues tender documentation directly to the market and not via YPO.

4.0 Finance Route

There are three primary procurement routes available to PCC.

- Capital Purchase
- Operating Lease
- Contract Hire

Capital Purchase requires the use of contingency funds, existing capital budgets already identified for this purpose and/or the use of prudential borrowing. The key benefit is that the asset belongs to the Council and therefore any residual value at the end of the assets operation life is recouped by us.

Operating Leases are used to attract external funding for capital purchases with the leaseholder providing the capital and charging a management fee for this provision. The vehicles are owned by the leaseholder with, any residual value, returning to the leaseholder. The Council would be liable for all servicing, maintenance and repair costs during the operational life of the vehicles and any damages to the asset to ensure the residual value of the asset is achieved.

Contract Hire is where both the capital financing and the life management of the vehicle, for inspections, servicing and maintenance are borne by the owners but charged back to PCC in a long term hire charge. As with Operating Leases the vehicle remains the property of the Hire Company and PCC are liable for all damage and unfair wear and tear on the vehicle needing repair to ensure the residual value of the asset.

An options appraisal will be undertaken on the most economically efficient way of funding these vehicles. The choices will almost certainly be between outright purchase and some form of leasing. The options appraisal will take place in parallel with the vehicle procurement and the Chief Finance Officer will determine the preferred funding option, in consultation with the Cabinet Member for Finance.

5.0 Vehicle Numbers

The procurement requires two key items of data, the specification of the vehicle type and the volumes required.

As covered within the section on vehicle type selection, work is now progressing to capture all of the requirements for the recycling vehicles into one, coherent specification document to accompany the tender documentation. It is expected that this will be completed and agreed by the end of February 2013.

For vehicle numbers, the methodology used is to divide the total number of collection points by the average numbers of points that can be collected by each vehicle, each day. The Report undertaken by WRAP (Appendix 2) used an average of 650 points per day to generate an estimate of the numbers of recycling vehicles required. However, following detailed discussions it has been agreed that, given the geographic challenges of Powys, an average figure of 600 collection points per day should be used.

There are four vehicle types needing to be procured. They are;
Standard Recycling Stillage vehicles
Narrow/short wheelbase Recycling Stillage Vehicles
Standard Refuse Collection Vehicles
Narrow/Short Refuse Collection Vehicles

The total number of domestic collection points across Powys has been identified as 60,000.

Of these addresses, 5,500 are in geographically challenging areas that would require the narrow/short vehicle type.

The calculations for the numbers of vehicles by type are shown below:

Recycling Vehicles		
Type of Vehicles	Standard Vehicles	Narrow Vehicles
Total No, of collection points	60,000	
Number of collection points	54,500 (60,000 -5,500 narrow collection)	5,500
Average No. of Collection points per day	600	300
Number of vehicles required. (i.e. collection points/No. of collection done a week- rounded up to whole number)	18	4

Refuse Collection Vehicles (RCV): (70/30 split compaction vehicles) <i>Refuse collections are performed fortnightly</i>		
Type of Vehicles	Standard Vehicles	Narrow Vehicles
Total No, of collection points	60,000	
Number of collection points	54,500 (60,000 -5,500 narrow collection)	5,500
Average No. of Collection points per day	1000	400
Number of vehicles required. (i.e. collection points/No. of collection done a week- rounded up to whole number)	6	5

Combined Refuse/Recycling fleet for Powys of:	26 Recycling vehicles and 11 Refuse vehicles
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This excludes spares for scheduled inspections and maintenance routines.

The expectation should be that there would be a requirement for 1 spare RCV and 2 spare recycling vehicles.

More work is being performed to finalise the specific vehicle numbers, although we do now have the range for each type. The opportunity therefore is to request, as part of the tender exercise, suppliers provide pricing for a range of vehicle numbers to ensure maximum leverage on price whilst not over committing the authority to purchase too many vehicles.

Recommendation 3: That the tender documentation seeks to procure, in two cost band ranges, between 24-30 recycling vehicles and 12 RCV's

6.0 Timeline

A headline timeline for the provision of vehicles is attached at Appendix 1. The procurement exercise, through to awarding of contract and then manufacturers lead times are captured within this document. Assurances have already been provided to the scrutiny committee that, although the manufacturers lead times are very lengthy (6-9 months on average) all vehicles should be delivered and in operation across Powys by, at the latest, September 2014.

7.0 Next Steps

If cabinet approve the recommendations in this report the next steps will be to finalise the specification and tender documentation and proceed to issue Tender Documentation to YPO, for bidders to respond.

Decisions regarding the finance methodology for the procurement need to be agreed, this will involve a further paper to cabinet for review and agreement.

In order for the recycling vehicle types specified to deliver maximum operational efficiencies to the Council further work is needed to identify and secure suitable Waste Transfer stations in advance of the delivery of the vehicles. Similarly, there is further work needed across the refuse and recycling areas to perform route planning and scheduling to fully utilise these vehicles.

It should be noted that in the generation of this report no assumptions have been made regarding the impact of any potential changes to Trade Waste agreements and operations across Powys.

8.0 Support Services (Legal, Finance, HR, ICT, BPU)

The Service Accountant commented: Before numbers and sizes of residual waste vehicles can be ascertained with any certainty further work is needed around route planning and the transfer of waste as mentioned above. It will also be necessary to formulate a strategy for the Trade Waste Collection Service.

The Principal Accountant (Capital) commented: that a sum of £3.2m has been included in the Capital Strategy for the Recycling/Refuse vehicles.

Advice has been obtained from both the Legal and Health and Safety teams in the creation of this report.

Legal Officer commented: It is very unusual to utilise a Framework Agreement when the contractual terms and conditions of that Framework Agreement are not known at the outset and those terms and conditions only become known after the identity of the bidders has become known. There are concerns as to the legality of the YPO framework and its use will come with the risk of legal challenge from stillage type vehicle manufacturers who are not on the YPO framework.

The advice from the legal team with regard to the use of the Yorkshire Procurement Organisation framework and the advice not to use this framework has been accepted and incorporated in this report.

The Corporate Health and Safety Adviser commented: that following observations and discussions with operatives and Management involved in the trials of the stillage vehicles, it is considered that this type of vehicle can provide an effective method of collecting recyclates without adversely affecting the wellbeing of collection operatives. However, It is recommended that training, to include the new manual handling methods, be introduced and that an ergonomic assessment undertaken of the vehicles prior to their introduction.

9.0 Sustainability and Environmental Issues/Equalities/Crime and Disorder/Welsh Language/Other Policies etc.

Sustainability and Environmental issues have been fully considered in recommending this procurement. The vehicles will, as a minimum, have engines rated as compliant with the Euro V legislation. However, all vehicles registered after 31st December 2013 will be compliant with the Euro VI standard which further reduces particulate discharge from LGV diesel engines.

No other issues have been identified relating to Equalities/Crime and Disorder/Welsh Language or any other policies.

10.0 Local Member(s)

The introduction of the proposed vehicles will change operations across the whole of the Council and therefore will be of interest to all members.

11.0 Other Front Line Services

If the purchase of the vehicles is not made, there is a risk to both the ability of PCC to achieve the Welsh Government recycling targets, and the potential financial penalties that could trigger, and the financial impact of using sub-optimal and expensive hire solutions. Both of these impact on the authorities ability to provide services across other service areas.

12.0 Local Services Board/Partnerships/Stakeholders etc.

Not applicable at this time.

13.0 Communications

Once the procurement process has commenced there are plans to create a comprehensive review across the refuse/recycling areas to ensure that the routes are optimised and all staff/stakeholders are kept fully briefed with developments via a detailed communications plan until the vehicles are procured and deployed.

14.0 Statutory Officers

Chief Finance Officer's Comments: The Chief Finance Officer notes the comments of the Accountants. The procurement is being structured in a way to protect against some of the current uncertainties on vehicle numbers. He notes the provision in the capital budget.

Recommendation:	Reason for Recommendation:
Approve Stillage type vehicles to collect recyclates in Powys	Following extensive testing and comparisons, including potential Health and Safety Hazards, stillage vehicles have been identified as the most appropriate vehicle type for Powys.
PCC creates standalone tender documentation for direct issue to the market	It has been identified that using the YPO route to procurement could place Powys at risk of failing compliance. Although producing standalone documentation takes slightly longer and requires more PCC resource it is both cheaper and reduces the risk of non-compliant procurement.
That the procurement seeks pricing for two volume bandings from potential suppliers	This will enable the procurement to commence whilst further detailed work is performed within the service area to identify the optimum vehicle routes and numbers required

Relevant (ies):	Policy	
Within Policy:	Y / N	Within Budget: Y / N

Relevant	Local	
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Member(s):	
-------------------	--

Person(s) To Implement Decision:	
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Date By When Decision To Be Implemented:	
---	--

Contact Officer Name:	Tel:	Fax:	Email:

Enclosures

Appendix 1: High Level Waste Fleet Replacement Programme

Appendix 2: WRAP Report: October 2012

CYNGOR SIR POWYS COUNTY COUNCIL.

**CABINET EXECUTIVE
30th July 2013**

**REPORT AUTHOR: County Councillor Barry Thomas
Portfolio Holder for Highways, Recycling & Waste**

**SUBJECT: Leasing/Acquisition and Development of Recycling &
Residual Waste Bulking Sites**

REPORT FOR: Decision / Discussion

1. Summary

1.0 This report sets out the rationale for the acquisition and development of recycling and residual waste bulking sites at three strategic locations in Powys.

1.1 The report also seeks approval of the recommendations that:

- Instructions for the surrender and re-grant of the lease for the Brecon (Cwrt-y- Plyfin) site be issued to Valuation Officers
- Approval be granted to enter into negotiations with the owners of the Ddole Road, Enterprise Park, Llandrindod Wells and Newtown (Vastre) sites to seek to obtain appropriate Purchase Option Agreements on the sites,
- In principle and subject to there being a fully funded robust business case and all necessary approvals and permissions the two other sites at Ddole Road, Enterprise Park, Llandrindod Wells and Newtown (Vastre) be acquired and developed as standalone, dedicated bulking/residual waste transfer stations.

1.2 Recycling and residual waste transfer and bulking is a means by which kerbside collected materials can be further mechanically separated and compacted into bales for onward transport and sale. Conwy County Borough Council is considered to be an exemplar recycling authority in Wales and operates a recycling bulking site as a standalone facility. Following visits to the site and presentations on Conwy's approach to bulking materials the Recycling & Waste Project Board set the following targets:

- To focus on getting the existing Brecon Waste Transfer site in a 'condition' to start 'running';
- To identify if two or three sites are required;
- To identify the preferred site for a bulking station in Montgomeryshire;

- To have a clear idea of the development and running costs needed.

Extracts from the minutes of the meeting were as follows:

1.3 Bulking Stations

Officers circulated a report in the meeting. Full discussion took place and reference was made to the following items in the report:

1.4 Item 2

It was noted that a draft report for WRAP Cymru (Waste & Resources Action Programme in Wales WRAP) has been produced, detailing the site options. It was also noted that officers will liaise with representatives of WRAP regarding the report. The officers noted in the meeting that their preferred site is the green field site on Ddole Road, Enterprise Park in Llandrindod Wells. It was agreed that an officer will look into whether or not a paper needs to be presented to Cabinet with regards to the acquisition and infrastructure development. Discussion took place and the Chairperson emphasised the importance of having the best infrastructure for the bulking sites and to ensure that the sites are viable for the next 25 years. The Chairperson also noted that this work needs to be progressed as soon as possible.

1.5 Item 3

Discussion took place and officers felt that the Vastre Site would be the most appropriate site. It was also agreed that officers would consider the option of also having a Household Waste and Recycling Centre (HWRC) (formerly Civic Amenity CA) site on the Vastre, Brecon and Llandrindod sites.

2. Proposal

2.1 It is therefore proposed that:

- Instructions for the surrender and re-grant of the lease for the Brecon (Cwrt-y- Plyfin) site be issued to Valuation Officers
- Approval be granted to enter into negotiations with the owners of the Ddole Road, Enterprise Park, Llandrindod Wells and Newtown (Vastre) sites to seek to obtain appropriate Purchase Option Agreements on the sites,
- In principle and subject to there being a fully funded robust business case and all necessary approvals and permissions the two other sites at Ddole Road, Enterprise Park, Llandrindod Wells and Newtown (Vastre) be acquired and developed as standalone, dedicated bulking/residual waste transfer stations.

2.2 The outcomes sought are those contained in the draft Powys Change Plan as set out below.

3. Powys Change Plan

3.1 Development of sites at three strategic locations will enable one of the 10 key outcomes for people in Powys, namely to *Enjoy a clean, safe and green environment* to be actively pursued through the Climate Change Programme.

3.2 The draft Powys Change Plan (PCP) indicates that we want people in Powys to enjoy a cleaner, safer and greener environment by reducing the amount of waste going to landfill and increasing recycling. By working together we will reduce our carbon footprint and increase the amount of material that is reused or recycled and help limit that global impact.

3.3 The improvements will be achieved by:

- Improving recycling services so that landfill is the last option for the County's waste so that we avoid substantial landfill fines, (for every tonne over the allowance we could be charged £200 in penalties).
- Continuing to introduce the recycling service to all residents by December 2014 so that all Powys residents can benefit from a range of recycling options.
- Having appropriate multi-functional waste vehicles that are fit for purpose by September 2014. This will reduce the overall cost to the council and the environment.
- Reducing the number of miles your waste travels by introducing three new processing sites.
- Continuing to encourage residents to Reduce, Reuse, and Recycle.
- Providing a new household waste and recycling centre in Ystradgynlais in 2013 to make it easier for residents to recycle their waste.

4. Options Considered/Available

4.1 Given the geographical shape of Powys, the need to rationalise the distances travelled for recycling and residual waste vehicles to off load, and the possible and as yet un-defined future requirements for the transfer of residual waste, a number of locations for standalone sites have been considered together with the adaption and use of the Council's existing depots.

4.2 The size and geographical shape of the County is the primary driver in the decision making process and it is considered that it would be cost effective and beneficial if three locations for standalone, dedicated bulking/residual waste transfer stations, one in the north, one in central Powys and one in the south could be identified.

5. Brecon (Cwrt-y-Plyfin)

5.1 The existing transfer station site off the A470, 7.4 km north of Brecon (Cwrt-y- Plyfin) which already has planning, environmental, waste management licences and permissions and is currently operated by a contractor is appropriately located, is already earmarked for development with funding allocated and is therefore a clear candidate in the south of the County. The contract expires in September 2018.

5.2 The Council currently holds, via a lease the existing site compound. The lease is for 25 years and 6 months from 1 April 1993. The rent review clause is onerous in that it allows an annual rent increase. Instructions were previously given to negotiate a surrender and re-grant of a larger area for extending the compound.

5.3 The key benefits of negotiating a surrender and re-grant are:

- Existing site with planning consent
- Surrender and re-grant would provide a revenue saving. The current Lease Terms commit the Council to paying an annual rent increase. The proposed lease term provides an instant revenue savings with no rental increase between the third and fifteenth year. Any future rental increase has been limited.
- A willing landowner

5.4 Instructions to proceed are the subject of this report and the landowner is still willing to progress the lease arrangements. Capital costs for development and improvement of the site together with the estimated 'running costs' of a bulking facility at Brecon (Cwrt-y-Plyfin) are contained in the confidential background paper **Appendix A**.

5.5 Following a site meeting, it is clear that the contractor currently operating the transfer station is eager to progress development of the site in order to better accord with EA requirements and to provide a more efficient service. It is therefore considered that it would be beneficial for this site to be extended and improved for bulking purposes.

5.6 In mid Powys a green field site of about 1.5 acres on the Ddole Road, Enterprise Park in Llandrindod Wells has been identified as being a located near to centres of population i.e. near to maximum recycling and residual waste streams, and is currently for sale. The site is not close to residential properties and has good vehicular access and colleagues in corporate property have advised that the owner has previously indicated he would be prepared to sell.

5.7 The estimated cost of developing the site in the Ddole Road Enterprise Park and the estimated operating costs are contained in the confidential background paper **Appendix A**.

5.8 An indication of the costs associated with additional return journeys, distances and the extra time involved, together with additional wear and tear on vehicles travelling to and from sites in the north and south if a central site is not developed set against servicing the capital investment is also contained in the background paper **Appendix A**.

5.9 Any site in the north of the County should be located near to a centre of population i.e. near to maximum recycling and residual waste streams and it is suggested that in or near to Newtown would be an appropriate location. Two candidate sites where land is available have been identified in

Montgomeryshire namely an existing recycling site in Newtown which was previously operated by Cwm Harry (Vastre Industrial Estate), and a green field site on the outskirts of Abermule which has been developed as a light industrial site by the WG.

5.10 The former 'Cwm Harry' Vastre site which is near to the Council's existing temporary recycling facility at the smaller site in Vastre, already has some planning, environmental and waste management licences and permissions, however, these would need to be renewed. Whereas the Abermule site would require applications for all necessary permissions

5.11 As a green field site, Abermule would require full development expenditure although it is acknowledged that some site infrastructure is in situ. It is also likely that there would be some objection from local residents in Abermule for the development of a recycling bulking and residual waste transfer site on the outskirts of, but alongside one of the main entry routes into the village.

5.12 With regard to the former 'Cwm Harry' Vastre site advice provided by colleagues in corporate property is contained in the confidential background paper **Appendix A**, as are the estimated operating costs for the Newtown (Vastre) site.

6. Preferred Choice and Reasons

6.1 As previously stated the size and geographical shape of the County is the primary driver in the decision making process.

6.2 It is therefore considered that it would be preferable, cost effective and beneficial for the three locations identified above, namely, Brecon (Cwrt-y-Plyfin), Ddole Road, Enterprise Park in Llandrindod Wells and Newtown (Vastre) to be leased/acquired and developed.

6.3 The reasons for the preferred choice are:

- the need for efficient, standalone, dedicated bulking/residual waste transfer stations;
- the costs associated with transporting materials in Recycling Recovery Vehicles (RRVs) and Residual Waste Collection Vehicles (RWCVs) over long distances;
- the size, geographical shape and demography of Powys.

6.4 A summary, of the anticipated, estimated financial requirements for leasing and/or acquisition, development and operation of the three standalone sites is contained in the confidential background paper **Appendix A**. At this time outline funding proposals have not been prepared and the availability of capital funding for development of the site infrastructures has not been fully identified. However the Welsh Government (WG) has acknowledged Powys' progress toward achieving the national recycling and waste minimisation targets and the significant investment the Council is making in the new recycling fleet, and has indicated that some modest grant funding may be available or alternatively 'spend to save' funding could be accessed. Members are advised that proposals for funding the

acquisition and development of the sites together with a robust business case will be determined with financial colleagues. Nevertheless, at this stage it is imperative that Option Agreements for the sites are secured and an indication of the cost of the Option Agreements is therefore included in the confidential background paper **Appendix A**.

6.5 If approval for development of the three sites is granted, instructions for the surrender and re-grant of the lease for the Brecon (Cwrt-y- Plyfin) site can be given immediately, and tender documentation for construction and development can be prepared for submissions from framework contractors with a view to commencing the works toward the end of the August 2013, with a completion expected at the end of March 2014. However, the site would continue to operate during the construction period.

6.6 Similarly, with regard to the proposed new sites in Llandrindod Wells and Newtown, instructions can be issued immediately to Valuation Officers to enter negotiations with the owners regarding purchase options subject to there being a fully funded robust business case. This will enable the authority to reach provisional agreements with these landowners committing to purchase or lease of the sites at pre-agreed figures in the event that planning permissions and environmental consents can be obtained. In such circumstances it would be usual for the option to be time limited, both due to potential changes in the market place, and also to give both parties a deadline beyond which other interests can be explored.

6.7 During the negotiation period design and tender documentation for construction and development of the sites can be prepared and subject to stage approval for submissions from framework contractors with a view to undertaking the works from mid September 2013 with operations commencing between April 2014 and September 2014.

7. Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc

7.1 The proposals will meet all planning requirements and environmental licenses and permissions to ensure that environmental issues are negated. Sustainability will be included within the site development plans and processes. The proposals do not impact on any other Council policies.

8. Children and Young People's Impact Statement - Safeguarding and Wellbeing

8.1 The proposals do not impact in the context of securing the safety and protection of children and young people and supporting the promotion of their wellbeing

9. Local Member(s)

9.1 The proposals have effect on or significance for three electoral divisions namely, Felin-fach, Llandrindod Wells North and Newtown East. The local Members' views are as follows:

9.2 Cllr Tony Thomas (Felin-fach) – The proposal for development at the Brecon (Cwrt-y- Plyfin) site will mitigate against the current wind blown litter problems and on that basis I support the proposal.

9.3 Cllr Gary Price (Llandrindod Wells North) – In principle I support the proposal for development of the green field site at the Ddole Road, Enterprise Park in Llandrindod Wells.

9.4 Cllr Joy Jones (Newtown East) –The proposal for development of the site at the Vastre Industrial Estate, Newtown will bring much needed employment to Newtown and will provide a modern facility for the handling and bulking of recycling materials and I therefore fully support the proposal

10. Other Front Line Services

10.1 The proposals do not have any implications for or needs the involvement of other front line services.

11. Support Services (Legal, Finance, HR, ICT, BPU)

11.1 Legal Officers have commented that the proposals do not have specific legal implications.

11.2 The Service Accountant commented that the Finance team have been kept fully involved in discussions with the Service in relation to these proposals and are happy with the contents of this report. In addition to recycle income revenue costs of the bulking sites should also be supported by reductions in payments to the providers of landfill facilities.

12. Local Service Board/Partnerships/Stakeholders etc

12.1 The proposals do not have any implications for, or needs the involvement of the LSB, a partner body/organisation or stakeholders.

13. Corporate Communications

13.1 The Senior Communications Manager has commented that a proactive news release required.

14. Statutory Officers

14.1 The Monitoring Officer has indicated that there is nothing to add to the legal comments.

14.2 The Strategic Director Resources (Section 151 Officer) commented that the recommendations seem to offer a sensible way forward. Securing options on the sites will involve a cost but will allow the project to make progress. An "in principle" decision will allow the detailed business case to be considered fully in the Autumn alongside the Council's other capital commitments. It will allow time for funding options to be explored with Welsh Government. Some degree of re-prioritisation of the capital programme is inevitable if the Council is to fulfil its statutory obligations.

15. Members' Interests

15.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

16. Future Status of the Report

16.1 Members are invited to consider the future status of Appendix A to report and whether it can be made available to the press and public either immediately following the meeting or at some specified point in the future.

The view from legal officers on behalf of the Strategic Director, Law & Governance is that the information contained in the Appendix A is commercially sensitive and should remain confidential.

Recommendation:	Reason for Recommendation:
<p>That instructions for the surrender and re-grant of the lease for the Brecon (Cwrt-y- Plyfin) site be issued to Valuation Officers</p> <p>That, approval be granted to enter into negotiations with the owners of the Ddole Road, Enterprise Park, Llandrindod Wells and Newtown (Vastre) sites to seek to obtain appropriate Purchase Option Agreements on the sites,</p> <p>That in principle and subject to there being a fully funded robust business case and all necessary approvals and permissions the two sites namely the Ddole Road, Enterprise Park, Llandrindod Wells and Newtown (Vastre) be acquired and developed as standalone, dedicated bulking/residual waste transfer stations.</p>	<p>To enable the authority to reach provisional agreements with landowners committing to purchase or lease of the sites at pre-agreed figures in the event that planning permissions and environmental consents can be obtained, in order to provide efficient bulking/residual waste transfer facilities at strategic locations to enable effective recycling and residual waste collection and transfer, to achieve Welsh Government targets for recycling and waste services</p>

Relevant Policy (ies):	Powys Change Plan		
Within Policy:	Y / N	Within Budget:	Y / N

Relevant Local Member(s):	<p>Cllr Tony Thomas (Felin-fach)</p> <p>Cllr Gary Price (Llandrindod Wells North)</p> <p>Cllr Joy Jones (Newtown East)</p>
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Person(s) To Implement Decision:	Head of Service
Date By When Decision To Be Implemented:	With immediate effect

Contact Officer Name:	Tel:	Fax:	Email:
Richard Hobbs	01874 612302		richard.hobbs@powys.gov.uk

Background Papers referred to in the Report: Confidential Paper
APPENDIX A

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By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Decisions taken by Individual Portfolio Holders

**Councillor W.B. Thomas
Portfolio Holder for Environment**

Decisions effective from 12th November 2013

Appointment of Public and Agricultural Analysts

DECISION	Reason for Decision
That the Public and Agricultural analysts listed in the report be approved.	In order to comply with statutory requirements and to ensure proper and effective enforcement of the legislation. To ensure compliance with the statutory duty to enforce the Food Safety Act 1990 and Agriculture Act 1970.

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CYNGOR SIR POWYS COUNTY COUNCIL.

11th October 2013

REPORT AUTHOR: Professional Lead – Environmental Health -Commercial

SUBJECT: Appointment of Public and Agricultural Analysts

REPORT FOR: Decision of Portfolio Holder for Environment

INTRODUCTION

Powys County Council's Trading Standards and Environmental Health Services have a statutory duty to enforce the Food Safety Act 1990, which requires the authority to appoint a Public Analyst to analyse food for foreign bodies and compositional and labelling purposes. There are similar provisions in the Agriculture Act 1970 relating to the need to appoint an Agricultural Analyst. This report seeks to review and confirm approval for amendment to such appointments.

BACKGROUND

It is a requirement of the Food Safety Act 1990 Section 27 that every food authority in England and Wales appoints one or more persons to act as Public Analysts for the purposes of analysing samples procured under that Act. The Agriculture Act 1970 also requires an agricultural analyst to be appointed for the analysis of animal feeding stuffs and fertilisers.

The existing appointments require updating and consolidating as various appointments and changes have been made over the years in piecemeal style. This report therefore lays out and confirms the appointments in full in one clear document and builds on existing arrangements and appointments.

Analysts of Minton Treharne and Davies have previously been appointed as Public and Agricultural Analysts and have carried out works on behalf of the Authority. The following analysts of Minton Treharne and Davies Limited, Unit 5 Llwyn yr Eos, Parc Menter, Cross Hands, Llanelli, SA14 6RA are therefore recommended for confirmation of authorisation and appointment:

Public Analysts

Martin Brian Dalling
John Anthony Robinson
Susanne Brookes

Agricultural Analyst

Susanne Brookes

Deputy Agricultural Analyst

John Anthony Robinson
Martin Brian Dalling

Changes in Company representation in the North of County have occurred and whilst authorising the appointment of public analysts under the new company name it is also recommended to extend the appointment to include Agricultural analyst's appointments too to build on resilience.

The following analysts of Public Analyst Scientific Services Ltd, i54 Business Park, Valiant Way , Wolverhampton are therefore recommended for authorisation:

Public Analysts

Mr Alan Thomas Richards BSc (Hons), MChemA, CChem, FRSC
Ms Watney Elizabeth Moran MSc, MChemA, FRSC
Mr Ronald Anthony Ennion BSc (Hons), MChemA, CChem, FRSC, MIFST
Mr Kevin Wardle MSc, MChemA, CChem, MRSC
Mr Peter Anthony Brown BSc (Hons), MChemA, CChem, FRSC, FIFST
Mr Jeremy Paul Wootten MA, MChemA, CChem, MRSC
Mr Duncan Kenelm Arthur BSc (Hons), MChemA, CChem, MRSC
Mr John Maurice Waller MSc, MChemA, CChem, MRSC
Mr Nigel Kenneth Payne MSc, MChemA, CChem, MRSC

Agricultural Analysts

Mr Ronald Anthony Ennion BSc (Hons), MChemA, CChem, FRSC, MIFST

Deputy Agricultural Analysts

Mr Alan Thomas Richards BSc (Hons), MChemA, CChem, FRSC
Ms Watney Elizabeth Moran MSc, MChemA, FRSC
Mr Kevin Wardle MSc, MChemA, CChem, MRSC
Mr Peter Anthony Brown BSc (Hons), MChemA, CChem, FRSC, FIFST
Mr Jeremy Paul Wootten MA, MChemA, CChem, MRSC
Mr Duncan Kenelm Arthur BSc (Hons), MChemA, CChem, MRSC
Mr John Maurice Waller MSc, MChemA, CChem, MRSC
Mr Nigel Kenneth Payne MSc, MChemA, CChem, MRSC

COST

Costs vary depending on the analysis required but are in the range of approximately £ 50 -150 per analysis. Payment to the Analysts for samples submitted is already included in the Revenue Budget. The choice of Analysts has been considered through the procurement process and will be the subject of regular review.

PROPOSAL

It is a requirement that analysts be appointed. This report confirms the details of the appropriate analysts for consideration and approval.

Recommendation:	Reason for Recommendation:
That the Public and Agricultural analysts listed above are appointed.	In order to comply with statutory requirements and to ensure proper and effective enforcement of the legislation. To ensure compliance with the statutory duty to enforce the Food Safety Act 1990 and Agriculture Act 1970.

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