

Transport and Environment Committee

10.00 am, Thursday, 17th May 2018

Waste and Cleansing Policies Assurance Statement

Item number	7.13
Report number	
Executive/routine	Executive
Wards	All
Council Commitments	25

Executive Summary

Council policies are key governance tools. They help realise the Council's vision, values, pledges and outcomes, and are critical to the Council's operations, ensuring that statutory and regulatory obligations are met in an efficient and accountable manner.

To strengthen governance arrangements in this area a policy framework has been developed to ensure that all current Council policies are easily accessible, and are created, revised and renewed in a consistent manner and to an agreed standard.

To ensure that Council policies remain current and relevant, all Council directorates are required to review policies on an annual basis.

Waste and Cleansing Policies Assurance Statement

1. Recommendations

- 1.1 To note that the current policies detailed in this report (Appendix 2) have been reviewed and are considered as being current, relevant and fit for purpose.
- 1.2 To approve the draft litter bin siting policy, Appendix 3, which will be a temporary working document for use until the potential development of a national template for these policies by Keep Scotland Beautiful.
- 1.3 To approve the draft policy, Appendix 4, for garden waste collection following the decision of Council on [22 February 2018](#) to introduce a charge for this service while setting the budget for 2018/19.

2. Background

- 2.1 Council policies are key governance tools. They help realise the Council's vision, values, pledges and outcomes, and are critical to the Council's operations, ensuring that statutory and regulatory obligations are met in an efficient and accountable manner.
- 2.2 To strengthen governance arrangements in this area a policy framework has been developed to ensure that all current Council policies are easily accessible, and are created, revised and renewed in a consistent manner and to an agreed standard.
- 2.3 To ensure that Council policies remain current and relevant, all Council directorates are required to review policies on an annual basis.

3. Main report

- 3.1 An element of the policy framework is to ensure that all Council policies are fit for purpose. This requires each directorate to review all policies relevant to their services on an annual basis, and to provide the necessary level of assurance that these policies are current and relevant.
- 3.2 This report confirms that the policies listed in Appendix 1 have been reviewed by senior management and are still considered fit for purpose. The current policies are laid out in Appendix 2.
- 3.3 Most policies in relation to the management and collection of waste have been updated in recent years to take account of the following: changes to legislation (in

particular to mandate the provision of specific recycling services); budgetary decisions (e.g. the ending of trade waste collections); or other service changes (such as the introduction of the new kerbside recycling service).

- 3.4 A change has been made to the policy relating to the provision of communal waste and recycling bins- this explicitly states that we will arrange assisted collections for people who are unable to present their waste as a result of disability. As such this provides additional protection for people who are affected by such a disability and brings this policy into line with that for people who receive kerbside collections and special uplifts of bulky waste.
- 3.5 Moreover the policy on assisted collections for both kerbside collections and communal bin collections have been reworded to allow for the provision of temporary as well as ongoing assisted collections (e.g. to assist someone to cope during a specific period of ill health which will not be ongoing indefinitely).
- 3.6 The policy relating to Household Waste Recycling Centres (HWRCs) replaces the former policy for Community Recycling Centres and seeks to emphasise that these sites now serve to collect household waste only. As a result of an ongoing project to enhance the operation of HWRCs further changes to this policy may be required as the project develops and those will be reported at the appropriate time.
- 3.7 A draft litter bin siting policy has been included (Appendix 3). This seeks to improve the management of litter bins which will help to support consistent decision making, and ensure that litter bins can be sited where they are most effective.
- 3.8 The Council's budget setting process for 2018/19 included the introduction of a charge for the collection of garden waste. A draft policy (Appendix 4) has been included for this service, along with minor amendments to other kerbside collection policies to reflect this change.
- 3.9 Otherwise these are policies which have essentially been in operation for several years and this report serves to baseline these. Future reviews and updates will be made annually as a result of budgetary decisions, legislative changes and other policy changes. These will be reported to committee at the appropriate times.
- 3.10 All policies will be made available through an interactive directory on the Council's website and, where appropriate, on the Waste and Cleansing Service's web pages.

4. Measures of success

- 4.1 Access to up to date and relevant Council policies, for internal and external stakeholders, which are quality assured and reviewed on an annual basis.

5. Financial impact

- 5.1 There are no direct financial impacts as a result of this report.

6. Risk, policy, compliance and governance impact

- 6.1 Increased accountability, transparency and efficiencies concerning Council actions and operations.

7. Equalities impact

- 7.1 There are no direct equalities impacts as a result of this report.
- 7.2 The policies on the kerbside collection of waste and recycling already take into account the specific needs of people with disabilities, and older people, through the provision of additional capacities for collecting waste and assisted collections where this will support people to live better. The amendment to the policy relating to the provision of communal bins serves to enhance protection for residents who are unable to present their waste as a result of disability.
- 7.3 A charge for garden waste collections is being introduced, but the service will continue to provide assisted collections in line with that policy, for those who choose to opt into the service.
- 7.4 The provision of the Special Uplift service for bulky waste supports people who are unable to access Household Waste Recycling Centres to dispose of large items, while the promotion of the National Reuse Helpline helps to encourage reuse of specific items by charities who serve to deliver wider social benefits.
- 7.5 The policy on the provision of services for places of worship and charities seeks to balance the need to control waste arisings and encourage recycling, while providing equal treatment to different congregations and organisations. This still takes into account the wide range of organisations and their differing needs, e.g. by providing multiple collections at the same site where there is a genuine need for this.

8. Sustainability impact

- 8.1 The policies outlined here support provision of integrated recycling services as part of an overall waste management service.
- 8.2 These will serve to minimise the use of resources in our local economy, and reduce carbon and other emissions associated with production and consumption of raw materials.

9. Consultation and engagement

- 9.1 The review of the policies associated with the provision of kerbside waste and recycling services considered the policies successfully operated by other Councils, and took into account good practices in other areas.
- 9.2 The review of the policies associated with the provision of waste and recycling collections for charities and places of worship considered the range of services provided by other Councils and sought to incorporate good practices from other areas.

10. Background reading/external references

- 10.1 Waste and Cleansing Services Policies Guidebook March 2018 (Appendix 2)

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11. Appendices

Appendix 1 Assured Policies

Appendix 2 Waste and Cleansing Services Policies Guidebook March 2018

Appendix 3 Draft Litter Bin Siting Policy

Appendix 4 Draft Garden Waste Collection Policy

Assured Policies

	Policies (Waste and Cleansing Services Policies Guidebook March 2018)
Services covered	<p>Kerbside Waste Collection Policies (Household Waste):</p> <p>Provision of kerbside waste containers</p> <p>Shared recycling bin</p> <p>Contamination</p> <p>Excess Waste</p> <p>Presentation of Waste</p> <p>Assisted Collection</p> <p>Missed Collection</p> <p>Communal Bin Collections (Household Waste)</p> <p>Special Uplift Policy</p> <p>Household Waste Recycling Centres</p> <p>Collection and Disposal of Waste from Places of Worship</p> <p>Collection and Disposal of Waste from Charities</p> <p>Trade Waste Collections</p> <p>Waste from Council Premises</p> <p>Provision of Service to New Housing Developments</p>
Approval date	17 May 2018
Approval body	Transport and Environment Committee
Review Process	<p>Waste and Cleansing Services Technical Team</p> <p>Waste and Cleaning Services Management Team</p> <p>Transport and Environment Committee</p>
Change details	Review

Appendix 2 Waste and Cleansing Service Policies Guidebook (March 2018)

The following information summarises the Waste and Cleansing Service policies which we use to operate our services.

These will be reviewed and, where appropriate, updated annually.

Domestic Waste Policies

- Kerbside Waste Collection Policies (Household Waste)
- Communal Bin Collections (Household Waste)
- Special Uplift Policy
- Household Waste Recycling Centres

Other Policies Related to Household Waste

- Collection and Disposal of Waste from Places of Worship
- Collection and Disposal of Waste from Charities

Trade Waste Policies

- Trade Waste Collections
- Waste from Council Premises

Other Policies

- Provision of Service to New Housing Developments
- Litter Bin Siting Policy (Draft)
- Garden Waste collection Policy (Draft)

KERBSIDE WASTE COLLECTION POLICIES (Household Waste Only)

The following policies all relate to the collection of waste and recycling at the kerbside. These assume provision of the mixed bin recycling and recycling box service alongside separate facilities for residual (landfill) waste and food recycling.

Policy on the Provision of Kerbside Waste Containers

The standard kerbside collection service provided will consist of:

- 240 litre GREEN bin for mixed recycling (paper and card, mixed plastics, cans and tins, empty aerosols and clean foil);
- 33 litre BLUE box for segregated recyclable materials (glass, batteries, textiles, small electricals);
- 23 litre GREY bin for food recycling;
- 240 litre BROWN bin for garden waste recycling; this is a chargeable service which residents may opt into- this service is not supplied automatically; **NOTE See Draft Policy for chargeable Garden Waste Collection**
- 140 litre GREY bin for residual (landfill) waste.
- Smaller (140 litre) green and brown bins are available on request.
- Food collections take place weekly;
- Mixed recycling and residual (landfill) bins are collected two weekly.
- Blue recycling boxes are collected two weekly;
- Garden waste bins are collected two weekly;
- Larger green and grey bins are available only in specific circumstances outlined below.

Alternative services will only be offered where the standard kerbside or communal collection systems cannot be provided.

All containers (including bins and recycling boxes) are the property of the Council; if a bin or other container is lost or requires replacement we aim to replace this within 10 working days.

Please note that if the bin is damaged we reserve the right to carry out a repair of the existing bin where this is possible. If the bin is lost or stolen we may require you to provide a Crime Report number from Police Scotland.

GREY (LANDFILL) ONLY:

The grey landfill bin is provided for the disposal of household waste which cannot be recycled. The standard capacity provided is 140 litres per household. A larger 240 litre bin is available where there is a genuine need, i.e.:

- 5 or more permanent residents in household
- 2 or more children aged 3 years or under
- A medical condition which results in the generation of additional waste;
- Other households are required to use the standard 140 litre bin.
- **THE LARGER BIN IS 240 LITRE; A 360 LITRE BIN MAY ONLY BE PROVIDED IN EXCEPTIONAL CIRCUMSTANCES**

GREEN (MIXED RECYCLING):

The criteria for a larger recycling bin is:

- 5 or more in household;
- Smaller households may also have a larger recycling bin but will be asked to pay a one off delivery charge;
- Up to two food bins and blue boxes can be uplifted from each household.
- The delivery charge will also apply for supplying a second food bin or blue box.

BROWN (GARDEN WASTE RECYCLING):

- **NOTE See Draft Policy for chargeable Garden Waste Collection Appendix 4**

Shared Recycling Bin Policy

In some blocks of flats, and other properties, there may be insufficient space to accommodate the full range of individual waste and recycling bins. This should only apply to older buildings- all new buildings should be designed to accommodate the full range of services.

Where this is the case we may offer shared bins.

In some cases we may offer each resident their own landfill bin, and offer shared recycling bins. In other cases it may be necessary to offer shared bins for both services.

The examples below show how officers assign bins to blocks of flats which previously had green bins under the red and blue box recycling service, but may not have enough space to accommodate the full range of bins under the new service. This list is not intended to be exhaustive, and other options may be offered.

A typical household will be receiving 240.5 litres per week on the new service (excluding garden waste). The old service was 198 litres per household per week.

In every case shown the capacity provided each week has increased compared with the previous situation. However two options are provided for 6 in a block to minimise the drop off in capacity.

Standard Service (Per Property for comparison of litres provided):

Landfill	Grey 140l Landfill	Green 240l Recycling	Blue Recycling	Food Recycling	TOTAL (litres per household per week)	TOTAL (Bins)
Bins (+boxes)	1	1	1	1		
Litres/hh/wk	70	120	27.5	23	240.5	

The capacity above applies regardless of whether garden waste service is provided; garden waste will already be in place if relevant.

Block Of 4 (Sharing):

It is assumed that in most cases blocks of 4 will **NOT** be sharing. The following is provided only for situations where this resolution cannot be achieved.

Landfill	Grey 140l Landfill	Green 240l Recycling	Blue Recycling	Food Recycling	TOTAL (litres per household per week)	TOTAL (Bins)
Bins (+boxes)	4	3	4	4		7+8 boxes
Litres/hh/wk	70	90	27.5	23	210.5	

The capacity above applies regardless of whether garden waste service is provided; garden waste will already be in place if relevant.

Block of 6 (Sharing):

This provides 2 options depending on the amount of space available. In each case, residents have 1 landfill bin each (as well as recycling boxes and food bins) but share either 5 or 4 recycling bins.

	Grey 140l Landfill	Green 240l Recycling	Blue Recycling	Food Recycling	TOTAL (litres per household per week)	TOTAL (Bins)
Bins (+boxes)	6	5	6	6		11 +12 boxes
Litres/hh/wk	70	100	27.5	23	220.5	

The capacity above applies regardless of whether garden waste service is provided; garden waste will already be in place if relevant.

	Grey 140l Landfill	Green 240l Recycling	Blue Recycling	Food Recycling	TOTAL (litres per household per week)	TOTAL (Bins)
Bins (+boxes)	6	4	6	6		10 +12 boxes
Litres/hh/wk	70	80	27.5	23	200.5	

The capacity above applies regardless of whether garden waste service is provided; garden waste will already be in place if relevant.

Block of 8 (Sharing):

Landfill	Grey 140l Landfill	Green 240l Recycling	Blue Recycling	Food Recycling	TOTAL (litres per household per fortnight)	TOTAL (Bins)
Bins (+boxes)	8	6	8	8		14 +16 boxes
Litres/hh/wk	70	90	27.5	23	210.5	

The capacity above applies regardless of whether garden waste service is provided; garden waste will already be in place if relevant.

Contamination Policy

- The kerbside recycling bin (green) is provided for the collection of the following specific materials only:
- Paper and cardboard, clean plastic bottles, pots, tubs and trays, clean cans, tins, foil and EMPTY aerosols. All items must be placed clean and loose in the bin. Plastic bags are not accepted.
- The kerbside recycling box (blue) is provided for the collection of the following specific materials only:
- Glass bottles and jars, small electrical items such as toasters, kettles, etc, small batteries (in a clear bag) and textiles (presented in a bag in or beside the box- black bags are not accepted).
- The food bin (23 litre grey bin) is provided solely for the recycling of cooked and uncooked food. Materials must be wrapped in a compostable liner, old newspaper or a plastic bag inside the food bin (e.g. a bread bag; black bags are not accepted).
- The garden waste bin (brown) is provided solely for the recycling of compostable garden waste. All items must be presented loose in the bin. Bins containing plastic bags and other materials will not be collected.
- The landfill bin (140 litre grey) is provided solely for the disposal of household waste which cannot be recycled in one of the recycling collections.
- Other items presented in these containers will result in them not being collected. In this event it is the responsibility of the householder to remove the incorrect items, and present the bin or box on the next collection day.

Where genuine mistakes are made we will seek to engage with the householder and resolve this.

Where a householder continues to contaminate a recycling bin, and does not engage with staff to resolve this, the recycling service will be withdrawn and enforcement action may result in some circumstances.

Excess Waste Policy

All bins must be presented at the kerbside with lids closed and no extra waste presented alongside, with the following exceptions:

- We will collect large cardboard boxes which do not fit in the recycling bin (e.g. television boxes)- these may be presented alongside the recycling bin for collection. All such boxes should be empty of all other materials and presented flat in such a way that they do not blow away, e.g. between the bin and a fence or hedge.
- Textiles should be presented in a sealed clear or coloured plastic bag - black bags are not collected; textile bags may be presented in or beside the recycling box.
- No other loose or bagged waste will be collected.
- Glass, household batteries and small electrical items must be presented in the recycling box, with the lid provided securely attached.

Presentation of Waste Policy

- All waste must be presented in the containers provided, or in line with the excess waste policy.
- Waste bins and containers must only be presented on the day of collection and should be removed as soon as possible after collection.
- Collection may take place at any time between 6 AM and 10 PM. Bins presented after 6 AM may not be collected and will not be covered by the Missed Collection Policy (below).
- All containers should be presented on the pavement outwith your property (except where an assisted collection has been arranged) and must be removed no later than 12 noon on the day following collection.
- On some occasions it may be necessary to agree a presentation point with you. This is a special location where it is agreed that you will present your bins – this will be employed in specific circumstances such as limited access, unsurfaced rural roads, etc.
- Our crews will endeavour to return bins and other containers to the point they take it from.

Assisted Collection Policy

- Assisted collections are available where all members of a household are unable to present their bins due to a disability or medical condition.
- If you request an Assisted Collection we will visit you within 10 working days; if you are eligible for an Assisted Collection we will specify a collection point which is accessible to you and the collection crews.
- The collection point must be accessible to collection crews and not present a hazard (e.g. due to inadequate lighting, loose paving or other trip hazard). We are unable to hold keys.
- Collection crews will collect your bins from this point and return them to this point after collection.
- We will contact you regularly to check whether you still need the service.

- This will not usually take place more often than annually, except where a temporary Assisted Collection has been agreed for a shorter period.

Missed Collection Policy

- We will seek to collect all materials on the scheduled collection day.
- Where a collection is delayed as a result of severe weather, vehicle breakdown, etc, we will advertise this on our website and advise when the collection will take place (usually the following day).
- Where a collection is missed in error and this is reported by phone or webform by the end of the following working day we will ask that the customer leaves the bin out. Reports after this time cannot be accepted as a missed collection.
- We will come back within two working days, (excluding Saturday, Sunday and some public holidays).
- Where the crew has reported a recycling bin as being contaminated, the bin will be tagged to advise the householder. In these circumstances, we will not return to collect the bin until the next collection.
- Where the crew records that the bin has not been presented, it must be presented on the next scheduled collection day. Crews will not return to collect the bin prior to this.

COMMUNAL BIN COLLECTIONS (HOUSEHOLD WASTE)

Communal bins may be provided as an alternative to individual bins where the design of the property makes the issuing or collection of household waste bins impractical.

- Bins are provided only for the disposal of general household waste and separated recyclable items.
- Large items such as furniture should be disposed of via Special Uplift or Household Waste Recycling Centres; where practicable reusable items should be donated to charity (more information is available from the National Reuse Hotline).
- Bins must be stored off street within the bin store, car park, etc at all times, unless the bin has specifically been sited on the street by the Waste and Cleansing Service (e.g. in “traditional tenement” areas where there is no off street storage of waste).
- Bins will normally be provided for mixed recycling (paper and card, mixed plastics, cans and tins, empty aerosols and clean foil); glass, food and residual (“landfill”) waste.
- Bins will be emptied on a frequency that seeks to ensure they are not overfilled.
- Bins may be emptied on any day (including Saturday and Sunday) between the hours of 6 AM and 10 PM. Seven day access must be maintained. Safe access must be maintained at all times.
- Bins will be maintained regularly as required.
- Where bins are sited on private property it is the responsibility of the landowner to ensure that the property presents a safe working environment.
- The Waste and Cleansing Service will not be responsible for the upkeep and maintenance of any property where bins are sited, or any bin lift mechanism, etc.
- Where properties are not maintained to an adequate and safe standard, the Waste and Cleansing Service may in exceptional circumstances suspend collections until the defect is rectified. In these circumstances it will be the responsibility of the landowner or factor to arrange and pay for any additional collections which are required.

ASSISTED COLLECTION STATEMENT (for communal bin areas)

Note: This is a new section as of January 2018, following a recent request.

- Assisted collections are available where all members of a household are unable to access their communal waste collection due to a disability or medical condition.
- If you request an Assisted Collection we will visit you within 10 working days; if you are eligible for an Assisted Collection we will specify a collection point which is accessible to you and the collection crews (e.g. at door to tenement on ground floor).
- We are NOT able to enter your property or communal stair
- We may need to visit you to confirm this.

- The collection point must be accessible to collection crews and not present a hazard (e.g. due to inadequate lighting, loose paving or other trip hazard). We are unable to hold keys.
- We will contact you regularly to check whether you still need the service.
- This will not usually take place more often than annually, except where a temporary Assisted Collection has been agreed for a shorter period.

SPECIAL UPLIFT POLICY (HOUSEHOLD WASTE)

Special uplifts are available for household waste only to uplift larger or other items not dealt with by routine waste collection services, such as mattresses, furniture and large household items. A charge is levied for these services.

Charges will be set annually and advertised on our website.

Where practicable arrangements should be made to allow items to be reused. Support for this is available from the National Reuse Helpline, and further information is available from our website:

www.edinburgh.gov.uk/bulkyuplifts

Additional charges:

There is a charge for each individual item uplifted. Up to 10 items will be collected per uplift.

Additional charges will apply for garden waste, rubble, tiles and plasterboard.

Items not covered by this service:

Some items will not be covered by the service. These are:

- pianos
- storage heaters
- household wheelie bins
- car tyres
- safes
- barbed wire
- spot welders
- gas cylinders
- garden poles with cement still attached
- oxygen cylinders
- cast iron baths
- asbestos/ hazardous wastes
- electric or manual wheel chairs
- fire extinguishers
- food or sanitary products
- car batteries
- clinical waste
- liquid waste (e.g. oil and paint)

Presentation of items for Special Uplift:

Waste must be on the pavement in front of property by 7am on the specified day of collection. Waste must not be presented at any other time. Staff will not normally be able to enter any property or building to uplift waste. Only those items specified at the time of booking will be uplifted.

Special Uplift assisted collections are available where all members of a household are unable to present their items due to a disability or medical condition but must be requested at the point of booking the uplift.

HOUSEHOLD WASTE RECYCLING CENTRES

(REVISED POLICY TO EMPHASISE THAT THE SITES DO NOT ACCEPT COMMERCIAL WASTE, AND OTHER MINOR UPDATES)

Household Waste Recycling Centres are solely provided for the recycling and disposal of household waste generated by households in Edinburgh. Commercial waste is NOT accepted at these sites.

Opening Hours

Our sites are open 7 days per week. We will publish our opening hours on the website.

The sites will be closed 25, 26 December each year and 1, 2 and 3 January each year. In exceptional circumstances (e.g. extreme weather) it may also be necessary to close sites at other times; in this event, the closure will be advertised via the Council's website and through social media.

Vehicle Access

Cars or single axle trailers carrying household waste ONLY are allowed at all sites.

Vans and double axle trailers carrying household waste ONLY are only allowed in at Sighthill and Seafield Household Waste Recycling Centres, subject to the following:

Residents using branded hire vans to dispose of household waste ONLY must bring hire documents and two forms of identification such as a utility bill, and driving licence or passport. Staff can refuse access to anyone who fails to produce the correct documents.

Residents are not otherwise allowed to use a branded or liveried van to deliver waste to any Household Waste Recycling Centre. Residents using their own unbranded/ unliveried van to dispose of household waste ONLY must bring two forms of identification such as a utility bill, and driving licence or passport. Staff can refuse access to anyone who fails to produce the correct documents.

Commercial waste is not allowed at any site.

Behaviour on site

Householders using the site must always follow the site rules and the instructions of our staff. This is for their safety, and that of others. These will be advertised on site, and on our website. You must follow instructions given by site staff for your safety.

- Children and animals must remain in your vehicle at all times.
- Only Edinburgh residents with their own household waste can use this site.
- Commercial, trade or business waste is not allowed.
- You must observe speed limits and traffic flow signs. Reversing is not allowed.

- All waste must be sorted and deposited only in the correct container.
- Only authorised contractors may remove materials from this site.

The Council will prosecute anyone who threatens or assaults our staff.

Items which can be accepted on site.

We accept a wide range of household waste, but there are some items we are not able to accept. Our objective is to divert as much as possible from landfill. Items which can and cannot be accepted will be advertised on our website.

From time to time we may need to make changes to the materials we can accept. These will be advertised on our website.

Collection and Disposal of Waste from Places of Worship

Places of worship which are treated as exempt from commercial rates under the Valuation and Rating (Scotland) Act 1956 will be treated as households for the purposes of waste collection and disposal.

Where multiple properties exist as separate addresses on the same site, e.g. a residential dwelling and a church, each is entitled to its own collection.

The following services will be provided at no cost:

240 litres landfill per fortnight;

360 litre mixed recycling per fortnight (paper and card; cans, tins and clean foil; and clean plastic bottles, pots, tubs and trays);

Two glass boxes per fortnight;

Two food collection boxes per week;

The capacities provided are significantly greater than those provided to a standard household. Where the quantity of waste presented cannot be accommodated within the provision outlined above, you should in the first instance discuss this with the Waste and Cleansing Service who may be able to advise you of ways to reduce your waste.

Any additional requirement will normally be treated as commercial waste and a commercial waste contract must be put in place to manage this.

Any waste arising from a specific commercial activity such as a café or a crèche must not be placed in the household waste stream, and a commercial contract must be put in place to manage this.

Collection and Disposal of Waste from Charities

Waste and Cleansing Services collects waste from charities but requires that as a minimum waste is segregated to allow recycling of dry mixed recyclate (paper and card; cans, tins and clean foil; and clean plastic bottles, pots, tubs and trays); glass (where produced); food waste (from food premises).

The following COLLECTION services are available free of charge:

240 litres landfill per fortnight

360 litres mixed recycling per fortnight (paper and card; cans, tins and clean foil; and clean plastic bottles, pots, tubs and trays)

Two glass boxes per fortnight

Two food collection boxes per week

Where multiple properties exist as separate addresses on the same site, e.g. a charity headquarters and a separate charity shop, each is entitled to its own collection (however any office which is simply part of the shop would not be covered by this).

Where the quantity of waste presented cannot be accommodated within the provision outlined above, you should in the first instance discuss this with the Waste and Cleansing Service who may be able to advise you of ways to reduce your waste.

Any additional requirement will normally be treated as commercial waste and a commercial waste contract must be put in place to manage this.

Trade Waste Collections

- Trade waste is any waste or recycling produced by a business, regardless of size.
- Whether you operate out of a shop, office, restaurant, van or your home, it's the law that your waste is collected by a licensed waste carrier. This is called your Duty of Care.
- The Waste and Cleansing Service does not operate a commercial waste collection service or accept Trade Waste at Household Waste Recycling Centres or in household waste and recycling bins.
- If you seek to dispose of your waste as household waste the Council may seek to take enforcement action against you.
- The Waste (Scotland) Regulations require you to sort certain waste streams and arrange for these to be collected separately for recycling.
- Waste must not be stored on the street and can only be collected at agreed times.
- Information on complying with your Duty of Care, recycling your waste, and our policy on presenting waste only at set times is available on our website at: www.edinburgh.gov.uk/tradewaste

Where the property is in shared domestic use, e.g. a bed and breakfast with the owner or family living on site the following rules will apply:

- Where the property is assessed for rateable value as being 20% or less domestic, this will be treated as a business and the Trade Waste policy must be followed, and a trade waste contract be put in place to manage all waste;
- Where the property is assessed for rateable value as being 21% or more domestic, the standard provision for household waste and recycling will be provided; the Trade Waste policy must be followed, and a trade waste contract be put in place to manage any waste additional to this.

Waste From Council Premises

- It is the Council's policy that all of its premises must comply with the internal Resource Use Policy, as well as the Waste (Scotland) Regulations and all other relevant legislation.
- The Resource Use Policy requires the waste hierarchy to be applied, to reduce, reuse and recycle, and in addition as a minimum to ensure that facilities are in place to recycle: paper, card, cans, plastics, glass and food, as well as to collect residual mixed waste for landfill.
- Procedures must be put in place to manage specialised waste streams not covered by general household waste provision (e.g. engine oil).
- It is the responsibility of building managers, in partnership with the Facilities Management team covering that building, to ensure compliance on a site by site basis, and to arrange collection of the above materials by the Waste and Cleansing Service.

- All steps must be taken to maximise use of the recycling services and prevent their contamination with other materials, through the use of adequate signage, the use of correct coloured sacks, and staff training.
- It is expressly forbidden to mix separately collected and mixed waste streams.

Provision of Service to New Housing Developments

NOTE: This is the high level policy designed to support and work in tandem with the more detailed document “Instructions For Architects” setting out the more detailed instructions to developers and architects which cover types and numbers of bins, access, health and safety, defensible space and other operational requirements.

The Council’s policy is that all new build or converted properties must be specified to allow:

- The provision of the full range of waste and recycling collections as specified by the Council’s staff, which must be fully integrated, e.g. each bin store must have provision for the full range of materials collected for disposal and recycling;
- Safe and efficient access for waste collection teams to collect waste and recyclable materials;
- Provision for the disposal of bulk items as well as general household waste and recyclable materials.

It is the responsibility of the developer or architect to:

- Engage the Waste and Cleansing Service at the earliest point of the development process, and prior to the submission of any plans to the Planning Service, to agree a waste management plan for the property;
- If this does not take place, the Waste and Cleansing Service may not be able to adopt the property, requiring residents to make their own arrangements for the disposal of waste at their additional cost

The waste management plan must comply with the Waste and Cleansing Service’s Instructions to Developers and Architects. It must cover:

- The types and capacities of bins to be used and the range of materials for which provision will be made, including the full range of recyclable materials;
- Access arrangements to empty bins, including turning circles, interactions with pedestrians, etc;
- The arrangements going forward to service and maintain bin housings, bin stores, bin lifts, etc as appropriate (which will not be managed by the Waste and Cleansing Service)
- The decision as to whether a development will receive a kerbside or communal bin collection service will rest solely with the Waste and Cleansing Service.
- The standard kerbside waste collection service provision (per property) is formed of one landfill bin, one mixed recycling bin, a recycling box and a food caddy. In some cases a garden waste bin may also be provided.
- In larger blocks it may be more appropriate to utilise communal bins rather than individual containers and the Waste and Cleansing Service may require this as part of the planning process.
- The developer may source their own bins provided these are compliant with the collection arrangements (including types and colours) operated by the Waste and Cleansing Service;

- The Waste and Cleansing Service can also source bins, but will recover these costs from the developer.
- The Waste and Cleansing Service will be responsible for the subsequent maintenance and replacement of the bins, but not for any bin housing or lift mechanism associated with the property or development.

Draft Litter Bin Siting Policy

DRAFT 5: 19 December 2017

NOTE: A national template is being developed by Keep Scotland Beautiful; this policy is intended to provide an interim policy which will be reviewed and updated once a national template becomes available.

Background

This policy is designed to

- outline the principles which will be followed in selecting and reviewing where litter bins are located across the city;
- inform decision making for future litter bin sites; and to
- assist with decision making around existing litter bin sites with the ultimate objective of locating the correct size and type of right bins in the right place, reflecting demand.

The Council's capacity to provide litter bins is finite. It is likely that the demand for litter bins will, at certain times or locations, exceed the capacity to provide the service.

It is expected that the criteria outlined in the policy should assist with managing litter bin provision. In addition, no review process currently exists to ensure that litter bin locations continue to match the expectation when it was sited, taking into account changes to usage patterns, and external factors such as vandalism, etc.

A range of bin types may be deployed across the city taking into account the following:

- Available litter bin stocks;
- Size of litter bin versus usage and demand;
- Type of location.

It is intended that future litter bin sites will be selected by using guiding principles. These will include (but are not restricted to):

- Operational efficiency;
- Usage patterns;
- Health and safety considerations associated with the servicing of the litter bins;
- Links to other policies, e.g. planning and streetscape issues including in particular Edinburgh Street Design Guidance.

The type, size and location of litter bins are all linked to how litter bins are used by the public, and in particular how frequently they require to be emptied, and how much litter is collected. These are the key determinants which need to be matched to service delivery and flexibility in terms of servicing frequency and the ability to route services effectively and efficiently.

Usage and efficiency

Changes to the ways in which litter bins are managed will be governed by two factors: how they are used by the public, and how efficiently they can be serviced.

The use of routing software, coupled with resident feedback and potentially litter bin sensors will help to improve the efficiency and responsiveness of Waste and Cleansing services, but will also be used to better target the siting of the bins to maximise their efficiency.

Prioritisation Criteria

It is not possible to define specific sites which will and will not receive litter bins.

The following areas will normally be viewed as high priority to receive litter bins:

- Main arterial routes and other high footfall and through route areas;
- Main areas of commerce and retail;
- Key routes in relation to secondary schools;
- Near fast food and takeaway retailers;
- Public transport hubs (eg. Bus stops and similar areas) where large numbers of people stand for periods of time, particularly in central areas;
- Entrances to parks and significant public spaces.

The following areas will not normally be viewed as high priority for litter bin placements, or may in some cases be ruled out for litter bin placement:

- Exclusively residential areas, except where these become high priority due to one of the reasons above;
- Locations where the litter bin would be sited in close proximity to a household waste bin (i.e. the communal bins which are sited on street in tenemental areas, and are provided for the disposal of household waste AND litter);
- Locations where the litter bin is being abused, including: inappropriate disposal of household or commercial waste which has not been resolved by engagement or enforcement; sites which are subject to arson or vandalism.

Other Siting Criteria

Siting with regard to pedestrians

Care must be taken to ensure that litter bins do not impede pedestrian flows and take into account the particular needs of people who use wheelchairs and prams. A minimum footpath width of 1.5m must be maintained.

Public events

The provision of temporary litter bins may be considered at specific locations to reflect increased pedestrian flows and litter generation at certain times, e.g. during public events.

Other criteria with regard to safe siting, or whether or not to provide a separate recycling service should be taken into account when siting these bins. Litter bins must not be provided to collect commercial waste and it must be made clear that events organisers must put in place separate arrangements for the segregation of commercial materials for recycling and disposal of commercial waste in compliance with the Waste (Scotland) Regulations and other pertinent legislation.

Parks and other similar public spaces

The siting of bins in public parks and greenspaces presents some particular challenges in terms of efficiency, capacity and safety. It is usually viewed as beneficial to encourage park users to take their waste to strategic locations, usually at entrances and exits, so that the litter bin can be serviced safely without having to drive into or around the greenspace.

Therefore, as facilities are upgraded the following principles will be adopted:

- Litter bin locations will be moved from throughout the park or public space, to key locations e.g. Leith Links;
- The maximum capacity must be provided;
- The facilities should be designed to take account of the usage of the sites, with dedicated facilities being provided as appropriate for barbecue waste, specific appropriate recycling streams, etc.

Recycling

Scottish legislation, and the Council's Waste and Cleansing Strategy, both assume or require that waste should be segregated and separately collected as close to source as possible to maximise recycling and the recovery of materials.

The Council also takes a pragmatic view of the effectiveness and efficiency of such measures, and the Council's strategy acknowledges the particular challenges associated with collecting litter as a segregated stream for recycling while maintaining the relevant high standards of quality. Therefore:

- All litter bin waste must be disposed of via the relevant contract to allow for it to be sorted post collection and relevant waste streams recycled;
- Recycling bins for litter are therefore NOT required at every location, but should be considered at key locations where there are sufficient quantities of key recyclates;
- Segregated litter bins MUST consider following;
 - How the bins will be emptied- under no circumstances can segregated recycling bins be mixed with other waste;
 - Which materials it is most appropriate to target (e.g. cans and plastic bottles in parks, newspapers on main arterial routes and bus stops and termini?);
 - Bins must be labelled appropriately for specific target materials, and not labelled just "recycling";
 - Contamination risks (which can be offset by appropriate design);
- Where the recycling message is used on UNsegregated litter bins, it must NOT state that the materials are recycled, but that the contents are SENT for sorting so that some of them can be recycled.

Specific Waste Streams

Barbecues: consideration will be given to the siting of dedicated litter bins or containers for the safe disposal of hot waste at locations where there is a history of barbecue usage during good weather, etc.

Dog waste: the Council's policy is to maximise efficiency by collecting bagged dog waste alongside general waste. No dedicated dog waste bins will be provided. This will be reviewed should it undermine the separate objective of sorting mixed waste for recycling.

Appendix 1: Factors for consideration:

- Cost
- Bin density (how far do people have to walk?) Bin size
- Bin type?
- Land ownership- owned or adopted land only
- Location *type*(e.g. *high priority areas as outlined in the policy*)
- Usage/ demand
- Safety (public and staff)
- Bins *creating* litter (whether due to capacity, misuse or location).
- Vandalism and arson
- Terrorism
- Evaluation
- Design for recycling
- Proximity to household waste (communal) bins which can perform same function.
- Parks, greenspaces, civic areas, squares, plazas, etc

Chargeable Garden Waste Policy

Provision of Garden Waste Collection

- Our aim is to make the garden waste collection service available to as many households as is practicable, provided we are able to operate an efficient collection route and that it is operationally feasible to provide the service.
- This is not a statutory service; there is an annual charge for providing this service.
- The charge does not include the cost of composting the material collected.
- The service will operate every two weeks throughout the year, and the collection dates will be advertised on our website.

Paying for the service

- The annual charge covers a full 12 month period.
- Householders who are eligible to participate in the service will notified annually of the registration period for the service.
- You may register and pay for the service on behalf of someone else, e.g. a relative.
- We may be able to accept householders who wish to join the service outwith the registration period, subject to operational viability, but we will not be able to offer a reduced charge for the remaining period.
- The charge will apply per bin – you may sign up more than one bin. We will only empty bins which carry the relevant sticker to show that they have been registered.
- The chargeable service may be transferred to a new property subject to the new property being eligible to receive the service. It will be the responsibility of the customer to provide a minimum of six weeks notice of the change; the customer will be responsible for transferring the bin to the new collection, however the customer does not need to re-register to use the service or pay again for the remainder of that year's payment period.
- If your new property does not receive the service (or is outwith the Council boundary) please leave it at the current address so that the new residents can use it for the remaining period.
- If you wish to share a bin with a neighbour, or neighbours, only one person should sign up to the scheme and make payment, and ensure that the bin is properly presented on the correct days.
- There is no discount for the smaller size bin.
- Residents that qualify under the Council Tax Reduction scheme (previously Council Tax benefit) will be exempt from paying for the service but still need to register with the service.
- http://www.edinburgh.gov.uk/info/20127/benefits_and_grants/43/claim_a_council_tax_reduction

Use of the service

- It is important that your brown bin is only used to collect the correct materials as outlined below. All materials must be loose, and not in a bag. **We do not accept any kind of bag or liner in the brown bin.**
- Bins which contain other materials will **not** be collected and we will not issue refunds for these collections
- You must present your bin by 6AM on the day of collection and remove it as soon as possible after collection.
- The bin must be presented at the kerbside outwith your property (except where an assisted collection has been arranged) with the lid fully closed, and in line with our normal policy on the Presentation of Waste.
- Our normal Assisted Collection Policy will apply to this service.
- All bins must display the garden waste collection scheme sticker for the appropriate year.

Collection of garden waste

- Collections will take place from 6 AM on the collection day.

Failed collections

- Collection crews will record instances where bins are not presented or where the contents are contaminated with other types of waste or are too heavy to lift. Those bins will not be uplifted, and no refund will be issued.
- You should remove any contaminants or reduce the weight of the bin, and present the bin again by 6 AM on the next collection date.
- We regret that we are not able to collect garden waste when the contents are frozen due to weather conditions. We will collect on the next scheduled collection; we will not issue a refund in these circumstances.
- Where we are not able to collect your bin due to circumstances outwith our control (such as roadworks or no access) crews will record this and we will seek to return as soon as possible. We will not issue a refund.
- Where we are not able to collect your bin due to circumstances within our control (such as vehicle failure) crews will record this and we will return to collect it within two working days.
- Where we fail to collect your bin as a result of our error, we will return to collect it within two working days of being notified. (Please refer to the operational days for the service).

Materials accepted in brown bins

- You **can** put these in your brown bin:
 - Flowers, plants and weeds
 - Grass cuttings and leaves
 - Hedge clippings, twigs and small branches
 - Christmas trees (all decorations must be removed; Christmas trees may also be presented beside the bin in January only; (please cut trees in half)
- You **can't** put these in your brown bin:

- Food
- Animal waste and bedding
- Plant pots
- Soil and turf
- ANY TYPE OF BAG (including bags labelled compostable, degradable or biodegradable)