

# Project Brief

Project Title: **Review of Waste and Recycling Collection Services**

Date: **October 2008**

Responsible Board: **Waste Board**

Portfolio Holder: **Councillor John Tanner**

Links to OCC Priority:

- **Improve the local environment, economy and quality of life.**
- **Tackle climate change and promote environmental resource management.**
- **Transform Oxford City Council by improving value for money and service performance.**

Sponsor: *Highlight & insert name of project sponsor*

Project Manager: *Highlight & insert name of project manager*

Project Administrator: *Highlight & insert name of project administrator*

Version No: 1.0

Approvals:

- 1.
- 2.
- 3.

Distribution:

- 1.
- 2.
- 3.

# 1. Background

Whilst in recent years there have been significant improvements in recycling in the City the current waste and recycling collection service needs to be improved to ensure that we reach the recycling targets set out in the Oxfordshire Waste Partnership Strategy and also so that we avoid severe Landfill Avoidance Tax penalties in the medium term.

The recent rounds review implemented in October 2008 will provide a more concise, effective and cost effective collection service whilst also reducing the carbon footprint.

However, the collection service needs to be further improved to ensure that we avoid LATS penalties, reduce the amount of waste sent to landfill and deal with the problems encountered with containment.

Containment for waste and recycling is currently a problem within the city as recycling boxes sometimes do not have enough capacity, lids and materials in some circumstances are blown across the street on windy collection days.

To meet our recycling targets, recycling of food waste needs to be introduced. The project needs to integrate food waste collections in a way, which is acceptable to the public and cost effective.

## 2. Project definition

- **Project objectives**

We hope to achieve a number of objectives in improving our waste and recycling scheme.

- **Simplicity:** We want to provide a simple system that is easy for residents to understand and use, thereby removing barriers to recycling participation.
- **Expand recycling/composting:** We want to expand the materials that we can collect at the kerbside. Most importantly, we are looking to collect food waste, but we also hope to expand dry recycling.
- **Value for money:** We want to provide a quality service at the best value for our residents.
- **Increase rates of recycling**
- **Send less waste to landfill**
- **Decrease carbon footprint:** We hope to reduce our miles travelled by using outlets in Oxfordshire that will be coming online in the next year. Additionally, we hope to decrease the impact of biodegradable waste by composting food waste. For every tonne of waste diverted from landfill, we estimate we avoid 0.45 tonnes of CO2 equivalent emissions.

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- **Project scope**
    - Covers the whole waste and recycling service for the whole city.
  - **Project deliverables**
    - Cost, including the financing of capital expenditure through Prudential Borrowing
    - Recycling rates improved by at least 2%
    - Reduced carbon footprint. Target of 5% over existing service including impact of putrescible wastes
    - Reduced amounts of waste sent to landfill – reflecting increasing recycling
  - **Project desired outcomes**
    - An improved waste and recycling collection service
    - Improved public satisfaction
    - Provision of better containment for waste and recycling
  - **Constraints**
    - Medium Term Financial Strategy
    - Oxfordshire Waste Partnership

### 3. Initial business case

The project is to provide a fully researched and costed proposal for the future of waste and recycling services. The following stages are envisaged:

- Consultation
  - A complete Talkback exercise will be dedicated to Waste and Recycling.
  - A significant part of Your Oxford will be required
  - Focus groups based on types and location of housing
  - Engagement with members of the Council
- Soft market testing
  - To confirm key costs and financial risk principally around disposal costs
- Service design
  - What combination of containers and collections
- Financial Planning
  - leading up to the budget process in February 2009
- It is anticipated that a detailed Business Case would be put to the City Executive Board before the budget in February 2009.

This work will be overseen and co-ordinated by the Waste and Recycling Board.

### 4. Costs

- Consultation -will be undertaken in-house by the Communications Team with City Works.
- Soft market testing – will be in-house led by Procurement Team
- Service design – will be led by City Works
- Financial Planning – in house led by Finance supported by City Works. This will tie up significant finance resources, during the period of what is likely to be a difficult budget process.

All in all, the resources to get to Business Case stage will be provided in house from existing budgeted resource and will be found from deprioritisation of other work.