

Agenda

General scrutiny committee

Date: **Friday 1 December 2017**

Time: **10.30 am**

Place: **Council Chamber, The Shire Hall, St Peter's Square,
Hereford, HR1 2HX**

Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

Tim Brown, Governance Services

Tel: 01432 260239

Email: tbrown@herefordshire.gov.uk

If you would like help to understand this document, or would like it in another format, please call Tim Brown, Governance Services on 01432 260239 or e-mail tbrown@herefordshire.gov.uk in advance of the meeting.

Agenda for the meeting of the General scrutiny committee

Membership

Chairman **Councillor WLS Bowen**
Vice-Chairman **Councillor EJ Swinglehurst**

Councillor BA Baker
Councillor JM Bartlett
Councillor PGH Cutter
Councillor JF Johnson
Councillor A Warmington

Agenda

		Pages
1.	<p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
2.	<p>NAMED SUBSTITUTES</p> <p>To receive details of members nominated to attend the meeting in place of a member of the committee.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by members.</p>	
4.	<p>MINUTES</p> <p>To receive the minutes of the meeting held on 13 November 2017.</p>	9 - 12
5.	<p>QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>To receive any written questions from members of the public.</p> <p>Details of the scheme and related guidance are available here:</p> <p>https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved</p> <p>Please submit questions to councillorservices@herefordshire.gov.uk</p> <p>The deadline for the receipt of questions is Tuesday 28 November 2017 at 5.00 pm.</p> <p>Accepted questions will be published as a supplement prior to the meeting.</p>	
6.	<p>QUESTIONS FROM MEMBERS OF THE COUNCIL</p> <p>To receive any written questions from members of the council.</p> <p>Deadline for receipt of questions is 5.00 pm on Tuesday 28 November 2017.</p> <p>Accepted questions will be published as a supplement prior to the meeting.</p> <p>Please submit questions to councillorservices@herefordshire.gov.uk</p>	
7.	<p>CALL-IN OF CABINET MEMBER DECISION IN RESPECT OF CHARITY SHOP WASTE DISPOSAL</p> <p>To consider the call-in of the decision of the cabinet member contracts and assets regarding changes to the policy on charity shop waste disposal.</p>	13 - 42
8.	<p>DATE OF NEXT MEETING</p> <p>The next scheduled meeting is 2.00 pm on Tuesday 5 December 2017.</p>	

The public's rights to information and attendance at meetings

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- Attend all Council, Cabinet, committee and sub-committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all committees and sub-committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all committees and sub-committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, committees and sub-committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, committees and sub-committees and to inspect and copy documents.

Public transport links

The Shire Hall is a few minutes walking distance from both bus stations located in the town centre of Hereford.

Recording of this meeting

Please note that filming, photography and recording of this meeting is permitted provided that it does not disrupt the business of the meeting.

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The reporting of meetings is subject to the law and it is the responsibility of those doing the reporting to ensure that they comply.

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You should vacate the building in an orderly manner through the nearest available fire exit and make your way to the Fire Assembly Point in the Shire Hall car park.

Please do not allow any items of clothing, etc. to obstruct any of the exits.

Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

The Chairman or an attendee at the meeting must take the signing in sheet so it can be checked when everyone is at the assembly point.

Guide to General Scrutiny Committee

Scrutiny is a statutory role fulfilled by councillors who are not members of the cabinet.

The role of the scrutiny committees is to help develop policy, to carry out reviews of council and other local services, and to hold decision makers to account for their actions and decisions.

Council has decided that there will be three scrutiny committees. The Committees reflect the balance of political groups on the council.

The General Scrutiny Committee consists of 7 Councillors.

Councillor WLS Bowen (Chairman)	Herefordshire Independents
Councillor EJ Swinglehurst (Vice-Chairman)	Conservative
Councillor BA Baker	Conservative
Councillor JM Bartlett	Green
Councillor PGH Cutter	Conservative
Councillor JF Johnson	Conservative
Councillor A Warmington	It's Our County

The committees have the power:

- (a) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
- (b) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are the responsibility of the executive,
- (c) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,
- (d) to make reports or recommendations to council or the cabinet with respect to the discharge of any functions which are not the responsibility of the executive,
- (e) to make reports or recommendations to council or the cabinet on matters which affect the authority's area or the inhabitants of that area
- (f) to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions and to make reports or recommendations to the council with respect to the discharge of those functions. In this regard crime and disorder functions means:
 - (i) a strategy for the reduction of crime and disorder in the area (including anti-social and other behaviour adversely affecting the local environment); and
 - (ii) a strategy for combatting the misuse of drugs, alcohol and other substances in the area; and
 - (iii) a strategy for the reduction of re-offending in the area

- (g) to review and scrutinise any matter relating to the planning, provision and operation of the health service in its area and make reports and recommendations to a responsible person on any matter it has reviewed or scrutinised or to be consulted by a relevant NHS body or health service provider in accordance with the Regulations (2013/218) as amended. In this regard *health service* includes services designed to secure improvement—
- (i) in the physical and mental health of the people of England, and
 - (ii) in the prevention, diagnosis and treatment of physical and mental illness
 - (iii) And any services provided in pursuance of arrangements under section 75 in relation to the exercise of health-related functions of a local authority.
- (h) to review and scrutinise the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions which may affect the local authority's area.

The specific remit of the general scrutiny committee includes:

- Services within the economy, communities and corporate directorate
- Corporate performance
- Budget and policy framework matters
- Statutory flood risk management scrutiny powers
- Statutory community safety and policing scrutiny powers

Who attends general scrutiny committee meetings?

Coloured nameplates are used which indicate the role of those attending the committee:

Pale pink	Members of the committee, including the chairman and vice chairman.
Pale Blue	Cabinet Members – They are not members of the committee but attend principally to answer any questions the Committee may have and inform the debate.
Orange	Officers of the council – attend to present reports and give technical advice to the committee
Green	People external to the Council invited to provide information to the committee.
White	Other councillors may also attend as observers but are not only entitled to speak at the discretion of the chairman.

HEREFORDSHIRE COUNCIL

MINUTES of the meeting of General scrutiny committee held at The Council Chamber - The Shire Hall, St. Peter's Square, Hereford, HR1 2HX on Monday 13 November 2017 at 10.30 am

Present: Councillor WLS Bowen (Chairman)
Councillor EJ Swinglehurst (Vice Chairman)

Councillors: BA Baker, JM Bartlett, JF Johnson and AJW Powers

In attendance: Councillors H Bramer (Cabinet Member) and PD Price (Cabinet Member)

Officers: V Abesamis – Senior Policy and Funding Officer, G Angove – Property Services Manager, R Gabb – Programme Director Housing and Growth, A Lovegrove – Chief Finance Officer and J Coleman – Democratic Services Manager/Statutory Scrutiny Officer.

29. APOLOGIES FOR ABSENCE

Apologies were received from Councillors PGH Cutter and A Warmington.

30. NAMED SUBSTITUTES

Councillor AJW Powers substituted for Councillor A Warmington.

31. DECLARATIONS OF INTEREST

There were no declarations of interest.

32. MINUTES

RESOLVED: That the minutes of the meeting held on 11 September 2017 be approved as a correct record.

33. QUESTIONS FROM MEMBERS OF THE PUBLIC

None.

34. QUESTIONS FROM MEMBERS OF THE COUNCIL

None.

35. CONSTRUCTION AND FACILITIES MANAGEMENT SERVICES TO HEREFORDSHIRE COUNCIL

The Committee was invited to review the short term proposals for the reprocurement of building maintenance and cleaning services, on the basis of a single contract replacing the existing two contracts, and consider if it wished to establish a task and finish group to inform the assessment of the longer term option to move to an outcome based model of procurement for these services.

The Property Services Manager (PSM) presented the report based on the slides appended to the report.

In the course of discussion the following principal points were made:

- In response to questions the PSM commented as follows:

It was asked whether asbestos assessments covered by the contract would be conducted in a way that would preclude some problematic issues recently experienced in undertaking building works from occurring and whether knowledge of the council's building stock and of previous work undertaken by the council to its buildings could inform assessments to avoid any surprises that then had an impact on costs. The PSM commented that there were two types of survey: a management survey used for managing the day to day operation within a building, and an invasive type used when carrying out works that cut into a structure. The industry practice was normally to undertake invasive works only as and when it became apparent that they were needed. The contract would give the council access to both kinds of survey. The targeting of resources did need to be taken account of but did not form part of the procurement process itself.

The proposal to move to a single contract for building and cleaning services had emerged following discussion with both current providers who had both indicated support for a combined tender. The benefit of this approach to the council was a reduction in time spent managing the contracts and simplified processes.

A number of firms provided a range of such services. There were synergies between the two contracts. This did involve sub-contracting but this was common practice. In addition as the amount of work the council could offer under separate contracts reduced the offer off a larger contract covering more services was more attractive to prospective tenderers.

A concern was expressed that a reliance on sub-contractors reduced the council's ability to insist upon the quality of services. The PSM commented that performance targets governed service quality and included targets relating to social outputs, addressing concerns about undue pressure on sub-contractors and the terms and conditions of their staff.

The PSM clarified that the reference at paragraph 4 of the report to procuring individual contracts referred to individual orders being raised for each projected piece of work. Systems were not in place to deliver such an approach and there was insufficient staff resource.

The PSM explained how an outcomes based model would operate.

- A concern was expressed about the way in which the report had been brought to the Committee without it having been considered and scheduled as part of the consideration of the Committee's work programme. The Cabinet member – finance, housing and ICT commented that he had requested the matter be brought to the committee once it had transpired that the intention was to move to an outcomes based model of procurement. He had reservations about this approach. One of his concerns related to the balance between the savings it was argued would result from increased productivity and the possible reduction in quality of service. He was also mindful of the expertise needed to ensure that performance against key performance indicators was effectively managed under such an approach. Whilst there appeared to be little option but to proceed with the short term proposal there was an opportunity to give consideration to arrangements for the longer term. He also expressed surprise that maintenance costs had not reduced to some degree given the council's disposal of property, and refurbishment work to retained stock that should mean warranties were in force.
- It was observed that Parish Councils and others had arrangements with the current contractors, whether through the council's contract or separately, and it was

requested that officers be mindful of the importance of communicating any contractual changes to those potentially affected by them.

- The Cabinet member – contracts and assets commented that in his view there were some aspects of the spend within the existing contracts that warranted the committee’s consideration. In response a member suggested that this reinforced the importance of reports to the committee being clear as to what they were asking or expecting the committee to do.
- The Chief Finance Officer confirmed that it was incumbent on the council not the contractor to ensure that revenue and capital expenditure was correctly accounted for and there were mechanisms in place to ensure that this was the case.

It was requested that a further report should be brought to the committee addressing matters of concern identified during the debate.

RESOLVED:

- That
- (a) **a further report/scoping statement be presented to the Committee to enable it to decide how it wishes to be involved in any further consideration of this matter and to what timetable and to include a review of matters of concern identified during the debate; and**
 - (b) **officers be requested to be mindful of the importance of communicating any contractual changes to those potentially affected by them.**

36. TASK AND FINISH GROUP REPORT: DEVOLUTION

The Committee considered the findings of the task and finish group: devolution and was invited to recommend the report to the executive for consideration.

The report noted that the task and finish group’s report had almost been finalised when the general election had been called for June 2017. It had therefore been decided to put the report on hold subject to clarification of government thinking. One of the considerations was the council’s application for non-constituent membership of the West Midlands Combined Authority (WMCA). The report noted that it was now understood that a new establishment order, which would be required if Herefordshire council were to be admitted as a non-constituent member was not expected to be submitted by the WMCA in the next 4 years. It was, however, considered that there were recommendations in the group’s report that could nonetheless be worth pursuing during this period.

The Programme director – housing and growth presented the report. He commented that the position on devolution was evolving and it was considered that there would be value in maintaining a watching brief. Since the election it appeared that with the demands of Brexit there had been reduced capacity within government to make progress on other areas so there were no significant updates to be made to the report. It remained the case that the council needed to engage with and seek to inform and influence regional strategies.

Clarification was sought on the references in the report to the suggested willingness on the part of government to look at other forms of governance, to the prospect that the Marches LEP would not face merger, and to whether the population threshold for forming a combined authority had been increased. In particular, noting that the authority had more in common with rural authorities than the mainly metropolitan authorities forming the WMCA, it was proposed that the council should explore the possibility of forming connections with non-contiguous areas with shared values and interests.

RESOLVED:

- That (a) the findings of the task and finish group report: devolution be approved for submission to the executive with the addition of reference to exploring the possibility of forming connections with non-contiguous areas with shared values and interests; and
- (b) the Committee be advised of the executive's response.

37. WORK PROGRAMME

The Committee reviewed its work programme.

It was proposed that a review of the introduction of on-street parking in Hereford City should be undertaken to assess amongst other things whether the economic benefits were outweighing the costs.

Members emphasised that it was important that there was clarity as to what the Committee was being asked to consider when matters were referred to it by the executive.

It was noted that it was proposed to consider a report on the council becoming the accountable body for the new University and requested that any such report address whether the council could become the accountable body for public sector funds but not for private sector funds that would appear to attract more risk.

RESOLVED: That the draft work programme as set out at appendix 1 to the report be approved with the addition of work on on-street parking and construction and facilities management, acceptance of cabinet's request that, if the application for the authority to be a business rate pool pilot for 2018/19 is accepted, the committee consider the implications for Herefordshire of operating such a pool and to make any such recommendations as it feels appropriate to inform a further decision on participation; and acceptance of cabinet's request that it consider a report on the council becoming the accountable body for the new University.

38. DATE OF NEXT MEETING

Noted.

The meeting ended at 1.00 pm

CHAIRMAN



Meeting:	General scrutiny committee
Meeting date:	Friday 1 December 2017
Title of report:	Call-in of cabinet member decision in respect of charity shop waste disposal
Report by:	Statutory Scrutiny Officer

Classification

Open

Decision type

This is not an executive decision

Wards affected

All wards

Purpose and summary

To consider the call-in of the decision of the cabinet member contracts and assets regarding changes to the policy on charity shop waste disposal.

The cabinet member's decision has been called in by the following 7 councillors: Councillors: PP Marsh, JM Bartlett, AJW Powers, PA Andrews, PE Crockett, FM Norman and ACR Chappell.

Recommendation(s)

That:

- (a) the committee considers the evidence put forward that:
 - i. there was inadequate evidence on which to base a decision and that not all relevant matters were fully taken into account; and
 - ii. the decision is disproportionate to the desired outcome; and
- (b) in light of the evidence put forward, determine any recommendations it wishes to make to the cabinet member.

Alternative options

1. Having considered the decision in light of the grounds and evidence for the call in, it is open to the committee to:
 - a) if there are no concerns, determine to take no further action; or
 - b) if concerns are identified, to refer the decision back to the cabinet member contracts and assets for reconsideration, setting out in writing the nature of its concerns.

Key considerations

2. In accordance with the [scrutiny rules](#) of the council's constitution, the decision by the cabinet member – contracts and assets on 13 November 2017: charity shop waste disposal (at appendix 1), has been called-in for consideration by this committee.
3. The stated reasons for the call-in are given in appendix 2 and are reproduced below:

Ground	Evidence
that there was inadequate evidence on which to base a decision and that not all relevant matters were fully taken into account;	<p>Looking in the round this decision is not fully informed. Focussing on the most obvious impact of the decision, the projected cap on tipping would cost the Hospice in the region of £20K a year when fully implemented.</p> <p>St Michaels are valued partners who help us perform well both in diverting substantial tonnages from landfill and by providing valuable social care. The current decision does not take these factors into account. See below for more detail.</p>
that the decision is disproportionate to the desired outcome;	<p>Apparent short term operation savings made will be offset by:-</p> <p>Reputational damage – St Michael’s hospice is one of the most well known and well loved charities in the county. It has recently delivered an award winning state of the art building costing £11.5 million without requiring any funding at all from Herefordshire Council. The building team actively used local architects, contractors and suppliers wherever practical.</p> <p>We have bent over backwards to encourage the University: surely we should also be supporting</p>

	<p>this highly effective organisation that is helping us on so many fronts.</p> <p>Practical damage to our recycling and reuse rates, which are overall greatly boosted by the 440 volunteers who provide an extraordinary 59 FTE effort working on reuse and recycling at the 14 St Michael's shops and warehouses in the county. This dwarfs our own in-house Waste team capacity and is a huge asset in meeting our waste targets and reducing landfill costs.</p> <p>Many of these volunteers are socially isolated and this work contributes greatly to their wellbeing. Many also receive training and move onto paid work.</p> <p>The income from the reuse and recycling not only supports one in four of the hospice patients but also provides a social care service that directly improves our hospital discharge rates and supports people who would otherwise call more heavily on our overstretched social care budget.</p> <p>Further figures are given in the letter submitted to the council as part of the consultation. This is available as part of the decision evidence.</p>
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4. Having heard the evidence for calling in the decision, and any response from the cabinet member, the committee may decide that it is satisfied or, if concerns remain, the committee may choose to recommend that the cabinet member reconsider the decision in light of specific comments the committee makes.
5. If the committee is satisfied, the original decision may be implemented immediately. If the committee makes a recommendation to the cabinet member, they shall reconsider any decision referred to them following call-in, take into account any views expressed by the relevant scrutiny committee and may either amend or confirm the original decision or require further specified work to be undertaken before making a final determination.

Community impact

6. In accordance with the council's adopted code of corporate governance, the council is committed to promoting a positive working culture that accepts, and encourages constructive challenge, and recognises that a culture and structure for scrutiny are key elements for accountable decision making, policy development, and review.

Equality duty

7. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
8. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. As any recommendation of the scrutiny committee must be referred to the cabinet member to consider, we do not believe that it will have an impact on our equality duty.

Financial implications

9. There are no financial implications arising from the recommendations. If the scrutiny committee makes any recommendations to the cabinet member the financial implications of those recommendations will be taken into consideration by the cabinet member.

Legal implications

10. The call in was determined a valid by the monitoring officer (as detailed in appendix 2) and the meeting has been convened in the specified 10 day period.
11. The committee has no power to overturn an executive decision. It may, however, request the decision maker to reconsider the decision if, following a review of the decision and the evidence on which the call in has been based, it has concerns.

Risk management

12. There are no risks identified with the recommendations. If the scrutiny committee makes any recommendations to the cabinet member the risk management implications of those recommendations will be taken into consideration by the cabinet member

Consultees

13. None

Appendices

14. Appendix 1: written statement of a non-key decision, associated report and appendices

15. Appendix 2: determination of validity of call-in

Background papers

16. None identified

Written statement of a non-key decision
Cabinet member contracts and assets

Title	Charity Shop waste disposal
Decision maker	Cabinet member contracts and assets Information about cabinet, including the names and contact details of the cabinet members, can be found here: http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251
Date of decision	13 November 2017
Report exemption class	Open
Purpose	To approve changes to the service which permits charity shops to dispose of their waste free of charge at Herefordshire Council's waste transfer stations. Currently charity shops are provided with permits to tip which allow them to deposit waste at the council's expense. The changes proposed would introduce a limit on the amount of waste deposited by charity shops at the council's expense.
Decision	That: The amended charity disposal policy at appendix 4, incorporating changes to limit the number of free deposits each charity shop organisation can make per year to between 12 and 48 in number, be approved, to be effective from 1 April 2018.
Reason for the decision	As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?Id=50023255
Options considered	<ol style="list-style-type: none"> 1. Continue to provide unlimited free disposal or increased number of tips per annum to charity shop organisations <ol style="list-style-type: none"> a. This option has been rejected as it is open-ended with no maximum amount that each charity could request for free disposal. The disposal cost is borne by the council and disposal costs continue to increase year on year. b. This option does little to encourage charities from reusing low value items or recycling materials if there is a free disposal route open to them.

	<p>2. Do not provide free disposal to charity shops and incentivise reuse by payment of reuse credits.</p> <p>a. This option was rejected as responses to consultation suggested that a reuse credit scheme would be onerous for charity shops to administer. It would also place a greater administrative burden on the council to audit charity shops and process reuse credit claims.</p>
<p>Declarations of interest (see below)</p>	
<p>Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)</p>	<p>17 November 2017</p>

<p>Councillor:</p> <p>Cabinet member contracts and assets (Councillor H Bramer)</p> <p>Date 13 November 2017</p>
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- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;
- and
- in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.

Decision maker:	Cabinet member contracts and assets
Decision date:	Thursday, 19 October 2017
Title of report:	Charity Shop Waste Disposal
Report by:	Waste disposal team leader

Classification

Open

Decision type

Non-key

Wards affected

(All Wards);

Purpose and summary

To approve changes to the service which permits charity shops to dispose of their waste free of charge at Herefordshire Council's waste transfer stations.

Currently charity shops are provided with permits to tip which allow them to deposit waste at the council's expense. The changes proposed would introduce a limit on the amount of waste deposited by charity shops at the council's expense.

Recommendation(s)

That:

- (a) **the amended charity disposal policy at appendix 4, incorporating changes to limit the number of free deposits each charity shop organisation can make per year to between 12 and 48 in number, be approved, to be effective from 1 April 2018.**

Alternative options

1. Continue to provide unlimited free disposal or increased number of tips per annum to charity shop organisations
 - a. This option has been rejected as it is open-ended with no maximum amount that each charity could request for free disposal. The disposal cost is borne by the council and disposal costs continue to increase year on year.
 - b. This option does little to encourage charities from reusing low value items or recycling materials if there is a free disposal route open to them.
2. Do not provide free disposal to charity shops and incentivise reuse by payment of reuse credits.
 - a. This option was rejected as responses to consultation suggested that a reuse credit scheme would be onerous for charity shops to administer. It would also place a greater administrative burden on the council to audit charity shops and process reuse credit claims.

Key considerations

3. Herefordshire Council issues tipping permits to organisations who run charity shops in Herefordshire to allow them to dispose of their waste at no cost.
4. This service is provided because most of the items sold in a charity shop are household items donated by domestic residents. A charity shop enables many of these items to be reused instead of being thrown away.
5. There is currently no limit to how much waste can be deposited by charity shops. Herefordshire Council issued over 800 tipping permits in 2016/17 and accepted around 400 tonnes of waste from charity shops, at a cost of around £50,000 to the council.
6. Over half of the permits issued were to St Michael's Hospice who manage 17 charity shops in Herefordshire and around the county. Other users include British Heart Foundation, Forces Support, Tenovus and EnviroAbility.
7. Changes to this service will reduce the cost of providing free disposal to charity shops.
8. The council is keen to continue to provide some support to charity shops as they undertake an important role in helping to divert waste from disposal through reuse. However it must balance this against the public expense of providing such support.
9. Three options have been considered:
 - a. Continue to provide unlimited free disposal to charity shops.
 - b. Do not provide free disposal to charity shops and instead pay a reuse credit for the weight of material reused and thus diverted from disposal.
 - c. Provide a limited number of free disposal tips to each organisation per year.

10. Through consultation the public were asked if free disposal to charity shops should stop and if reuse credits should be introduced to incentivise reuse of donated items. A slim majority (53% of respondents) thought free disposal should stop. A greater majority (65% of respondents) thought that a reuse credit should be introduced.
11. Further to this response, comments from the public suggested any support should be simple and not onerous to the charity shop. Responses from charity shops supported this view in that a reuse credit scheme would be difficult to administer as a recorded audit trail will be required for each item donated and reused.
12. To reflect this feedback it is proposed that tipping permits continue to be issued to each organisation per year but the number issued will be limited as detailed in the table below. The limit will be based on the scale of the operation in Herefordshire and the benefit of increased diversion of waste from council services.

	Small	Medium	Large	Collection
Size of operation	Between 1 and 3 charity shops	Between 4 and 6 charity shops	7 or more charity shops	Countywide collection service
Maximum number of permits	12 per annum	24 per annum	36 per annum	Additional 12 per annum
Conditions	Annual Audit	To qualify for more than 12 permits organisations must supply weight data for any materials sent for recycling and reuse. Where not measured/recorded the organisation will be required to work with the council to measure the weight of materials sent for recycling and reuse.		

13. Organisations who provide 3 or less charity shops in Herefordshire will be restricted to a maximum number of 12 permits per annum. Organisations with 4 to 6 charity shops will be entitled to a maximum of 24 tipping permits, those with 7 or more may have up to 36 tipping permits. An organisation who offers a countywide collection service may have a further 12 permits per annum.
14. The reasons for limiting free disposal are as follows:
 - a. Charity shops would be more likely to consider disposal as a last resort instead of the most convenient option. Providing unlimited free disposal encourages disposal when donated goods have a low value, are difficult to sell or because it is the cheapest option to the charity shop.
 - b. Charity shops would be discouraged from accepting waste items that are unlikely to be sold. It would encourage better quality control and residents are more likely to take these items to a household recycling centre where they can be recycled instead of being disposed to landfill or incineration.
 - c. Charity shops would be encouraged to recycle more of their waste instead of using free disposal. For example cardboard and solid wood furniture can be sent for recycling at lower cost than disposal. By limiting free disposal charities would be more likely to recycle any unavoidable waste rather than more costly disposal.
 - d. Charity shops would be discouraged from providing commercial services such as house clearances whereby free disposal provides a commercial advantage over private companies offering the same service.

- e. The council provides a level of support that can be afforded and allows charity shops to dispose of donated items, once every effort has been made to reuse them.
15. It is proposed that implementation of any changes would be phased over a period of 3 years decreasing the permit allocations each year until reaching the limits set out above (12).
 16. Once charity shop organisation have used their full allocation of permits for the year they will not be permitted to dispose of any additional waste at council controlled waste transfer stations. If charity shop organisations have any additional waste to be disposed of they will need to make their own commercial arrangements to dispose of it. This could include using the council's trade waste service where charity shops are charged a lower, collection only, charge.
 17. Both British Heart Foundation and St Michael's Hospice have responded to the consultation, their responses are appended to this report. They raise the following points and concerns:
 - a. Charity shops divert household goods from disposal and saves public money and reduces environmental impact.
 - b. Any resulting additional costs incurred by charity shops would reduce funding for good causes such as the palliative care provided by St Michael's Hospice and British Heart Foundation's efforts to prevent heart disease.
 - c. Larger organisations should be provided with additional free disposal. St Michael's Hospice request 12 permits to tip for each of their 14 charity shops.

Community impact

18. Limit on free disposal is likely to restrict the type of items the charity accepts from members of the public. This could result in negative publicity towards Herefordshire Council.
19. Council services may receive more waste through bulky collections and at household recycling centres. However it is expected that a proportion of any extra household waste will be collected and disposed of privately at no public expense.
20. Charity shops are likely to incur additional costs in arranging for the collection, recycling and possibly disposal of their waste. If so this will reduce the revenue made by charity shops and thus reduce funding of the work supported by the charitable organisations they represent.
21. The recommended actions introduce a reasonable limit on free charity disposal allowing continued support to be provided whilst reducing cost. This supports the council's priority to secure better services, quality of life and value for money.
22. Continued support of organisations to encourage reuse of household waste supports our priority to manage waste as high up the waste hierarchy as possible, in this case by reusing it.
23. Charities are responsible under general "Duty of Care" to look after themselves and others affected by their activities. Our contractor managing the council's waste transfer stations,

Severn Waste Services, is responsible for ensuring charity shops comply with health, safety and welfare requirements when depositing waste at these facilities. Compliance with health and safety legislation will be monitored, and where required, enforced by the council.

Equality duty

24. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
25. In relation to the recommendation of this report there are no identified negative impact on protected characteristic with this report and its implications relating to governance process and arrangements

Resource implications

26. The cost of providing free disposal is around £50,000 per annum. The council would expect direct costs of around £5,000 per annum from the limited issue of free disposal permits.
27. The council should expect a further £20,000 of additional expense from increased waste taken to household recycling centres and through bulky collections. Part of any additional cost will be recovered through charging for the collection of bulky waste.
28. A proportion of waste is likely to be collected and disposed of through private arrangements, e.g. house clearances, skips, private waste collection, which would be at no public expense.
29. Savings of at least £25,000 per annum are therefore anticipated, which have been assumed within the council's approved Medium Term Financial Strategy. If the recommendations are not approved, alternative savings will need to be identified in order to deliver the council's savings plans.

Legal implications

30. The council is unable to charge for the disposal of waste from a charity shop selling donated goods originating from domestic property in accordance with the Controlled Waste Regulations 2012 (CWR).
31. The permit scheme does not involve a charge and provides an additional service enabling deposits to be made at the counties transfer stations.

Risk management

32. The key risk to the council is that any increase as a result of limiting free disposal is equivalent to or greater than the amount saved. It is recommended that the change be reviewed annually to allow the impact of the change to be assessed.

Consultees

33. A public consultation was carried out between 20 January and 3 March 2017 and the response is summarised at appendix 1.
34. All organisations that currently make use of permits to tip were contacted and asked for comments on proposals to limit free disposal.

Appendices

Appendix 1. Public consultation response

Appendix 2. Response from St Michael's Hospice

Appendix 3. Response from British Heart Foundation

Appendix 4. Charity Shop Disposal Policy

Background papers

None identified

Consultation on waste management services changes and charging policies

In common with local authorities across the country, Herefordshire Council is facing significant financial challenges as central government strives to balance its budget and we must continue to take the difficult decisions needed to enable us to continue to deliver important services to our residents whilst delivering savings of £87m between 2010 and 2020.

Significant changes have already been made to our waste management services over the past few years, including the change to alternate weekly collection, which have resulted in savings in excess of £500,000. As part of our ongoing work to ensure that our resources are used in the most efficient way we have reviewed the charges made for waste management services. The council has agreed that when we set charges we should ensure, where possible, that the charge covers the cost of delivering the service.

We seek your views on the proposed changes which cover the following service areas:

- Tip permits for charitable organisations
- Large item collections (furniture, domestic appliances etc.)
- Household bin swaps and replacements
- Charging residential and care homes for waste and recycling collections

Free disposal (tip permits) of waste from charitable organisations

Waste from charities is classified by law as commercial waste for which payment should be made for both the collection and disposal. Waste from a charity shop selling donated goods originating from a domestic property is classified as household waste and a charge can be made for the collection of this waste if the council is requested to collect it.

Charities are currently provided with free disposal to landfill at council disposal sites for waste from their charity shops. This service provides charity shops a no cost means of disposing of items of low value that cannot be sold to raise money for their respective charitable causes.

In the financial year 2015/16 the council spent around £50,000 disposing of waste from charity shops to landfill sites.

The council is considering ending this service of free disposal to landfill and instead offering a scheme where charity shops pay for waste collection but can claim credits for the amount of donated items they reuse. It is hoped this will discourage landfill of unwanted items whilst ensuring the cost to the council of any waste collection is covered.

There is no obligation for the council to provide either the free disposal service or a credit scheme for reuse.

1. Do you think it is reasonable to stop the free disposal to landfill service for charity shops?

53% Yes

47% No

2. Do you support the introduction of a charge for a collection service to recover the cost of this service with a reuse credit scheme to encourage reuse of donated items instead?

65% Yes

35% No

2.a If you have any comments on this proposal please provide them below:

100%

Large item collections

The council currently offers a service for the collection of household waste which either cannot fit into the general rubbish wheeled bin or weighs more than 25kg, such as washing machines, sofas and televisions.

We charge £20 for up to three items to be collected and £5 for each additional item. The cost to the council is not always fully recovered through this charging mechanism; therefore we are considering charging a set price for three items at a time (provided none are a fridge or freezer).

Number of items	Proposed cost of service
1-3	£20
4-6	£40
7-9	£60
10-12	£80

There is a separate cost to the council for the collection of fridges and freezers therefore we are considering introducing a separate cost for the collection of these. Many retailers and distributors of these items offer to dispose of an old fridge or freezer for a fee when a new item is purchased. Herefordshire Council is considering introducing a set fee of £20/item for collection of each domestic fridge and freezer.

3. Do you, or have you ever, used the large item collection service?

25% *Yes* 75% *No*

4. If yes, will you use the service again and pay the above proposed charges?

61% *Yes* 39% *No*

Do you think these are reasonable charges? Please tick one box

5.a For the large items

28% *Strongly agree* 7% *Disagree*
46% *Agree* 7% *Strongly disagree*
12% *Neither agree nor disagree*

5.b For a fridge/freezer

23% *Strongly agree* 11% *Disagree*
50% *Agree* 8% *Strongly disagree*
8% *Neither agree nor disagree*

5.c If you disagree with these charges please explain why?

100%

Household bin swaps and replacements

Herefordshire Council has introduced wheeled bins as standard unless a property is deemed unsuitable for bins. The standard bins are a 180 litre black bin for general rubbish and a 240 litre green bin for recycling.

Where a property is not suitable for bins, the council provides recycling sacks and the residents provide their own black sacks for general rubbish. Each property not suitable for a bin is permitted to place out up to four black sacks every fortnight for collection. These properties are able to request a black bin for storage of their sacks prior to collection; this is currently provided free of charge.

Herefordshire Council currently provides a number of container size options for householders to have their waste and recycling collected. Within set criteria* residents are able to make requests to have their bins swapped for a different size.

- *• Families of 6 or more persons permanently living at the same address
- Households with 1 or more children under 3 years old using disposable nappies
- Medical reasons cause large amounts of non-hazardous medical waste to be produced

Bin delivery/removals

We are thinking of introducing a charge of £15 to cover the cost of the delivery/removal and administration for all of the following:

1. Delivery of a general rubbish bin to be used as a storage receptacle where a property is not suitable for a wheelie bin
2. Delivery of a larger standard general rubbish bin where eligibility criteria has been met
3. Delivery / swap of any size recycling container
4. Delivery of additional recycling sacks requested outside of the delivery period
5. Removal of any bin

6. Do you agree that a charge should be made where a resident chooses to exercise their option for a different sized bin?

50% Yes

50% No

Damaged bins

The incidence of this is rare but where fire or other damage is caused by the resident and renders a bin unusable then a replacement cost plus a bin swap charge will have to be paid by the resident before the bins will be replaced.

7. Do you agree that the replacement of bins damaged by residents should be paid for?

79% Yes

21% No

Charge for additional recycling capacity

The standard capacity provided for recycling is either a 240 litre bin or 104 recycling sacks per annum. The provision of a 360 litre recycling bin is provided when requested by a resident because they 'consistently' have too much recycling. Residents can request the delivery of additional recycling sacks throughout the year if they run out. The council is thinking of introducing a charge to residents to cover the greater cost of the larger bin and a delivery fee for provision of additional sacks. This will be £10.50 for the 360 litre bin and £6 for additional sacks (prices correct at January 2017).

8. Do you agree that these charges should be made to cover the cost of providing additional recycling capacity?

46% Yes

54% No

Charging residential, care and nursing homes for waste and recycling collections

Herefordshire Council is considering the introduction of a charge for all waste collection or recycling services provided by the council to residential, care and nursing homes across the county.

The reasons for considering this as a change are:

- Changes in waste legislation now allow for these charges to be applied
- Some homes already pay for waste collection and disposal due to historical differences in waste legislation and we feel there should be a single system for all
- Herefordshire Council currently provides a free of charge recycling collection service to many of these establishments but this is limited to the standard household service therefore does
- Most residential and care homes are domestic rated therefore are eligible to pay council tax but receive a reduction on the rate that is paid
- National policy promotes preventing waste in the first place and the producer of the waste paying for the management of their waste

Options for provision of service:

- 1) Provide with the maximum service provided to a household free of charge (1 x 240 litre black bin for general rubbish and 1 x 360 litre green bin for recycling).
Additional bins would incur a charge in accordance with Herefordshire Council's trade waste collection charges.
- 2) Payment is made for waste services in accordance with trade collection charges for general rubbish and recycling.

Current trade collection charges are made per bin, each time they are emptied as below:

Size of Wheelie Bin	Price
----------------------------	--------------

General waste	
----------------------	--

240 litre	£5.20
360 litre	£6.60
660 litre	£8.90
1100 litre	£12.00

Recycling	
------------------	--

240 litre recycling	£2.50
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9.a Do you agree that all residential, care and nursing homes should pay for their waste collection services?

71% *Yes*

29% *No*

10.a Which option above (1-2) do you support Herefordshire Council implementing?

44% *1*

35% *2*

21% *None of the above*

10.b Please explain why you support or do not support these options?

100%



RD/MK/TR

info@st-michaels-hospice.org.uk
www.st-michaels-hospice.org.uk

Mr Kenton Vigus
Waste Disposal Team Leader
Herefordshire Council
Plough Lane
PO Box 4
Hereford
HR4 0XH

Always a place of light and love

2nd March 2017

Dear Kenton

Re: Waste Disposal and Reuse Credits for Charity Chops Consultation

We are writing in response to your letter received on the 3rd February advising that the council is considering ceasing to provide free waste disposal to charity shops in Herefordshire, a service that the Council has operated to mutual benefit, very successfully with St Michael's Hospice for more than fifteen years.

We would like to thank you for your time, prompt and helpful responses since notification, and appreciate the opportunity to comment prior to a final decision being made. As your letter suggests we will respond to your two proposals separately.

1. Proposal to remove the free Disposal Service

St Michael's Hospice is a registered Charity which operates 18 charity shops throughout the County of Herefordshire. The money we raise from our shops goes to support the Specialist Palliative and end of life care we provide free of charge to local people. Currently one in four of our patients and their families are funded by donations through our shops.

The two principle reasons cited by the Council for ceasing free tip permits, namely the cost to the tax payer, and encouraging more waste to go to landfill by rewarding poor behaviour, we believe is wholly flawed in its logic. Unlike some charity shops, all of our shops are stocked entirely from donated goods, the overwhelming majority of which are donated from within the County. With a chain of shops St Michael's is able through efficient warehousing, rotation and distribution to re-use or resell the overwhelming majority of items donated to us by local residents who want to support our cause. As a whole the charity shop sector is able to sell or recycle around 96% of donated clothes and 97% of books. (Source charity Retail Association). We believe the removal of free tip permits would be counterproductive when you consider how much the Charity Retail Sector saves local authorities

in waste disposal costs. If charity shops such as ours did not exist a significant percentage of the goods donated would fall as a burden on the Council to collect and dispose of. We believe the cost of this to the Authority would far higher than the current cost of free tip permits. To take textiles alone, in this financial year St Michael's have diverted from what has not been sold to the public, 6.56 tonnes of clothing a week from landfill, saving the authority approximately £29,000 in landfill tax. In the same period over 4 tonnes a week of paper and bric a brac has been diverted from what has not been sold to the public. A further saving of £18,000. Savings in addition to the benefit this type of re-use and re-cycling activity have on the reduction of carbon dioxide emissions.

However, in addition to the majority of goods that we can sell or recycle there are a fraction of donated goods that we cannot sell and which must be disposed of so that we can continue to operate our shops and fund our vital work.

Without question the removal of free tip permits will have a significant direct financial impact on St Michael's Hospice. (Estimated to be in excess of £26,000 per annum for disposal with a commercial company). This in turn will place an increased burden on our fundraising efforts taking resources which could be better spent on patient care.

If, as is determined under the Environment Protection Act 1990, and schedule 1s4 of the controlled waste regulations 2012, the local authority has a duty, if requested, to collect any domestic waste arising from charity shops and for which if it chooses it may recover a "reasonable charge" if charities such as St Michael's chose to make such a request this would require additional resource and potential cost on the part of the council.

2. Proposal to Introduce a Reuse Credit Payment

Whilst recognising that a scheme enabling charity shops to claim credits for the amount of donated items that they reuse could provide some benefit to charities like ourselves, the reality of what is proposed not only offers limited financial benefit if capped at the suggested rates, but the costs of establishing and running such a system would very likely outweigh the benefits.

In particular, the burden on our staff and loyal volunteers of recording every single item sold in a way which we are not currently set up to do (we do not have a EPOS till system and only record by category of sale e.g. clothing, bric a brac, books) is felt currently unworkable. The cost of the introduction of a system which would enable individual items to be recorded against a record of sale is also currently considered prohibitively expensive.

As a local charity with strong public support we have always been keen to work with the Council, our supporters and volunteers, to find new ways of diverting reusable waste from landfill. As you are aware the current partnership we have where bulky domestic items collected by the council that are suitable for reuse are donated

to St Michael's to sell is one excellent example. Developing this collaborative strategy further, perhaps through sharing some of the information we record on recycled books and textiles could bring net benefits to both of us. Alternatively, limiting the number of free tip permits to each charity shop in the County (perhaps 12 per shop) could provide a workable compromise.

In light of the very positive footprint St Michael's charity shops have locally, we hope that the Council will agree to retain free tip permits and explore further with us ways in which we can strengthen our approach to waste and collaborative working.

Yours sincerely



Ruth Denison
Director of Income & Marketing



Nicola wood
Head of Retail



Retail Division
Field Operations Office South
1st Floor
26 Arundel Street
Portsmouth
Hampshire PO1 1NL

Telephone • 07896 416654
E-mail • romand@bhf.org.uk
Website • bhf.org.uk

Cabinet Member with responsibility for Waste Services
Herefordshire Council

5th May 2017

Dear Sir/Madam

British Heart Foundation in Herefordshire

In response to your proposed change of policy on charity tip permits I will set out the British Heart Foundation's position. I apologise that this was not submitted during the consultation period, I was only made aware of the process this week.

As you may know British Heart Foundation (BHF) stores in your area receive large quantities of household donations and sell the vast majority to raise vital funds for the charity. This enables us to provide defibrillators, CPR training kits and other resources to schools and community groups across Herefordshire, as well as supporting lifesaving research. Our work is only possible thanks to fundraising and donations. We receive no statutory funding.

We also provide a range of affordable, quality goods for local residents, creating jobs and volunteering opportunities, and through our four shops in Herefordshire preventing an estimated 390 tonnes of household waste per annum being disposed of. We work with the council in two key areas – collecting re-useable items from the household recycling centre and supplying residents in need with furniture on a formal referral basis, thereby helping the council deliver on its priorities:

- Enable residents to live safe, healthy and independent lives
- Keep children and young people safe and give them a great start in life
- Support the growth of our economy
- Secure better services, quality of life and value for money

We do our best not to pick up broken or unsaleable items and we have commercial arrangements for our own store waste and recycle what we can. The only materials that we need to dispose of in significant volume are household furniture and electrical items which have been found to be damaged, unsafe or of too poor quality to re-use. This is only a fraction of the total tonnage of household waste we are preventing, much of which would otherwise go to landfill or even incur an additional cost to the local authority through fly tipping.

We have a high demand for our goods and are keen to work with the council to continue diverting items from the municipal waste stream and increase the volume we re-use. The introduction of disposal charges for the residual fraction would reduce our capacity to do this. We would have to re-consider our acceptance criteria to minimise the risk of disposal charges, both direct donations and collections from the household recycling centre, thereby losing income for the charity at the same time as increasing the council's collection and disposal costs.

While the proposed restriction of 12 tip loads per year is proportionate to smaller charity shops selling mainly clothing, including our own, it could limit the good work of our Furniture and Electrical store in Hereford. We would ask that you consider a higher limit reflecting the nature and quantity of goods handled by this store.

Yours Sincerely

David Roman
Waste and Recycling Manager
British Heart Foundation Retail Division

FIGHT FOR EVERY HEARTBEAT
bhf.org.uk

Charity Shop Waste Disposal Policy

October 2017

This policy details the provision of a free disposal service provided to charity shops by Herefordshire Council. Free disposal is available to any organisation in Herefordshire that runs a charity shop in the county.

A limited number of **permits to tip** may be issued to the organisation to allow them to access and deposit their waste at the councils waste transfer station in Hereford.

1. Waste accepted

- 1.1. Herefordshire Council will issue an organisation that runs one or more charity shops in the county with a limited number of tipping permits per annum. The organisation may use these to dispose of household waste from charity shops it runs in Herefordshire. The allocation is based on the number of charity shops in Herefordshire, as follows:

Number of Charity Shops in Herefordshire	Maximum number of tipping permits per annum	Permit issue is subject to conditions
1 to 3	12	Initial and annual audit
4 to 6	24	Audit and weight data
7 or more	36	Audit and weight data
A further 12 permits will be provided if an organisation provides countywide reuse collections		Audit and weight data

- 1.2. This policy will be implemented over a three year period from 1 April 2018 to 31 March 2021. Charity shops currently using tipping permits will be required to reduce use of permits from current levels to those described in 1.1 above during this period as follows:

	Current use	Apr 18 to Mar 19	Apr 19 to Mar 20	Apr 20 to Mar 21
Permit Limit (no.)	Unlimited	Implementation period		As per table 1.1
St Michaels Hospice (14 shops)	400	168	84	48
British Heart Foundation	75	40	30	24
Other charity shops	<12 each	12	12	12
New charity shops	N/A	12	12	12

- 1.3. Only unusable household waste goods collected by or donated to charity shops by residents of the administrative area of Herefordshire Council are eligible for disposal free of charge.

- 1.4. No other waste from the charity shop or charitable organisation is allowed, this includes but is not restricted to:

- 1.4.1. Waste from the day to day business administration of the charity shop
 - 1.4.2. Waste from goods not donated originally from a domestic property in Herefordshire. For example goods from a business or non-domestic premises, or any premises outside of Herefordshire.
 - 1.4.3. Waste from goods collected or accepted by the charity shop that were intended to be discarded. This includes waste associated with house clearances.
 - 1.4.4. Waste from goods collected or accepted by the charity shop unsuitable for reuse. This includes any waste associated with donations including packaging and storage containers.
- 1.5. Before Permits to Tip are issued by the council the charity shop is required to provide documentary evidence of current contractual waste collection and disposal arrangements for the other waste produced, via a licenced waste management service provider.

2. Administration

- 2.1. All charity shop organisations must be registered with the council and be willing to submit annual audits of their service
- 2.2. Waste deposited using permits to tip will be delivered by the charity shop organisation to a council nominated disposal point which is:

Hereford (Rotherwas) Waste Transfer Station
Chapel Road Industrial Estate
Rotherwas
Hereford
HR2 6LD
- 2.3. Only suitable vehicles will be permitted access and vehicles shall be limited to a **maximum gross vehicle weight of 3.5t**. Vehicles larger than this shall not be permitted to deposit any waste.
- 2.4. The council will regulate the number of visits allowed per organisation per annum via the issue of controlled stationery, (permits to tip). All permits to tip need to be applied for and obtained in advance of any visit to the nominated disposal point.
- 2.5. The charity shop organisation is required to complete all details on the permit to tip stationery issued by the council and surrender one permit per visit to the disposal point weighbridge operator.
- 2.6. Charity shops organisations may be required to separate different materials as directed, for example electrical equipment, scrap metals, wood, etc.
- 2.7. Permits to tip may only be used by an employee of the organisation they are issued to and may not be transferred to anyone else.

2.8. All drivers presenting materials at a nominated disposal point are required to weigh vehicles in and out.

2.9. The council reserves the right to alter the nominated disposal point, suspend this discretionary service or terminate the agreement with immediate effect.

3. Health and Safety

3.1. All charity shop staff that will be visiting a nominated Disposal Point will attend a site Health and Safety Induction meeting prior to participating in the delivery of any materials for disposal.

3.2. Disposal Point Site Rules will be issued to all charity shop staff, failure to comply with these rules or instructions given by Disposal Point Site Staff may result in the immediate withdrawal of this discretionary service.

4. Audit and Information

4.1. All charity shop organisations must agree to a periodic audit by council staff. To provide assurance that free disposal is being used appropriately.

4.2. In order to qualify for more than 12 tipping permits per annum organisations are required to provide details of the weight of material sent for recycling and reuse. This shall be provided bi-annually for the following periods:

1 st April to 30 th September	by	30 th November
1 st October to 31 st March	by	30 th June

