

TITLE OF REVIEW:	Waste Sites Permit Schemes
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SCOPING

Reason for Enquiry

In 2006 a permit system was introduced to target those people more likely to be bringing in commercial waste into the waste transfer station/household waste sites.

A Member of General Overview and Scrutiny Committee received a number of complaints relating to this scheme. After discussions with the relevant officers, it was discovered that the permit scheme was due to have a review in April 2014. Therefore this task and finish group has been established to identify and address concerns and feed into the April review.

This document outlines the scope, areas, approach and people involved in the task and finish group.

Terms of Reference

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Objectives

- To review the current waste permit system

Actions

- To examine the current permit system
- To identify any concerns with the current permit system
- To identify best practice of permit systems from other local authorities.

What will NOT be included

- Waste collection arrangements

Potential outcomes

To

- **To recommend to Cabinet an update on the current waste permit system including any area for development or changes necessary**

Key questions

- **What is the current waste permit scheme?**
- **Is the current scheme fit for purpose?**
- **Have the changes made in 2013 affected fly tipping or other associated anti-social behaviour and littering?**
- **Are there examples of best practice elsewhere in the UK of local authority waste permit schemes?**
- **Are there any changes that would be appropriate to the Herefordshire waste permit system?**

Cabinet Member (s)

Councillor Harry Bramer (Contracts and Assets)

Key Stakeholders/Consultees

- Service Users
- Council officers
- Other local authorities

Potential Witnesses

- Severn Waste employees including site operatives
- Herefordshire Council Customer Services
- Herefordshire Council Waste Team
- Residents
- Worcestershire Council Waste Team

Research Required

- Current waste permit scheme
- Best practice examples from across the UK local authorities

Potential Visits

- Ross on Wye waste site
- Hereford waste site

Publicity Requirements

Launch of Review

During Review

Publication of the Review and its recommendations

Outline Timetable (following decision by the Overview and Scrutiny Committee to commission the Review)	
<i>Activity</i>	<i>Timescale</i>
Collect current available data for circulation to Group prior to first meeting of the Group.	
Confirm approach, programme of consultation/research/provisional witnesses/meeting dates	20 December 2013
Collect outstanding data	
Analysis of data	
Final confirmation of interviews of witnesses	
Carry out programme of interviews	March 2014
Agree programme of site visits as appropriate	
Undertake site visits as appropriate	
Final analysis of data and witness evidence	
Prepare options/recommendations	
Present Final report to Overview and Scrutiny Committee	30 June 2014
Present options/recommendations to Cabinet (or Cabinet Member (s))	
Cabinet/Cabinet Member (s) response (Within 2 months of receipt of Group's report)	30 August 2014
Consideration of Executive's response by the Overview and Scrutiny Committee.	1 September 2014
Monitoring of Implementation of agreed recommendations (within six months of Executive's response)	March 2014

Members	Support Officers
Councillor Barry Durkin – (Review Group Chairman)	Lead Support Officer: Kenton Vigus Scrutiny Officer: Gemma Dean Democratic Services Representative : Ben Baugh