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MEETING:	Cabinet
DATE:	Wednesday, 14 December 2016
TIME:	10.00 am
VENUE:	Reception Room, Barnsley Town Hall

SUPPLEMENTARY AGENDA

8. Residents Permits for Household Waste Recycling Centres (Cab.14.12.2016/8)
(Pages 3 - 16)

To: Chair and Members of Cabinet:-

Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Miller and Platts

Cabinet Support Members:

Councillors Cherryholme, Franklin, Frost, David Griffin, Lamb and Saunders

Chair of Overview and Scrutiny Committee
Chair of Audit Committee

Diana Terris, Chief Executive
Rachel Dickinson, Executive Director People
Matt Gladstone, Executive Director Place
Wendy Lowder, Executive Director Communities
Julia Burrows, Director Public Health
Frances Foster, Director Finance, Assets and Information Services
Julia Bell, Director Human Resources, Performance and Communications
Andrew Frosdick, Director Legal and Governance
Katie Rogers, Communications and Marketing Business Partner
Anna Morley, Scrutiny Officer
Ian Turner, Service Director, Council Governance

Corporate Communications and Marketing
Labour Group Room – 1 copy

Please contact Ian Turner on 01226 773421 or email governance@barnsley.gov.uk

Date Supplement Published – 9th December, 2016

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

**Report of the Service Director
– Business Unit 6**

Resident only Permit Scheme for Household Waste Recycling Centres

1. Purpose of report

1.1 This report sets out the detail around the recommendation to introduce a resident's only permit scheme for the four household waste recycling centres.

2. Recommendation

2.1 That members approve the Option 3 – Introduce a Residents only Permit Scheme as detailed in section 5 of this report.

3. Introduction

3.1 As part of the ongoing efficiency work being carried out in BU6, KLOE Place 11-HWRC Efficiency identified cost saving opportunities relating to the operational delivery of our four, HWRC's (Household Waste Recycling Centres). The KLOE highlighted a number of proposals including a recommendation to introduce a resident's only permit scheme for our sites.

4. Consideration of alternative approaches

4.1 The following alternative proposals have been considered;

Option 1 – Do Nothing

4.2 As changes to the operational management of the four HWRC's has already been put forward by BU6 as a means of reducing revenue expenditure, previously agreed by Cabinet (Cab.8.10.2014/6.1), then not implementing the recommended proposal would result in an ongoing revenue pressure of £100,000 pa for the Business Unit.

Option 2 – Reduce site opening times

4.3 Some neighbouring local authorities have elected to reduce the opening hours of their own HWRC's as a means of reducing the management fee associated. I.e. Doncaster, Rotherham and Sheffield.

- 4.4 To understand the implications of this option further in 2016 the service commissioned an independent survey of HWRC users to determine the levels of site activity each day and each hour the sites were open. The survey results have shown that the current hours are appropriate with good usage at all four sites from opening time until closing time. Evidence gathered from a neighbouring authority has also shown that a 2-day per week closure to their sites has not resulted in a reduction in overall waste entering those sites. Instead the sites are now busier on the days they are open resulting in an increase in vehicle movements and queuing, adversely affecting site users and other users of the highway.

Option 3 – Introduce a resident’s only permit scheme

- 4.5 This option would involve restricting access to the four HWRC’s to Barnsley residents only, thereby eliminating cross border use from residents of Rotherham, Doncaster, Sheffield, Wakefield and Kirklees. Further details are found in Section 5.

This report recommends the implementation of Option 3

5. Proposal and justification

- 5.1 This option was developed in response to the reduced opening hours and the consolidation of sites that has taken place in neighbouring authorities over the past 2-3 years, thus driving more waste (and cost) through our own HWRC’s. Site staff were given the discretion to ask for identification from users during industrial action on Sheffield sites and collected up to 30 vehicle registrations of none Barnsley users per day. Continuing checks on an ad hoc basis, particularly on the days when neighbouring authority sites are closed have shown around 6 vehicles from none Barnsley residents trying to use sites, resources do not allow for constant monitoring of all users.
- 5.2 To illustrate the point please see Appendix B, but in summary;
- Sheffield – most sites closed 2 days per week
Doncaster - most sites closed 2 days per week
Rotherham - all sites closed 1 day per week
Wakefield – reduced from 7 sites to 4
- 5.3 The proposal looks to introduce a resident’s only permit scheme which will grant Barnsley residents exclusive use of our four sites. In turn this will prohibit non-Barnsley residents from accessing our sites. Wakefield and Leeds have had a similar scheme in place for a few years and believe it has reduced waste at their sites but had no particular impact on fly tipping which has been rising nationally. Recently Bradford and neighbouring Calderdale councils have introduced similar schemes but the schemes are too new to give much evidential data.
- 5.4 The permit will take the form of a car window sticker (See Appendix C) bearing the vehicle registration number so it is easily visible by staff and once fixed in a vehicle will not be “lost” or “forgotten” by the user.

- 5.5 Starting in January 2017, permits will be issued by site staff on production of a valid vehicle registration document (V5) showing registration in the Barnsley Metropolitan Borough area; no personal details will be recorded. Any vehicle where the driver is not the owner (e.g. company car, mobility vehicle) will be referred to the back office who are used to dealing with these cases as part of the van/trailer permit scheme. A number of recruitment projects have been undertaken by the site contractor and this has created some capacity at sites to deal with the initial extra workload.
- 5.6 The permit will be promoted by word of mouth (site staff), leaflet, press release and website and will be introduced gradually over a period of 3 months before becoming compulsory in later in 2017.
- 5.7 Site staff will have a directory of Barnsley post codes to refer to for queries before passing enquiries to back office and it is anticipated that >95% of permits will be issued on site.
- 5.8 From 6th April 2017 only permitted vehicles or residents carrying valid photo ID showing that they are a Barnsley resident will be allowed to access the sites.
- 5.9 Further information regarding the scheme has been compiled into a Conditions of Use document (See Appendix D) which sets out the basis of the scheme and a series of Frequently Asked Question (Appendix E) has also been produced to assist residents and members.
- 5.10 A briefing pack for members will be produced and issued before the soft launch of the service in January 2017.

6. Implications for local people / service users

- 6.1 From 6th April 2017 local residents will not be allowed to access any of the four HWRC sites without a valid permit or presentation of photo graphic ID (i.e. valid driving license). This is a departure from the existing access arrangements but is designed to reduce the number of non-Barnsley residents using the sites. In turn this will reduce congestion at the sites and reduce the cost of disposing of non-Barnsley household waste.

7. Financial implications

- 7.1 Costs associated with the implementation of the recommended proposal are expected to be minimal and will therefore be contained within the budget envelope of the service.
- 7.2 Based upon our tonnage data it is anticipated that this will reduce waste arising by 5% (saving c£25kpa) and slow down the current rise in residual waste at the sites. This saving will contribute to the previously agreed 2016/17 efficiency saving PL15 Household Waste Recycling Centre (£50,000).
- 7.3 The full financial implications are detailed in appendix A to this report

8. **Employee implications**

None identified

9. **Communications implications**

The launch of the service has been discussed with the central communications team who will assist with press releases and supporting media communications including profile raising via social media.

10. **Consultations**

Cabinet Spokesperson – PLACE
Executive Director – PLACE
BU6 Service Director – PLACE
Communications and Marketing Manager – HR, Performance & Comm's
Strategic Finance Manager – Financial Services

11. **The Corporate Plan and the Council's Performance Management Framework**

12. **Tackling health inequalities**

No adverse implication identified.

13. **Climate Change & Sustainable Energy Act 2006**

No adverse implications identified.

14. **Risk management issues**

There is a potential risk that this will encourage additional fly tipping. Whilst adjacent authorities have recorded additional fly tipping since the introduction of the permit this is not a direct correlation as the vast majority of authorities, including BMBC, have also witnessed increased fly tipping over the last 2-3 years.

To mitigate this the HWRC service will liaise with Neighbourhood Services to ensure that we have a greater presence in the proximity of the 4 sites around April 2017.

Further mitigation of this is the fly tipping campaign which is raising the profile to reduce fly tipping. In particular fly tipping hotspots are now subject to potential covert surveillance operations.

15. **Health, safety, and emergency resilience issues**

No adverse implications identified.

16. **Compatibility with the European Convention on Human Rights**

No adverse implications identified.

17. Promoting equality, diversity, and social inclusion

No changes to the existing site access rules will be made once access has been granted.

18. Reduction of crime and disorder

No adverse implications identified.

19. Conservation of biodiversity

No adverse implications identified

20. Glossary

HWRC – Household Waste Recycling Centre

21. List of appendices

Appendix A – Financial Implications

Appendix B – Summary of HWRC Provision on Neighbouring Authority's

Appendix C – Example of HWRC Permit

Appendix D – Conditions of Use

Appendix E - Frequently Asked Questions

22. Background papers

None supplied

Officer Contact Matthew Bell – Head of Commercial & Support Services
Telephone No: 774352 Date: December 2nd 2016

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Report of the Executive Director - Place

FINANCIAL IMPLICATIONS


Household Waste Recycling Centre Permit Scheme

i) <u>Capital Expenditure</u>	<u>2016/17</u> £	<u>2017/18</u> £	<u>2018/19</u> £	<u>Later</u> <u>Years</u> £	<u>Total</u>
To be financed from:	0	0	0	0	0
	0	0	0	0	0

ii) <u>Revenue Effects</u>	<u>2016/17</u> £	<u>2017/18</u> £	<u>2018/19</u> £	<u>Later</u> <u>Years</u> £
Estimated saving from the implementation of permit scheme at household waste and recycling centres		-25,000	-25,000	-25,000
	0	-25,000	-25,000	-25,000
To be financed from:				
Contributes to the delivery of PL15 Household Waste Recycling Centres		25,000	25,000	25,000
		25,000	25,000	25,000

Impact on Medium Term Financial Strategy

This report has no impact on the Authority's Medium Term Financial Strategy.

Agreed by 02/12/2016.....On behalf of the Director-Finance, Property & IS

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Summary of HWRC Provision in Neighbouring Authority's

Fig 1 – Location of Neighbouring HWRC sites

Figure 2 – Details of Operating Hours across neighbouring Authority's

Local Authority	Trade Vehicle Permit Scheme	Residents Permit Scheme	Site	Summer Opening Times	Winter Opening Times	Specific Site Opening Times						
						Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Barnsley	Yes	No	Site	April 1st to 30th September	October 1st - March 31st							
			West Street, Worsbrough	08:00 - 17:00	08:00 - 16:00	Open						
			Smithies Lane, Barnsley	09:00 - 17:00	09:00 - 16:00							
			Highgate Lane, Goldthorpe	09:00 - 17:00	09:00 - 16:00							
			Springvale, Penistone	09:00 - 17:00	09:00 - 16:00							
Sheffield	Yes	No	Woodhouse	10:00 - 18:00	10:00 - 16:00	Open	Closed	Open	Open	Open	Open	Open
			Gleadless	10:00 - 18:00	10:00 - 16:00		Open	Closed	Open			
			<i>Deepcar</i>	<i>10:00 - 18:00</i>	<i>10:00 - 16:00</i>		Closed	Closed	Open			
			<i>High Green</i>	<i>10:00 - 18:00</i>	<i>10:00 - 16:00</i>		Open	Closed	Closed			
			Shirecliffe	10:00 - 18:00	10:00 - 16:00		Open	Open	Open			
Rotherham	Yes	No	<i>Car Hill</i>	<i>10:00 - 18:30</i>	<i>10:00 - 16:00</i>	Open	Open	Closed	Open	Open	Open	Open
			Bramley	10:00 - 18:30	10:00 - 16:00		Open	Open	Open	Closed		
			Rawmarsh	10:00 - 18:30	10:00 - 16:00		Open	Open	Closed	Open		
			North Anston	10:00 - 18:30	10:00 - 16:00		Closed	Open	Open	Open		
			Armthorpe	08:30 - 19:00	08:30 - 17:00		Open	Open	Open	Open		
Doncaster	Yes	No	Balby	08:30 - 19:00	08:30 - 17:00	Open	Closed	Closed	Open	Open	Open	Open
			Carcroft	08:30 - 19:00	08:30 - 17:00		Closed	Closed	Open	Open		
			<i>Conisbrough</i>	<i>08:30 - 19:00</i>	<i>08:30 - 17:00</i>		Open	Open	Closed	Closed		
			Hatfield	08:30 - 19:00	08:30 - 17:00		Open	Open	Closed	Closed		
			Rossington	08:30 - 19:00	08:30 - 17:00		Open	Closed	Open	Open		
Kirklees	Yes	Yes	Huddersfield	08:00 - 17:00	08:00 - 16:00	Open						
			Meltham	08:00 - 17:00	08:00 - 16:00							
			<i>Upper Cumberworth</i>	<i>08:00 - 17:00</i>	<i>08:00 - 16:00</i>							
			Dewsbury	08:00 - 17:00	08:00 - 16:00							
			Birstall	08:00 - 17:00	08:00 - 16:00							
Wakefield	Yes	Yes	Castleford	08:00 - 17:00	08:00 - 16:00	Open			0800 - 12:00	09:00 - 13:00		
			Ferrybridge	08:00 - 17:00	08:00 - 16:00	Open			08:00 - 16:00	09:00 - 16:00		
			Fitzwilliam	08:00 - 17:00	08:00 - 16:00	Open			08:00 - 16:00	09:00 - 16:00		
			Normanton	08:00 - 17:00	08:00 - 16:00	Open			08:00 - 16:00	09:00 - 16:00		
			Osset	08:00 - 17:00	08:00 - 16:00	Open			08:00 - 16:00	09:00 - 16:00		
			<i>South Kirkby</i>	<i>08:00 - 17:00</i>	<i>08:00 - 16:00</i>	Open			<i>08:00 - 16:00</i>	<i>09:00 - 16:00</i>		
			Denby Dale	08:00 - 17:00	08:00 - 17:00	Open			08:00 - 16:00	09:00 - 16:00		

Key – ***Italics*** = Sites closest to the Barnsley border
 - **Red** = Sites where opening hours have reduced / changed

Residents Permit Example

Vehicle Registration Number written in green permanent ink on each permit before issue.

Lower half contains BMBC crest and is holographic foil which turns black if copied or scanned to prevent misuse.



- 1 THIS PERMIT IS NOT TRANSFERABLE.
- 2 PERMITS MUST BE CLEARLY DISPLAYED IN THE FRONT WINDOW OF THE VEHICLE.
- 3 NO ACCESS TO THE SITE IS ALLOWED WITHOUT THIS PERMIT.
- 4 THIS PERMIT IS THE PROPERTY OF BMBC AND MAY BE WITHDRAWN AT ANY TIME.
- 5 BY USING THIS PERMIT YOU AGREE TO THE SITES RULES AND REGULATIONS, FAILURE TO COMPLY MAY RESULT IN ACCESS BEING DENIED.

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Household Waste Recycling Centre (HWRC) Residents Permit Conditions of Use

1. The HWRCs are for the depositing of household waste only.
2. The HWRC sites in Barnsley are for the exclusive use of Barnsley Residents only.
3. Barnsley residents cannot access a HWRC site without a valid Resident Permit.
4. Residents can obtain a permit by showing a copy of their vehicle V5 registration document at any HWRC site.
5. Resident Permits can only be issued to a resident of Barnsley.
6. Residents with a valid permit may access any of the following HWRC sites for disposal of household materials;
 - Smithies Lane, Barnsley, S71 1NL
 - Nicholas Lane, Goldthorpe, S63 9AT
 - Springvale, Penistone, S36 6HH
 - West Street, Worsbrough Dale, S70 5DJ
7. Vans and cars with trailers will still require a van/trailer permit available by online application at <https://www.barnsley.gov.uk/services/bins-rubbish-and-recycling/recycling-centre-permits/>
8. Only waste arising from a Barnsley household can be disposed at a Barnsley HWRC.
9. Waste materials originating from commercial premises or commercial activities at domestic properties must not be disposed of at a Barnsley HWRC.
10. Barnsley residents without a car requiring access to a HWRC for their own Barnsley household waste can use a "Proxy" vehicle (a taxi or family or friends car) provided;
 - (1) it is not a prohibited vehicle;
 - (2) they are present in the vehicle and take with them photo ID from their Barnsley address.
11. Vehicles over 3 tonnes gross vehicle weight will not be allowed at any of the HWRCs.
12. Pedestrians will not be allowed to carry waste onto any of the HWRCs.
13. The Council and its Contractor (FCC) reserves the right to query the source of the materials brought to an HWRC to ensure it has originated from a Barnsley household.
14. A permit can be revoked from using any of the HWRC sites if the Council can evidence that waste materials are not generated from the household.
15. Verbal and physical abuse on site will not be tolerated and can result in your permit being revoked.
16. Permits are subject to reasonable use. The Council will query evidence of excessive disposal of household waste.
17. The Council has a right to revoke permits at its discretion.
18. Long term hire vehicles (3 months or over), lease vehicles and mobility vehicles can obtain a resident permit by e-mailing a copy of the hire/lease/mobility agreement and proof of residence to hwrcpermits@barnsley.gov.uk

HWRC Resident Permit

Frequently Asked Question

Why is the Council introducing a Resident Permit?

Due to budget cuts in central funding the council has less money to provide services than ever before and needs to make sure that it provides resident services to residents of the borough. Barnsley has worked with staff and contractors to make savings at the household waste sites without reducing any opening times. This improvement will help to ensure that these resident services are protected and maintained.

How do I get a Resident Permit?

Bring your vehicle registration document V5 to the Household Waste Site and you will be issued with a permit for your vehicle. The permit will have the vehicle registration number on it but none of your personal details will be recorded.

Can I use site without a Residents Permit?

Yes, but you will need to provide photographic id with your name and address (e.g. UK driving licence card) every time you want to use the household waste site.

I lease my vehicle and don't have the V5 registration document; can I have a resident permit?

Yes, if you can provide the leasing document then a permit will be issued for your vehicle.

My vehicle is a mobility vehicle and I don't have the V5 registration document, can I have a resident permit?

Yes, if you can provide the motability documentation then a permit will be issued for your vehicle.

I don't have a vehicle but sometimes borrow one from a friend outside the borough; can I still use the site?

Yes, but you will need to provide photographic id with your name and address (e.g. UK driving licence card) every time you want to use the household waste site.

Can I use my passport to get a Resident Permit?

No, the permit is only issued to vehicles owned or long term leased by Barnsley Residents and is based on the unique vehicle registration number. We do not ask for, or record resident's personal details as part of this scheme.

I have more than one car, can I get a permit for each car?

If you have the V5 registration documents for each vehicle showing it is registered in Barnsley, you will receive a resident permit for each vehicle bearing the registration number of that vehicle.

Can I collect a permit for a relative?

As long as the relative lives in Barnsley Metropolitan Borough and you have the V5 vehicle registration document you will be issued with a permit bearing the registration number of the vehicle.

Can I use my permit on more than one vehicle?

No. The Resident Permit is only valid for the vehicle with the registration number on the permit.

Can I get a van/trailer permit from site?

No. The process for van/trailer permits is unchanged and residents should apply online at <https://www.barnsley.gov.uk/services/bins-rubbish-and-recycling/recycling-centre-permits/>

I have a Van/Trailer permit; do I need a Resident Permit?

Yes. If you have a van/trailer permit you should have received a Resident Permit for any vehicles you have already registered with us, this must be displayed in the vehicle windscreen whether or not you are using your permit book. All new van/trailer applicants will automatically receive a Resident Permit as part of their application.

