

To: Members of the Cabinet

Date: 13 October 2021

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Dear Councillor

You are invited to attend a meeting of the **CABINET** to be held at **10.00 am** on **TUESDAY, 19 OCTOBER 2021 BY VIDEO CONFERENCE.**

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATION OF INTERESTS

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

4 MINUTES (Pages 5 - 14)

To receive the minutes of the Cabinet meeting held on 21 September 2021 (copy enclosed).

5 GRAPHIC DESIGN AND PRINT FRAMEWORK DYNAMIC PURCHASING SYSTEM (Pages 15 - 32)

To consider a report by Councillor Huw Hilditch-Roberts, Lead Member for Education, Children's Services and Public Engagement (copy enclosed) seeking Cabinet approval of the suppliers to be included on the new Dynamic Purchasing System framework for design and print.

6 PROPOSED APPROACH TO TENDERING FOR PHASE 2 NEW DCC WASTE TRANSFER STATION (WTS) AT COLOMENDY INDUSTRIAL ESTATE, DENBIGH (Pages 33 - 54)

To consider a report by Councillor Brian Jones, Lead Member for Waste, Transport and the Environment (copy enclosed) seeking Cabinet approval to the proposed tendering exercise to identify a main contractor to deliver Phase 2 new DCC Waste Transfer Station (WTS) at Colomendy Industrial Estate, Denbigh.

7 CONTRACT AWARD AND POLICY CHANGES FOR A NEW CONTRACT TO MANAGE OUR HOUSEHOLD WASTE RECYCLING CENTRES (Pages 55 - 118)

To consider a report **(which includes a confidential appendix)** by Councillor Brian Jones, Lead Member for Waste, Transport and the Environment (copy enclosed) seeking Cabinet approval to authorise the contract award to manage Household Waste Recycling Centres (HRCs) following the joint procurement process with Conwy County Borough Council together with adoption of the Joint HRC Policy with Conwy and the 2022/23 charging schedule.

8 FINANCE REPORT (Pages 119 - 170)

To consider a report by Councillor Julian Thompson-Hill, Lead Member for Finance, Performance and Strategic Assets (copy enclosed) detailing the latest financial position and progress against the agreed budget strategy.

9 CABINET FORWARD WORK PROGRAMME (Pages 171 - 174)

To receive the enclosed Cabinet Forward Work Programme and note the contents.

MEMBERSHIP

Councillor Hugh Evans
Councillor Bobby Feeley
Councillor Huw Hilditch-Roberts
Councillor Richard Mainon

Councillor Tony Thomas
Councillor Julian Thompson-Hill
Councillor Brian Jones
Councillor Mark Young

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LOCAL GOVERNMENT ACT 2000

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, *(name)*

a *member/co-opted member of
*(*please delete as appropriate)*

Denbighshire County Council

CONFIRM that I have declared a ***personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-
*(*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)**

Signed

Date

*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

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CABINET

Minutes of a meeting of the Cabinet held by video conference on Tuesday, 21 September 2021 at 10.00 am.

PRESENT

Councillors Hugh Evans, Leader and Lead Member for the Economy and Corporate Governance; Bobby Feeley, Lead Member for Well-being and Independence; Huw Hilditch-Roberts, Lead Member for Education, Children's Services and Public Engagement; Brian Jones, Lead Member for Waste, Transport and the Environment; Tony Thomas, Lead Member for Housing and Communities; Julian Thompson-Hill, Lead Member for Finance, Performance and Strategic Assets, and Mark Young, Lead Member for Planning, Public Protection and Safer Communities

Observer: Councillor Meirick Davies

ALSO PRESENT

Chief Executive (GB); Corporate Director: Communities (NS); Heads of Service: Legal, HR and Democratic Services (GW), Finance and Property (SG) and Community Support Services (PG); Chief Internal Auditor (LL); Lead Officer – Corporate Property and Housing Stock (DL); Housing Development Manager (MD) and Committee Administrators (KEJ & SLW [Webcaster])

POINT OF NOTICE - BEREAVEMENT

Cabinet had been saddened to hear the news that Edna Pomeroy had recently passed away and conveyed their deepest condolences to her family.

1 APOLOGIES

There were no apologies.

2 DECLARATION OF INTERESTS

No declarations of interest had been raised.

3 URGENT MATTERS

No urgent matters had been raised.

4 MINUTES

The minutes of the Cabinet meeting held on 27 July 2021 were submitted.

Matters Arising –

Item 5 Llangollen 2020 Castle Street Improvement Scheme (page 9) – Councillor Brian Jones provided an update on the suggestion that the proposed new loading bay on Castle Street outside the town hall be a recessed construction. Despite best efforts it was found that following thorough technical investigations and discussions with stakeholders it would not be feasible for the loading bay to be further recessed given the detrimental impact on the tree located at the site and necessity to reset the utility services which would be cost prohibitive. However compromises had been made to the overall scheme where appropriate and Llangollen would benefit from the significant investment and improvements the project would bring.

Councillor Meirick Davies had queried whether reference to LIC (Llywodraeth Cymru) in the Welsh report should be changed to Senedd (page 11). The Head of Legal, HR and Democratic Services clarified the different roles of the Senedd and Welsh Government and agreed to check the appropriate context in the document.

RESOLVED that the minutes of the meeting held on 27 July 2021 be received and confirmed as a correct record.

5 STRATEGY FOR THE PREVENTION AND DETECTION OF FRAUD, CORRUPTION AND BRIBERY AND THE FRAUD RESPONSE PLAN

Councillor Julian Thompson-Hill presented the report seeking Cabinet endorsement of the revised Strategy for the Prevention and Detection of Fraud and associated Fraud Response Plan. The Strategy and Plan had been considered by Governance and Audit Committee on 28 July 2021 and recommended to Cabinet for adoption.

The Strategy and Plan formed part of the Council's counter fraud framework, a collection of interrelated policies and procedures including the Code of Conduct, Financial Regulations and Whistleblowing Policy. It included policies and procedures specifically targeted at countering fraud and corruption and provided a management tool to ensure progress and transparency with regard to counter-fraud activities. The importance of keeping up to date anti-fraud strategies and plans to ensure compliance with laws and regulations was highlighted. Whilst there was no requirement to submit the documents to Cabinet for approval it had been considered beneficial in order to further raise awareness of the issue.

Cabinet acknowledged the importance of the Strategy and Plan and was keen to hear more about plans to engage and raise awareness in that regard both internally and externally and how outcomes would be monitored and evaluated. The Lead Member and officers reported upon raising awareness through the Council's democratic processes and publication of the Strategy and Plan on the Council's website. If Cabinet was minded to approve the documents the Lead Member advised that he could arrange for them to be circulated to all members as appropriate. An e-learning module for staff was being developed with plans to extend that learning to members, specifically for the new Council following the elections in May 2022 in order to raise awareness at an early stage. For key strategic partners those arrangements were overseen as part of the internal audit work with a focus on counter fraud measures and there was also a partnership toolkit which required an annual self-assessment on aspects such as financial monitoring, governance and compliance; it was confirmed that Denbighshire

Leisure Limited would be aware of the arrangements in place. In terms of whistleblowing the policy had recently been reviewed and continued to be promoted to ensure concerns could be raised and dealt with appropriately. An annual report was submitted to Governance and Audit Committee to monitor operation of the whistleblowing policy and consider outcomes.

RESOLVED that Cabinet endorse the revised Strategy for the Prevention and Detection of Fraud, Corruption and Bribery and associated Fraud Response Plan and provide support to ensure that measures are embedded throughout the organisation.

6 ANNUAL TREASURY MANAGEMENT REPORT 2020/21

Councillor Julian Thompson-Hill presented the report updating members on the performance of the treasury management function and demonstrating compliance with treasury limits and Prudential Indicators during 2020/21.

In summarising the report Councillor Thompson-Hill highlighted the importance of treasury management and referred to the economic background and impact on treasury management activities. He highlighted the main points for members in terms of borrowing and investment activity and confirmed compliance with all prudential indicators set, guiding members through those indicators as detailed in Annex B confirming appropriate ratios of financing costs and borrowing levels within limits. It was noted that Governance and Audit Committee monitored the treasury management function and had accepted the report. The purpose of the report was to provide assurance in respect of the Council's treasury management activities.

During the ensuing debate the Head of Finance responded to questions regarding the treasury management function going forward. Given that the Council was a borrowing authority the treasury management function focused on the balance between funding capital ambitions and ensuring sufficient cash flow to pay wages and suppliers. In terms of interest rates there was no indication of any increase meaning borrowing interest rates would remain low going forward and decisions would need to be made in the future on what was affordable, maintaining the balance between the delivery of services on a day to day basis and investment in capital projects. With regard to the conclusions of the Wellbeing Impact Assessment, Councillor Mark Young felt that the scoring for sustainability (2 out of 4 stars) including low carbon and biodiversity did not accurately reflect the hard work undertaken in that regard. The Head of Finance explained the reasoning behind the scoring methodology where a cautious approach had been taken and whilst the treasury management function facilitated specific projects in that regard, the individual assessments for those specific projects had included those references. However it was agreed to review that approach during the next assessment process in light of Councillor Young's comments. The Leader confirmed assurance could be taken from the report and reiterated the financial balance between dealing with core functions and emerging pressures and pursuing the Council's ambitions.

The Chief Executive referred to the work beginning on developing the new Corporate Plan and future priorities for investment and he believed that whilst the Council should retain its ambitions, they must be affordable to ensure core

functions and associated pressures were appropriately funded. He also paid tribute to the close working of the Lead Member and Head of Finance, and finance staff for all the work undertaken which provided assurance and confidence in the Council's financial management. The Leader echoed those sentiments acknowledging the work of the finance team.

RESOLVED that Cabinet –

- (a) *note the performance of the Council's Treasury Management function during 2020/21 and its compliance with the required Prudential Indicators as reported in the Annual Treasury Management Report 2020/21 (Appendix 1 to the report), and*
- (b) *confirms it has read, understood and taken account of the Wellbeing Impact Assessment (Appendix 2 to the report) as part of its consideration.*

7 COUNCIL HOUSE EXTERNAL ENVELOPING AND ENERGY EFFICIENCY FRAMEWORK AND MINI COMPETITION AWARD

Councillor Tony Thomas presented the report seeking Cabinet approval to award the recently tendered external enveloping framework to six contractors and to tender the first two lots from the framework by way of mini competition.

Cabinet had approved the tendered framework in May 2021 in order to procure services required to deliver major external repairs to the Council's housing stock and maintain the housing stock condition in line with the Welsh Housing Quality Standard. The four year planned capital programme would deliver improvements and works would generally replicate the previous programme in terms of external enveloping with additional retrofit energy efficiency works where possible. Details of the proposal to deliver 2 lots during the current financial year were provided including combining planned maintenance improvements and retrofit works. Given the timing of grant funding confirmation, release and spending deadlines it was proposed to tender Lots 1 and 2 on the basis that the planned work contract could be let based on enveloping works only (anticipated value £1m each), with any retrofit funded works being added in subject to funding availability and deliverable spend profile which could take each project over the £2m threshold requiring Cabinet approval. Delegated authority was also sought to facilitate any increase in contract value over the £2m threshold.

Cabinet commended the improvement works undertaken to the housing stock over recent years and fully supported the planned improvement works going forward and expectation for further retrofit funding from Welsh Government to deliver energy efficient schemes for the benefit of residents. In response to questions the Lead Officer – Corporate Property and Housing Stock advised that –

- the request to waive the call-in procedure for decisions related to the tender for Lot 1 only in order to expedite that process given the timescales involved
- in the event of a block of flats with a mix of both private and council tenures it was the landlord's responsibility to repair the external envelope and therefore works carried out for council tenants could also benefit private tenants

- the authority worked with Business Wales during the tender process and looked to work with all contractors who expressed an interest prior to the tender and feedback could be provided to unsuccessful tenderers on request
- procurement rules required tenders via the Sell2Wales procurement portal which was not a restricted procurement process for local companies
- in response to queries raised by Councillor Brian Jones regarding the reasoning behind the lack of local contractors put forward for the framework and the financial criteria set by Sell2Wales which might impact on the ability of local contractors to participate in the process, it was agreed that the Lead Officer look into those issues and report back directly to Councillor Jones thereon
- the criteria for refurbishment of the housing stock followed a condition survey and was based on a long term capital programme for external enveloping and internal works to ensure compliance with the Welsh Quality Housing Standard
- some dissatisfaction expressed by long term tenants could be due to the focus on voids work given the high lettable standard and emphasis on quality homes which was best delivered when properties became empty and it was difficult to undertake that level of work with a tenant in residence; internal works had also been delayed due to coronavirus restrictions but would resume shortly
- in response to issues raised directly with Councillor Huw Hilditch-Roberts regarding the lack of refurbishment work carried out for existing tenants in his ward he highlighted the need for better communication and it was agreed that a response be provided in the tenant newsletter giving a general indication of the refurbishment programmes and that a tailored response be provided to those tenants in the Ruthin area who had expressed specific concerns in that regard.

RESOLVED that Cabinet approve –

- (a) *to award the framework contract to six contractors as detailed below who were successful in fulfilling the required criteria following a recent tender exercise -*
- *Sustainable Building Services (UK) Ltd*
 - *Bell Decorating Group Limited*
 - *Novus Property Solutions Limited*
 - *ParkCity Multitrade Ltd*
 - *Gareth Morris Construction Ltd*
 - *Pave Aways Ltd*
- (b) *to tender the first two lots of the framework via mini competition this financial year on a price only basis given that all contractors have met the required quality criteria giving an exemption to forgo the five-day call in period (Lot 1 only) to allow Lot 1 of the framework to be advertised immediately and reduce further contract mobilisation delays, and*
- (c) *to delegate the decision to increase the contract values of Lot 1 and Lot 2 in the event of Welsh Government Optimised Retrofit Funding being successfully obtained and if the revised contract value exceeds £2m to the Head of Finance and Property in consultation with the Monitoring Officer and Lead Member for Finance, Performance and Strategic Assets.*

8 CONSTRUCTION OF 15 APARTMENTS FOR SOCIAL RENT AT THE DELL, PRESTATYN - CONTRACT AWARD

Councillor Tony Thomas presented the report (which included a confidential appendix detailing the evaluation exercise) seeking Cabinet approval to award the contract to construct 15 apartments for social rent at The Dell in Prestatyn.

Cabinet had approved the construction of apartments at The Dell in Prestatyn in July 2019 and the report summarised the process undertaken during the procurement exercise which had resulted in four tender submissions. Following an evaluation exercise using a scoring methodology with a weighting of 70% for price and 30% for quality a preferred contractor had been selected and recommended to Cabinet. The total estimated cost submitted by the recommended tenderer was £3,021,361.96 which was within budget for the project in the Housing Stock Business Plan. The delay in progressing the development due to the coronavirus pandemic was noted.

Cabinet fully supported the development which would help address housing need and contribute to the Council's Corporate Priority to ensure that everyone was supported to live in homes that met their needs, and the Climate and Ecological Change Strategy by building premises which would be low carbon in operation.

RESOLVED that Cabinet –

- (a) *approve the award of a contract to RL Davies & Sons Limited as per the Contract Award Recommendation Report (Appendix 1 to the report), and*
- (b) *confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix 2 to the report) as part of its consideration.*

9 FINANCE REPORT

Councillor Julian Thompson-Hill presented the report detailing the latest financial position and progress against the agreed budget strategy as outlined below –

- the net revenue budget for 2021/22 was £216.818m (£208.302m in 2020/21)
- an overspend of £0.835m was forecast for service and corporate budgets
- detailed agreed savings and efficiencies worth £4.448m relating to fees and charges, operational efficiencies, changes in service provision and schools
- highlighted current risks and assumptions relating to individual service areas, corporate budgets and schools together with the impact of coronavirus and position on funding claims to the Welsh Government
- a general update on the Housing Revenue Account and Housing Capital Plan, Treasury Management and Capital Plan with an update on major projects.

Cabinet approval was also sought for the business case for the development of the former Prestatyn library site following a verbal report to Cabinet at the last meeting.

The Head of Finance provided an update on Welsh Government funding claims and phasing out of particular elements. Whilst no significant changes were anticipated in terms of projections there would be an impact on services who would be required to fund those elements in the future which may result in an increase in some overspends or decrease in some underspends in services areas. Reference was also made to the recent report of the 3 year spending review and autumn budget to be announced in October which was a positive step given the potential for Welsh Government to be in a position to provide 3 year indicative figures for the revenue support grant in addition to a specific announcement for next year's settlement.

The following matters were raised during debate –

- members were pleased to note the future potential for 3 year budgets from the Welsh Government which the Leader and Deputy Leader had been calling for in order to aid better financial planning, providing greater certainty in future years and allow flexibility in budget setting to facilitate the delivery of larger projects and cost savings
- financial support from the UK Government in respect of the furlough scheme and uplift in Universal Credit would soon cease and Councillor Mark Young highlighted the financial impact on families and queried the processes in place in terms of Council Tax and financial management. In terms of Council Tax collection and the wider economy it was explained that local authorities had been submitting monthly returns to the Welsh Government in order to closely monitor the position. The Council had robust plans and processes in place and work was ongoing, including identifying service pressures to inform the Medium Term Financial Plan. Much was dependent on the local government settlement which was difficult to predict but it was anticipated that for next year a balanced budget could be set without the need for large savings or cuts to services although future years' settlements would likely be more difficult. With regard to gas suppliers, figures for predicated price increases were being considered and given that many office based costs had decreased due to home working it was hoped that budgets could be reassigned to cover the cost increase. Once the draft settlement had been received from the Welsh Government proposals for the budget would be brought forward for members' consideration
- officers responded to questions regarding redevelopment of the former Prestatyn library site confirming the need for sustainable drainage to conform to current standards/practices and provide attenuation on the site, and the building had been designed in consultation with the Conservation Team to ensure it complemented the existing buildings in the area. The proposal was for a 3½ storey building in order to accommodate two extra households in the attic space. The development had been granted planning permission
- lead members and officers responded to questions from Councillor Meirick Davies regarding the Waste Service Remodelling project including the robust governance arrangements in place and progress to date, confirming the project was on track to be delivered within the overall timescale and budget envelope. All multi-year projects had elements of budget re-profiling and potential expenditure slippage during the project's lifetime. Councillor Brian Jones advised that he was calling for a Council Briefing/Workshop on the project to provide an opportunity to update members and answer questions in more detail.

RESOLVED that Cabinet –

- (a) note the budgets set for 2021/22 and progress against the agreed budget strategy, and
- (b) approve the business case for the development of the former Prestatyn library site as recommended by the Strategic Investment Group (as detailed in Section 6.7 of the report and Appendices 5 and 6 to the report).

10 CABINET FORWARD WORK PROGRAMME

The Cabinet forward work programme was presented for consideration and members noted the following amendments –

- Prestatyn Flood Defence Scheme – to be moved from December to January
- Replacement LDP revised Delivery Agreement and Covid Impact Assessment and Replacement LDP Report back on Preferred Strategy consultation – removed from October, future date to be confirmed.

RESOLVED that Cabinet's forward work programme be noted.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A of the Act.

11 DENBIGHSHIRE LEARNING DISABILITY SUPPORTED LIVING SCHEMES - TEMPORARY EXTENSION TO AND RETENDERING OF EXISTING CONTRACTS

Councillor Bobby Feeley presented a confidential report seeking Cabinet approval to the temporary extension of contracts and process for retendering of contracts in relation to Denbighshire Learning Disability Supported Living Schemes.

Cabinet had previously approved an extension to the contracts as an interim arrangement pending development of the North Wales Regional Framework for Supported Living but due to delays, including the impact of Covid-19, work had not progressed as quickly as anticipated. Consequently approval was sought for a further extension to the 35 contracts for a maximum period to 31 March 2023 along with the process for mini tenders for 41 contracts. Detailed costing including the proposed timetable and contract details had been included in the report.

In response questions from Councillor Meirick Davies, the Head of Legal, HR and Democratic Services advised of the current practice to complete the necessary forms using digital signatories with an email trail to evidence authorisation. He agreed to ask for officers' names to be typed under the signatory for transparency.

RESOLVED that Cabinet approve the issuing of temporary extensions to 35 learning Disability Supported Living contracts for a maximum period to 31 March 2023 and approves the process of running mini tenders for 41 contracts under the North Wales Regional Framework for Supported Living (the detail of the proposed timetable and contract details are included in Appendix 1 to the report).

The meeting concluded at 11.55 hrs.

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Report to	Cabinet
Date of meeting	19 October 2021
Lead Member / Officer	Lead Member for Education, Children's Services and Public Engagement/Head of Communities & Customers Service
Report author	Principal Officer, Communications Marketing & Engagement
Title	Graphic design and print framework DPS

1. What is the report about?

1.1. This report is about the graphic design and print framework. On 23rd March 2021 permission to seek approval for advertising a Dynamic Purchasing System for graphic design, print, banners and signage, vehicle livery and specialised print was given this report is to seek approval to enter into a contract with the suppliers evaluated.

2. What is the reason for making this report?

2.1. Contract approval is sought for suppliers to be included on the new DPS for design and print which includes print, graphic design, banners and signage, vehicle livery and specialised print.

3. What are the Recommendations?

3.1. To approve the new Dynamic Purchasing System framework list of suppliers who have been evaluated.

4. Report details

Background

Denbighshire currently has a print and design procurement framework, to ensure Denbighshire receives excellent quality design and print services for the best value for money.

This is a shared framework with Flintshire County Council.

The Framework was last updated in 2017. Only suppliers on this framework should be used as they have been selected following a rigorous procurement process. The use of these corporate purchasing agreements is mandatory and correct use, as advised by the Corporate Procurement Team, is sufficient to ensure officers meet their responsibilities for compliance.

This work is co-ordinated by the Corporate Communications team, with an officer responsible for being the main link between designers/ printers and with corporate services. This method of working allows the Council to keep tighter controls over the use of the corporate brand, to ensure compliance with the Welsh Language Standards and to ensure value for money.

The proposal

The suppliers listed below submitted applications which have been evaluated and are the suppliers which we wish to appoint for each Lot.

The five procurement 'lots'

- Lot 1: Print

Fineline, The Eagles, 23 Clwyd Street, Ruthin (were on previous framework)

Lexon, Rush Drive, Pen Y Fan Industrial Estate, Crumplin, Caerphilly (were on previous framework)

Visual Print and Design, Unit 1, Checkpoint Court, Lincoln

Design 2 Print, Builder Street West, Llandudno (were on previous framework)

- Lot 2: Graphic Design

Elevator Design, 35 West Bute Street, Upper Level Suite 8, Cardiff (were on previous framework)

Fineline, The Eagles, 23 Clwyd Street, Ruthin (were on previous framework)

JPDS, Third Floor, Redwither Tower, Wrexham (were on previous framework)

Lawn Creative, 22 Parkfield Road, Aigburth, Liverpool (were on previous framework)

Lexon, Rush Drive, Pen Y Fan Industrial Estate, Crumplin, Caerphilly (were on previous framework)

White Fox, The Studio, 24 Maes Celyn, Northop (were on previous framework)

View Creative, 37 Rhos Road, Colwyn Bay (were on previous framework)

Design 2 Print, Builder Street West, Llandudno (were on previous framework)

Worldspan Creative, Commodore House, North Wales Business Park, Abergele

- Lot 3: Banners and Signage

Fineline, The Eagles, 23 Clwyd Street, Ruthin (were on previous framework)

Rymack, PFI Signs, Unit 5, Orion Trade Park, Trafford Park (were on previous framework)

Design 2 Print, Builder Street West, Llandudno (were on previous framework)

Lexon, Rush Drive, Pen Y Fan Industrial Estate, Crumplin, Caerphilly (were on previous framework)

- Lot 4: Vehicle Livery

A large National company was the only successful applicant for this lot. *PVL UK Limited, Unit 24, Victoria Way, West Sussex*

We have decided to encourage local suppliers to tender for this and other Welsh contracts through support from EBD

- Lot 5: Specialist Publications

Lexon, Rush Drive, Pen Y Fan Industrial Estate, Crumplin, Caerphilly (were on previous framework)

The DPS can be added to during its 6-year lifetime, suppliers must apply and the Council would need to evaluate all applications submitted within 10 working days, as per legislation. If a company fails to meet the criteria, it can revisit its application and re-submit the documentation for another review. This review would need to be carried out within 10 working days, from receipt of the application.

5. How does the decision contribute to the Corporate Priorities?

The proposed framework will provide a value for money service through increased competition and choice available for Council services. It will also continue to provide opportunities for more local companies to be included on the revised framework.

6. What will it cost and how will it affect other services?

All costs will be met by the commissioning services, to meet their marketing needs.

There are no costs to the co-ordination of the framework in relation to the resource in the Corporate Communications team.

Approving these suppliers will provide value for money, reduce the risk of mistakes leading to re-prints or re-design.

7. What are the main conclusions of the Well-being Impact Assessment?

This project encourages best practice in a number of the well-being goal areas, and has no negative impacts. We can demonstrate this through the effective application of the framework with Flintshire CC over recent years. We have evidence of good practice back this up. (See Appendix 2.)

8. What consultations have been carried out with Scrutiny and others?

Discussions have taken place with Flintshire County Council's Communications team, as a key partner of the Framework.

Denbighshire and Flintshire's joint Procurement team have been involved with the DPS.

The Economic Business Development Team has been involved in promoting the opportunity to local suppliers and obtaining their support in applying where required.

9. Chief Finance Officer Statement

It is important that any spend in this area is contained within existing service budgets as planned. There is no reason to suggest that this will not happen and the framework will help ensure consistency of approach. The recommendation is supported.

10. What risks are there and is there anything we can do to reduce them?

10.1. Allowing unlimited numbers of companies on the framework will result in more competition and potentially less work for the current suppliers on our providers list. However, introducing the new Purchasing System will result in more local companies being able to submit (and re-submit) applications to suit their needs and they do not need to wait for the next tendering process which can be five years.

11. Power to make the decision

11.1 As the DPS would be a collaboration with Flintshire, the contract spend is estimated at over £4 million. The CPR's require the following authorisation. (See Appendix 1).

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5.5.4 For contracts of more than £250,000, where the contract award will be of greater cost than that which was approved under [CPR 2.7](#) (regardless of the percentage of increase), award approvals must be undertaken in the following manner:

- i. **£250,001 to £1,000,000:** By agreement in writing from head of service where the procurement activity is taking place, the Section 151 Officer, and the Monitoring Officer. Any of these individuals can refer the decision to Cabinet where they consider there are relevant issues pertaining to the contract award such that it should be considered as a key decision under the Cabinet Members scheme of delegation;
- ii. **£1,000,001 to £2,000,000:** by the relevant Cabinet Member through the scheme of delegation detailed in the Council's constitution, which will also require the agreement from the head of service where the procurement activity is taking place, the Section 151 Officer, and the Monitoring Officer. The Cabinet Member, or any of the other offices detailed above, can refer the decision to Cabinet where they consider there are relevant issues pertaining to the contract award such that it should be considered as a key decision under the Cabinet Members scheme of delegation;

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- iii. **£2,000,001 and over:** by Cabinet.

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Design and Print Procurement Framework

Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	912
Brief description:	A replacement for the current DCC/ FCC design and print procurement framework
Date Completed:	11/03/2021 10:12:31 Version: 1
Completed by:	Sian Owen
Responsible Service:	Customers, Communications & Marketing
Localities affected by the proposal:	Whole County,
Who will be affected by the proposal?	Current and potential suppliers to the council Teams who procure design and print services for the council Flintshire County Council who are our partners in this framework
Was this impact assessment completed as a group?	Yes

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach


 (3 out of 4 stars) Actual score : 26 / 36.

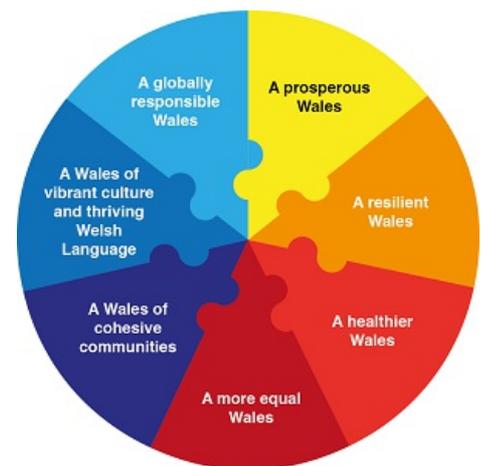
Summary for each Sustainable Development principle

Long term	This project has already been in existence for a number of years and has worked well. Therefore we believe this a an effective long term approach
Prevention	Through the active consideration and management of the most appropriate use of design and print, we will avoid the use of unnecessary printed materials.
Integration	The project is an enabler for other projects in the council so has a limited impact on development
Collaboration	The existing framework is already in operation, has already generated savings and is a good example of cross LA working as the partnership has worked really well. the project has also developed good working relationships across teams within the council to ensure consistency, quality and the good use of resources
Involvement	This is a purchasing framework, with commercial impacts on existing and future suppliers and impacts on Flintshire County Council. FCC will also be taking this through their Council processes. This project has also been developed together with our internal partners

Summary of impact

Well-being Goals

A prosperous Denbighshire	Positive
A resilient Denbighshire	Neutral
A healthier Denbighshire	Neutral
A more equal Denbighshire	Positive
A Denbighshire of cohesive communities	Neutral
A Denbighshire of vibrant culture and thriving Welsh language	Positive
A globally responsible Denbighshire	Positive



Main conclusions

This project encourages best practice in a number of the well-being goal areas, and has no negative impacts. We can demonstrate this through the effective application of the framework with Flintshire CC over recent years. We have evidence of good practice back this up

Evidence to support the Well-being Impact Assessment

We have consulted published research or guides that inform us about the likely impact of the

proposal

We have involved an expert / consulted a group who represent those who may affected by the proposal

We have engaged with people who will be affected by the proposal

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	By using a framework the corporate teams in DCC and FCC can assure that the correct mechanism of communications is used and all aspects are considered early on. The use of prompts to encourage local businesses to join the framework will also impact on the prosperity of the council
Further actions required	N/A

Positive impacts identified:

A low carbon society	Encouraging services to consider other alternatives before print and also to consider recycled materials
Quality communications, infrastructure and transport	The project is designed to improve the quality and consistency of our communications materials
Economic development	Local businesses are encouraged to join the framework in a dynamic process
Quality skills for the long term	Local businesses are encouraged and find it easy to join the framework. This will encourage the creation of quality jobs in this sector
Quality jobs for the long term	Local businesses are encouraged and find it easy to join the framework. This will encourage the creation of quality jobs in this sector
Childcare	N/A

Negative impacts identified:

A low carbon society	N/A
Quality communications, infrastructure and transport	N/A
Economic development	N/A
Quality skills for the long term	N/A
Quality jobs for the long term	N/A
Childcare	N/A

A resilient Denbighshire

Overall Impact	Neutral
Justification for impact	As this project does not have physical impact on the environment the impact is minimal.
Further actions required	N/A

Positive impacts identified:

Biodiversity and the natural environment	N/A
Biodiversity in the built environment	N/A
Reducing waste, reusing and recycling	Better quality of communications materials, and the selection of the right communications channels will reduce the likelihood of the wasted production of printed materials
Reduced energy/fuel consumption	N/A
People's awareness of the environment and biodiversity	N/A
Flood risk management	N/A

Negative impacts identified:

Biodiversity and the natural environment	N/A
Biodiversity in the built environment	N/A
Reducing waste, reusing and recycling	N/A
Reduced energy/fuel consumption	N/A
People's awareness of the environment and biodiversity	N/A
Flood risk management	N/A

A healthier Denbighshire

Overall Impact	Neutral
Justification for impact	This project is an enabler for other projects within the councils to achieve the healthier Denbighshire goals
Further actions required	N/A

Positive impacts identified:

A social and physical environment that encourage and support health and well-being	N/A
Access to good quality, healthy food	N/A
People's emotional and mental well-being	N/A
Access to healthcare	N/A

Participation in leisure opportunities	N/A
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Negative impacts identified:

A social and physical environment that encourage and support health and well-being	N/A
Access to good quality, healthy food	N/A
People's emotional and mental well-being	N/A
Access to healthcare	N/A
Participation in leisure opportunities	N/A

A more equal Denbighshire

Overall Impact	Positive
Justification for impact	This project will ensure that effective design and print contributes positively to getting messages to all communities equally
Further actions required	N/A

Positive impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	N/A
People who suffer discrimination or disadvantage	N/A
People affected by socio-economic disadvantage and unequal outcomes	Good quality printed materials can be used to reach those who have little or no access to digital forms of communication
Areas affected by socio-economic disadvantage	Good quality printed materials can be used to reach those who have little or no access to digital forms of communication

Negative impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	N/A
People who suffer discrimination or disadvantage	N/A
People affected by socio-economic disadvantage and unequal outcomes	N/A
Areas affected by socio-economic disadvantage	N/A

A Denbighshire of cohesive communities

Overall Impact	Neutral
Justification for impact	This project is an enabler for other projects within the council to achieve the cohesive communities goals. the effective use of communications materials will support these projects
Further actions required	N/A

Positive impacts identified:

Safe communities and individuals	N/A
Community participation and resilience	N/A
The attractiveness of the area	N/A
Connected communities	N/A
Rural resilience	N/A

Negative impacts identified:

Safe communities and individuals	N/A
Community participation and resilience	N/A

The attractiveness of the area	N/A
Connected communities	N/A
Rural resilience	N/A

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact	Positive
Justification for impact	The process proposed will automatically ensure that all design and print materials take into consideration the duties place on us by the Welsh Language standards and will encourage best practice in this area.
Further actions required	N/A

Positive impacts identified:

People using Welsh	All materials procured through the framework in Denbighshire will be checked for compliance with the Welsh Language standards as part of the process
Promoting the Welsh language	N/A
Culture and heritage	N/A

Negative impacts identified:

People using Welsh	N/A
Promoting the Welsh language	N/A
Culture and heritage	N/A

A globally responsible Denbighshire

Overall Impact	Positive
Justification for impact	All of the suppliers are local to the UK but the majority are within Wales, and some within Denbighshire.
Further actions required	N/A

Positive impacts identified:

Local, national, international supply chains	By encouraging and supporting local businesses to join the framework
Human rights	N/A
Broader service provision in the local area or the region	By encouraging and supporting local businesses to join the framework
Reducing climate change	N/A

Negative impacts identified:

Local, national, international supply chains	N/A
Human rights	N/A
Broader service provision in the local area or the region	N/A
Reducing climate change	N/A

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Report to	Cabinet
Date of meeting	19 th October 2021
Lead Member / Officer	Cllr Brian Jones: Lead Member for Waste, Transport and the Environment / Tony Ward: Head of Highways, Facilities & Environmental Services
Report author(s)	Peter Clayton, Project Manager and Tony Ward, Head of Highways, Facilities & Environmental Services
Title	Proposed approach to Tendering for Phase 2 new DCC Waste Transfer Station (WTS) at Colomendy Industrial Estate, Denbigh.

1. What is the report about?

- 1.1. This report is about a proposal to undertake a tendering process to identify a main contractor to deliver Phase 2 new DCC Waste Transfer Station (WTS) at Colomendy Industrial Estate, Denbigh. The proposed Waste Transfer Station is required to support the planned service change for household waste collections.

2. What is the reason for making this report?

- 2.1. A decision is required to give approval to the proposed tendering exercise to identify a main contractor to deliver Phase 2 new DCC Waste Transfer Station (WTS) at Colomendy Industrial Estate, Denbigh.

3. What are the Recommendations?

- 3.1. That Cabinet grant approval to undertake the proposed tendering exercise

NOTE: A further report will be brought back to Cabinet for approval of the subsequent Contract Award following the tendering exercise, which will also confirm contract management arrangements, tendered costs, and contract details.

- 3.2. That the Committee confirms it has read, understood and taken account of the Well-being Impact Assessment (Appendix 1) as part of its consideration.

4. Report details

- 4.1. Outline timescale for the proposed tender exercise are detailed below. Given the potential works value, OJEU timescales apply. In setting up and running the tendering exercise, officers will work with (and take advice from) Legal & Procurement. The tender will be issued via Sell2Wales using the Proactis system. Key milestones and their target dates for this tendering exercise are shown below:

Target Date	Milestone
29/10/2021	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
01/11/2021	Tender advertised
10/12/2021	Tender closed to responses, start evaluation
18/02/2022	Evaluation finalised (start of 10 day standstill period following issue of award letters)
30/03/2022	Contract award
25/04/2022	Contract start (Works)

- 4.2. The anticipated contract value is estimated at £5.25M which is within the current budget allocated for delivery of the new WTS to support the wider proposed waste service remodelling.

5. How does the decision contribute to the Corporate Priorities?

- 5.1. Although not directly mentioned within the current Corporate Plan, the planned changes to household waste collection will have a positive on the Corporate Priority, “Environment: Attractive and Protected, supporting well-being & economic prosperity”. It will increase the quantity and quality of recycling collected from households, and increase opportunities for closed loop recycling. It will also enable the potential expansion of local businesses, leading to employment opportunities and economic growth.

6. What will it cost and how will it affect other services?

- 6.1. The cost of the proposed tender exercise will solely be in officer time associated with the work. As noted already, further approvals will be sought via Cabinet for Contract Award to the successful contractor at the end of the tendering process.

7. What are the main conclusions of the Well-being Impact Assessment?

- 7.1. This Report is simply seeking approval to issue an Invitation to Tender (ITT), See Appendix 1 for further detail of WBIA undertaken for overall Waste Service Remodelling within which the development of a new Waste Transfer Station is a key element to support the proposed new service model. The overall outcome of the Well-being Impact Assessment is positive.

8. What consultations have been carried out with Scrutiny and others?

- 8.1. **Denbigh MAG** informed of progress on development of the site as a standing agenda item at all meetings.

- 8.2. Lead Member for Waste, Transport and the Environment and Lead Member for Finance consulted and updated via their position on **Project Board**. The Project Board, chaired by the Head of Highways & Environmental Services who acts as the Project Executive meets approximately monthly and at each Project Board updates on Risk and the latest position on Costs are presented for review and action as required.
- 8.3. The overall principle of developing a new Waste Transfer Station to support the overall waste collection service change was originally approved at **SIG and Cabinet** in December 2018 and subsequent updates on progress were presented at **Communities Scrutiny** in October 2019 and May 2021 and **Cabinet Briefing** in March 2021. In addition, purchase of land in Colomendy, Denbigh and development of proposed WTS on that land as preferred option, also went to **AMG** in March 2019. The Phase 1 – Enabling Works Contract ITT approach and subsequent Contract Award which is being delivered in collaboration with 4 businesses on the Colomendy Industrial Estate was brought to **Cabinet** for approval in October 2020 (ITT approach) and April 2021 (Contract Award).
- 8.4. Chief Financial Officer has been consulted – see response below:

9. Chief Finance Officer Statement

- 9.1. The proposed tendering exercise which will help deliver the development of a new Waste Transfer Station to support the overall waste collection service change has been approved in principle. The contract award itself will be subject of a further report. On that basis the report is supported.

10. What risks are there and is there anything we can do to reduce them?

- 10.1. Key Risks, likelihood and mitigating actions are listed below:

Key Risk	Likely Impact	Mitigating Action
No tender responses	High	Unlikely in the present climate
Ongoing market pressure on prices and material supplies	High	Reviewed Phase 2 cost estimates in light of current market pressures as far as possible
Responses from candidates who may not be suitable or financially stable due to current financial climate	High	Financial checks to be carried out and tender sum reviewed and low costs queried
Corona Virus	Low	Construction to be planned to cover any eventuality

11. Power to make the decision

11.1. Part II Environmental Protection Act 1990

11.2. s111 Local Government Act 1972

11.3. s120 Local Government Act 1972

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OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4- weekly residual, AHP service

Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	407
Brief description:	<p>This assessment is required as the Council needs to fundamentally change the way we collect household waste to further improve recycling in the County as part of strategy to meet Welsh Government 70% recycling target by 2024/25 and to address on-going budget pressure expected to rise to £900,000 by 2019/20 due to the current cost of sending our mixed blue bin recycling for further separation at a Materials recovery Facility. In Option 5 (preferred) the comingled blue recycling 240l bin would be replaced with a TrolliBocs System, where residents present sorted waste into separate stackable containers. The Trollibocs and the existing food waste caddy would be collected weekly on the same vehicle, resulting in resource revenue savings from the provision of higher quality, pre-sorted recycling. . Residual waste would be collected every 4 weeks in a 240l black bin (as opposed to fortnightly in a 140/180l bin) which is projected to reduce the amount of waste that could have been recycled going in the black bin (currently 51% of items in the black bin could have been recycled on our other kerbside services). An optional human hygiene waste service would be offered to remove "smelly waste" from the residual bin where required. New recycling waste streams would be targeted, including batteries, small electrical, electronic equipment (WEEE) and textiles and collected on the same day as the recycling, but every fortnight. Currently residents put paper, card, wax cartons, plastic containers/bottles, can and glass bottles/jars altogether in a 240litre blue bin which is collected fortnightly.</p>
Date Completed:	19/10/2018 08:29:46 <div style="text-align: center;">Page 39</div>

Completed by:	Tara Dumas
Responsible Service:	Highways & Environmental Services
Localities affected by the proposal:	Whole County,
Who will be affected by the proposal?	All Residents / Households in Denbighshire; Operational Waste Team as new model rolled out
Was this impact assessment completed as a group?	Yes

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach


 (3 out of 4 stars) Actual score : 27 / 30.

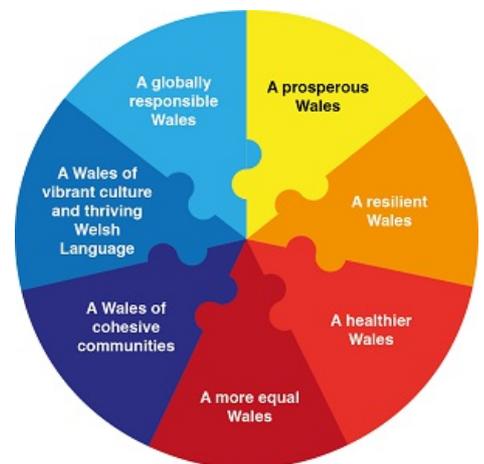
Implications of the score

Implementing the preferred option will align DCC to the Welsh Government waste collection blueprint, meaning that we are operating to a consistent approach to other Welsh LA's in order to maximise the quantity and quality of recyclable household waste we collect. The preferred option seeks to restrict residual capacity further than the blueprint by The Welsh Government have carried out relevant sustainability and economic appraisals on their blue print (Independently reviewed in March 2016 by Eunomia) to determine it to be the most economically and environmentally practical approach to managing household waste.

Summary of impact

Well-being Goals

A prosperous Denbighshire	Positive
A resilient Denbighshire	Positive
A healthier Denbighshire	Neutral
A more equal Denbighshire	Neutral
A Denbighshire of cohesive communities	Neutral
A Denbighshire of vibrant culture and thriving Welsh language	Neutral
A globally responsible Denbighshire	Positive



Main conclusions

Overall the proposed project to Remodel the Waste Service Collection should have positive impacts in terms of a prosperous and resilient and a globally responsible Denbighshire as the new service will increase recycling performance by at least 3%. The higher quality recyclable stream will support the adoption of EU Circular Economy measures and the Welsh Economic Action Plan. The model is also the most cost efficient of all options considered, bringing in a new income stream that protects other council services from further resource reductions. There is a neutral impact on equality due to the introduction of a new service to deal with hygiene waste sometimes produced by young families and the elderly. We have reviewed (currently in draft) our waste policies to ensure exemptions can be awarded to households that struggle to participate fully in the recycling service for genuine physical or mental health reasons. There are no health implications for the new service. Residual waste will be collected less frequently but smelly waste such as nappies and food waste will be collected weekly. There is a neutral impact on vibrant culture and welsh language as all communications will be available in Welsh and English. There will be a significant focus on community engagement throughout and post implementation, encouraging intergenerational learning (young people as ambassadors) and motivational communications. There is a neutral impact on cohesive

communities as the new waste model supports and strengthens a social enterprise operating model for the collection and re-use of textiles, and the service changes are supported through a new (draft) household waste collection policy, to support the regulation of the new operating model.

Evidence to support the Well-being Impact Assessment

- We have consulted published research or guides that inform us about the likely impact of the proposal
- We have involved an expert / consulted a group who represent those who may affected by the proposal
- We have engaged with people who will be affected by the proposal

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	The new waste service will secure the long term future of the service and associated jobs and importantly contribute to increasing recycling rates in the County which will minimise residual waste generated by the County's residents. There is an overall reduction in the Council's carbon footprint through enhanced capture of recycling, especially food waste. Materials recycled are of higher quality which will help stimulate growth in the manufacturing industry within the UK.
Further actions required	Maximising the positive impacts from higher recycling rates will be dependant on undertaking a comprehensive communication campaign and ongoing education strategy that provides both instructional and motivational information to encourage people to take the extra effort to recycle more and separate their household waste items into various containers. A YouGov Survey stated that 70% of people want to know what happens to their rubbish and 32% would be more likely to separate their materials if they knew what happened to them. the Viridor Recycling Index 2017 (consumer survey) showed that only a quarter of people believed their waste was properly recycled and showed a clear need for better education, with seven in ten (69%) people feeling frustrated about not having enough education materials on recycling. There is an opportunity to re-engage with Denbighshire citizens to provide the information that will inform and influence pro-environmental behaviours. Consideration to reducing manual handling concerns will be given when specifying the new kerbside recycling vehicles, including consultation with Unions and the workforce. W and R team to investigate introduction of a "ready for work" programme to train up new operatives (workforce succession planning) and career pathways opportunities for existing employees to upskill.

Positive impacts identified:

A low carbon society	<p>Application of the waste hierarchy, enhanced opportunity for closed loop recycling, greater quantities of waste recycled, less vehicle passes to each households over a 4 week period, vehicle haulage movements as recycling is bailed locally - so overall greater environmental benefits. Increased in recycling performance of 3.1% projected. There is a wide evidence base to show that Kerbside Sort yields a lower carbon footprint than co-mingled collections. The carbon impacts of different methods of collection and post collection sorting were shown by the ADAS report for London Borough of Camden which stated that: "The carbon footprint of the whole process for the co-mingled collection, transfer and MRF is 77% greater than for the kerbside sorted recycle collection system."</p> <p>High quality materials are more likely to be used in closed loop recycling where glass bottles and jars are recycled into similar products, paper into paper and so on. The carbon benefits of the closed loop recycling of glass were demonstrated in a 2006 paper "The impact of the carbon agenda on the waste management business", Grant Thornton, Oakdene Hollins. The reduced carbon impact of kerbside sort vehicles compared to large Refuse Collection Vehicles currently used to collect recycling in DCC are considerably lower, as supported by the following paper "Kerbside Recycling in Wales: Environmental Costs, Waste and Resources action Programme (WRAP) Page 43</p>
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<p>Quality communications, infrastructure and transport</p>	<p>All new waste collection rounds will undertake route optimisation analysis to reduce unnecessary mileage and optimise efficiency, as well as round risk assessments to avoid traffic congestion where practical. The changes will be supported by a communications plan, to include face to face public engagement, a schools education package, and revised instructional material. Option 5 will result in significant capital investment in local authority depots (North Wales) and new waste containers. There may be an opportunity to combine the provision of salt barns with the depot bulking facilities at one of the sites, improving the way we manage winter maintenance resources.</p>
<p>Economic development</p>	<p>Collected recycling will be of adequate quality to be reprocessed in the UK (as opposed to being shipped overseas), encouraging home grown manufacturing industries to develop/expand. Collecting high quality recycling through source segregation is a priority for Welsh Government as they recognise the opportunities the EU "Circular Economy" package brings to helping Wales grow its own economy, and in a more sustainable way (www.gov.wales news article "Wales leading the way towards becoming a circular economy" 28th June 2018. Positive impacts of the circular economy on economic growth are also recognised in the Welsh Government's Economic Action Plan.</p> <p>The paper by the Resources Association "Putting quality recycling at the heart of a circular economy" August 2015 concludes that mandatory source separation of recyclables, including biowaste, would reduce recycling contamination and create new economic opportunity. By example, an article by Simon Weston (LetsRecycle.com 17th July 2017) director of raw materials (Confederation of Paper Industries) states "Recent work conducted by the Confederation of Paper Industries (CPI) estimates that an increase of one percentage point in contamination would increase costs by about £8 million per annum across the entire UK mill system. For a large paper reprocessor this could equate to as much as £1.25 million per percentage point increase for each 100,000 tonnes of raw material procured. These sorts of additional costs undermine the viability of domestic re-processors when compared with foreign competitors using other material streams, and could lead to plant closures and job losses."</p> <p>Kerbside Sort systems yield very low contamination rates (1% Friends of the Earth, compared to Commingled recycling schemes that rarely achieve contamination rates below 5% and often in excess of 10%). Hygiene waste will be collected separately in the Option. It is possible that this waste stream can be recycled and future discussions with Welsh Government are anticipated over the opportunity for this waste to be re-processed in Denbighshire. This would created further jobs through the construction and operation of a new facility.</p>
<p>Quality skills for the long term</p>	<p>Waste operatives will require enhanced manual handling training. In addition, the service will be modernised to closely monitor recycling habits of individuals through enhanced data capture of weight based information. Team members will be trained to use route optimisation software. DCC's waste technical team will be trained to collate and report on a wider range of performance data. The team will be required to deliver behaviour change messages to a wide range of audiences, including to school groups and private/social landlords. Increased procurement skills and experience will also be required. The service change would be supported through the adoption of an environmental enforcement policy which the team will be required to adopt. Whilst the existing enforcement team have all existing knowledge and skills, wider adoption by the rest of the team will be required.</p>

Quality jobs for the long term	<p>All waste operatives will be required to become "recycling ambassadors" as their acceptance/rejection of presented material will be fundamental to providing weekly feedback to the residents about what can and can not be collected on the kerbside sort scheme. Expected that Waste team jobs will be secured, may be need for additional Waste Team members depending on future operational model - to be confirmed as part of further development of Business Case. The baseline is unaffordable and jobs across other council service are at risk should we not change the way we deliver our services.</p> <p>This option will secure at least 9 full time jobs in a local Social Enterprise, and support at least 18 people with learning disabilities, through the collection, sorting , cleaning and resale of textiles.</p>
Childcare	There are no known increased benefits arising from changing from the baseline to Option 5. Working hours are not modelled to change.

Negative impacts identified:

A low carbon society	<p>approx. 35,000 Blue recycling bins and 30,000 grey residual bins will become redundant but recovered bins will be collected and sent for recycling. Recovered plastic is often recycled into new waste containers. procurement of new containers will specify some recycled content (whilst maintaining strength / life expectancy of the container).</p> <p>Option 4 and 5 include the option to direct deliver recycling from the North of the County to a Conwy facility (additional 6-8 miles round trip)increasing the distance travelled by affected vehicles. This is yet to be decided.</p>
Quality communications, infrastructure and transport	Option 4 and 5 include the option to direct deliver recycling from the North of the County to a Conwy facility (additional 6-8 miles round trip)increasing the distance travelled by affected vehicles.
Economic development	None - the current receiver of comingled recycling would prefer source segregated material, due to higher quality of paper.
Quality skills for the long term	It is envisaged that the increased manual handling requirements on the kerbside sort option will lead to a number of operatives seeking redeployment or retirement. This will produce a knowledge gap in the service for which we must prepare over the next 2 years.
Quality jobs for the long term	The manual handling implications of the kerbside sort system may present as a barrier to older operatives or operatives with pre-existing conditions that limit repetitive lifting operations. A key HR work stream has been set up to identify redeployment opportunities for staff who may not be able to carry out the new duties and jobs will be re-evaluated to reflect the change in operations. The Service has already identified the Council's Career Pathways programme as a strategy to deliver succession planning and develop skills of existing employees. They are also proactively engaged in promoting career opportunities externally, such as attending job fairs.
Childcare	There are no known increased implications arising from changing from the baseline to Option 5.

A resilient Denbighshire

Overall Impact	Positive
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Justification for impact	Overall, despite potential for negative consequences due to potential increase in collection vehicle mileage and possible negative behaviour reactions by disgruntled residents who may take against recycling agenda as a consequence overall it is felt the overall message will raise awareness of the importance of recycling and the new model will support the capacity to further increase domestic recycling rates
Further actions required	Negative behaviour issues will be tackled through targeted communications on the benefits of the change to collection model to try to get all residents on board. As far as is possible new collection vehicles will be the most fuel efficient models affordable to reduce fuel consumption and emissions as far as practical to mitigate this issue.

Positive impacts identified:

Biodiversity and the natural environment	This option enables the reprocessing industry to operate closed loop recycling solutions, saving the need to use virgin materials extracted from the natural environment across the world. More recycling will be recovered than the baseline option. Evidence suggest that people adopting pro-recycling behaviours on a kerbside sort system become more supportive of wider environmental issues.
Biodiversity in the built environment	Currently around 10,000 households are receiving a sack collection for residual/recyclable waste. Sacks are ripped open by scavenging animals (seagulls, rats and foxes) providing an unnatural source of food, leading to unhealthy increases in populations of some species that may displace other species. This option will seek to reduce the number of households on a sack collection and provide a more regulated system that will prohibit residents placing food waste into sacks. The Trollibocs system does help contain litter as it must be presented lidded but will require enforcement to ensure boxes are not presented off the trolley and without lids.
Reducing waste, reusing and recycling	Option will improve and increase domestic recycling performance and produce cleaner material more suitable for closed loop recycling.
Reduced energy/fuel consumption	Food waste is co-collected on the same recycling vehicle as dry material and the number of residual collection passes per month are reduced. Overall this results in less vehicle movements.
People's awareness of the environment and biodiversity	New collection model will further raise awareness of need to and issues around recycling. A communications Strategy has been developed and includes an Education Campaign to promote pro-recycling behaviours in young people, and encourage them to take home important messages.
Flood risk management	Any changes in use to the Lon Parcwr depot to receive waste will require enhanced flood mitigation due to proximity of river. This option is still being considered and will be revisited if this depot will be used.

Negative impacts identified:

Biodiversity and the natural environment	Any development at the Lon Parcwr Depot could have an adverse effect on the local environment (Salmon River adjacent) and therefore consultation with NRW and Planning will inform depot options appraisal. As a result of the service change around 35,000 blue wheeled bins and up to 30,000 black wheeled bins will become redundant. These will be collected for recycling into new bins. To partially offset the environmental impact, new containers will contain the optimum recycled content whilst maintaining durability. Residents will be asked to request a larger black bin only if they need it, in order to reduce wastage and cost.
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Biodiversity in the built environment	Development of a waste transfer facility could impact, depending on location, yet to be determined.
Reducing waste, reusing and recycling	May encourage negative behaviour from disgruntled Residents who take against new arrangements and deliberately reduce recycling efforts. Many local authorities have restricted residual waste capacity and reduced collections to 3 weekly. there is no evidence to suggest an increase in fly tipping in these authorities. However, it is necessary to support these service changes with fair but firm household waste collection policy and resource enforcement activities adequately to ensure that dumping of rubbish and deliberately cross contaminating waste streams is appropriately regulated.
Reduced energy/fuel consumption	New collection model may generate additional distance travelled that may increase fuel consumption - to be confirmed once new collection model analysed in detail and location of tipping facilities are confirmed. Initially, households may take extra journeys to the household recycling parcs to dispose of excess waste. Overall, capacity for their waste will be increased by 57litres each week. Therefore as long as waste is segregated it should be able to be managed kerbside. The household waste collection policy will specify that households will qualify for additional capacity as long as they can demonstrate they recycle all they can, and capacity is a regular issue. Residents taking "black bag" type waste to the Recycling Parcs will be asked to segregate recyclables or the bags will be rejected. Therefore encouraging the correct behaviours at home, negating the need for additional journeys.
People's awareness of the environment and biodiversity	May encourage negative behaviour from disgruntled Residents who take against new arrangements and deliberately reduce recycling
Flood risk management	

A healthier Denbighshire

Overall Impact	Neutral
Justification for impact	Neutral overall as few relevant impacts, where potential impacts do exist they are likely to be minimal
Further actions required	Positives on engaging people in a positive way will be stressed and highlighted as part of communications during/post implementation

Positive impacts identified:

A social and physical environment that encourage and support health and well-being	This option requires the householder to do more to manage their waste responsibly. More support will be offered to residents to comply and a sustained and focussed environmental campaign will offer opportunities for social norming and intergenerational learning, where schools and their pupils encourage their communities to recycle more.
Access to good quality, healthy food	NONE
People's emotional and mental well-being	Engaging people further in the need and activity of increasing recycling will engage them in a positive activity that can improve their sense of participation and doing good. There is evidence that people using a kerbside sort system are more "bought into" recycling as they believe more strongly the material is going to be made into new products. There is also evidence to suggest engaged recyclers are more likely to engage or be supportive of wider environmental initiatives.

Access to healthcare	NONE
Participation in leisure opportunities	NONE

Negative impacts identified:

A social and physical environment that encourage and support health and well-being	There is a risk that those residents who do not currently engage with DCC's waste collection system will find the new system more challenging. therefore incidents of alleyway dumping may increase if not managed. DCC will introduce a new enforcement policy and increased communications programme to mitigate these risks.
Access to good quality, healthy food	NONE
People's emotional and mental well-being	Possible issues with the change upsetting residents and affecting their well being due to change and the need to adapt to new arrangements which they may feel antagonism towards, or be fearful they will not be able to cope with the new system.
Access to healthcare	NONE
Participation in leisure opportunities	NONE

A more equal Denbighshire

Overall Impact	Neutral
Justification for impact	Most protected groups should be unaffected by the new waste model as households already present and segregate their rubbish. There may be a negative impact on residents with disability or who are elderly/infirm but variants to the main system will be put in place to recognise and manage this.
Further actions required	Recycling rates in areas with poor economic circumstances is often lower than in other areas. More targeted communications, such as roadshows, School visits and door to door support will be required to ensure residents in these areas fully understand the new system and take care to store their waste and recycling containers on their own properties so they are not abused or stolen.

Positive impacts identified:

<p>Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation</p>	<p>The new Service will include a free separate collection of nappy/incontinence waste upon request, helping households with young children, or residents with medical needs cope better with the Waste Collection Service. This is an improvement to the existing service. Where possible discreet but accessible collection points from inside the household property boundary may be requested for those requiring the services due to medical conditions.</p>
<p>People who suffer discrimination or disadvantage</p>	<p>NONE</p>
<p>Areas with poor economic, health or educational outcomes</p>	<p>All trollibocs and new waste containers will be provided free of charge during the service change, even though the Council has a right to charge for them.</p> <p>W and R department will liaise with the Council's troubled families team and other appropriate outreach workers to ensure that waste requirements are understood and passed on to households, should waste issues or questions arise.</p> <p>A schools Education programme will be launched to support the new waste model, and priority focus will be given to schools in derived areas. The new waste model will increase the opportunities for employment and "ready to work" schemes.</p>
<p>People in poverty</p>	<p>People in poverty often produce more waste - especially food waste and packaging waste. The new model provides greater capacity overall, on a 4 weekly basis to manage and contain waste.</p>

Negative impacts identified:

<p>Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation</p>	<p>People with some disabilities may find the new way of presenting waste more challenging, due to the need to separate waste into more containers, and due to the fact that they may need a larger residual bin, which could be heavier to manoeuvre. Consultation with disability user group representatives has also identified that the new Trollibocs system requires more "bending" that could prevent or put off some infirm residents from using the service. For this reason a range of container options will be offered to infirm or disabled residents and the Trolliboc design will take account of feedback received through consultations. DCC operate an assisted collection service so if a household find their residual bin too heavy due to size can either be given a smaller bin (subject to having capacity) two smaller bins, or may apply to be on the assist list where we collect the bin from the curtilage of their property. The new DCC waste enforcement policy will allow for households to be listed as exempt from recycling some or all materials if a disability and/or lack of support genuinely prevents them from doing so (e.g. sheltered accommodation with occupants with dementia). Trollibocs can be provided with braille stickers where needed and all associated instructional material will be provided in appropriate mediums for sight impaired occupants.</p> <p>Opportunities for upskilling and redeployment will be provided to employees who are unable to manage the new manual handling requirements of the collection service</p>
<p>People who suffer discrimination or disadvantage</p>	<p>If a household has suffered discrimination from sections of their community in the past, they are more likely to be reported to us if they struggle to comply with the new system. The DCC enforcement policy will always include an initial educational step before enforcement action is taken to help residents to adjust to the new requirements.</p>
<p>Areas with poor economic, health or educational outcomes</p>	<p>Recycling rates in areas with poor economic circumstances is often lower than in other areas.</p>
<p>People in poverty</p>	<p>The Council has the right to issue a fixed penalty to residential occupants for failing to recycle, or dumping black bag waste. In order for the new scheme to work longer term, it will be necessary to monitor activities of non-complimg households more rigorously, that could lead to FPN's being issued. However, the revised Council enforcement procedure will ensure that every household will be given the opportunity to correct behaviours. In addition, an early payment option with a reduced fine level can also be included.</p>

A Denbighshire of cohesive communities

<p>Overall Impact</p>	<p>Neutral</p>
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Justification for impact	<p>Overall positive impact as new collection model offers opportunities to raise awareness of need to and increase ability to recycle for residents and benefit this may bring to engagement and reducing littering but is small risk it may also lead to feeling that change being done to residents and an associated problem of littering and fly tipping may result however this is thought to be low risk. The new system will be better regulated to identify non-compliance quickly and target behaviour change processes efficiently. There will be less (no) abandoned contaminated bins on the streets in the future preferred model.</p> <p>The Recycle More Waste Less Survey showed that households are currently more likely to have space in their residual black bin on collection day than their recycling bins, evidencing that the new model, to increase recycling capacity by 57litres per week and reducing residual capacity by 10litres per week is manageable. This, combined with the fact that on average 51% of the waste in the black bins could be recycled on our existing services supports a move to shift the focus and resources to collecting more recyclable waste.</p>
Further actions required	<p>There is a perception that a reduced residual collection frequency could attract pests. The new model will offer a weekly opt-in service for human hygiene waste and the weekly food waste service will continue and be expanded to all houses, meaning waste most likely to attract pests and vermin should not be in the residual bin. Households remaining on a sack collection will be provided with gull-proof sacks to contain their disposal pink sacks. This will keep waste and odours contained and enable the Council to regulate the capacity given to sack customers so that recycling behaviours are still incentivised.</p>

Positive impacts identified:

Safe communities and individuals	<p>All wheeled bins and Trollibocs will be assigned to individual properties, encouraging ownership so they are not left out on the highway where they pose a fire risk. Currently there are excessive numbers of abandoned blue recycling bins on the public highway due to them becoming contaminated. This will not be an issue in the new model.</p>
Community participation and resilience	<p>All residents have had the opportunity to be surveyed about the changes and will have the opportunity to raise concerns they may have already that can be addressed via the proposed changes or concerns they may have in relation to the new change that can influence its design e.g. frequency of nappy collections.</p> <p>A sustained schools education programme will result in a significant number of young people becoming recycling ambassadors, and offering learning /recycling opportunities within their communities.</p>
The attractiveness of the area	<p>With improved recycling it may be that this leads to a reduction in litter / waste as more recyclable material is captured via the new collection arrangements. Sack collections and on street solutions (currently abused) will be phased out wherever possible. Enhanced consultation with HMOs and private landlords will seek to ensure adequate and appropriate provision is made for tenanted properties.</p>
Connected communities	<p>Intention to use social norming as a way to promote pro-recycling behaviours and identify recycling champions.</p>

Negative impacts identified:

Safe communities and individuals	Residents who fail to comply with the new system and dump their waste will lower the environmental quality where they live - leading to the broken windows effect. The new waste model, however, will have boosted resources to target those individuals with appropriate education and enforcement action. It is not envisaged, however that these issues will increase in number from the baseline model. Areas causing issues now will be visited to ensure the optimal system is put in place to prevent waste escaping into the environment.
Community participation and resilience	Many residents will not have actively engaged during the proposal phase and provide resistance as the service is rolled out.
The attractiveness of the area	Residents who fail to comply with the new system and dump their waste will lower the environmental quality where they live - leading to the broken windows effect. The new waste model, however, will have boosted resources to target those individuals with appropriate education and enforcement action. It is not envisaged, however that these issues will increase in number from the baseline model. Areas causing issues now will be visited to ensure the optimal system is put in place to prevent waste escaping into the environment. There is a perception that a reduced residual collection frequency could attract pests.
Connected communities	Initially some recyclers may disengage with the new service if they disagree with the proposals. Mitigate with regular and targeted coms using the Waste Recycling Action Programme's (WRAP's) segmentation research. New scheme must be flexible to address individual needs where appropriate.

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact	Neutral
Justification for impact	There will be a lot of communications material produced to provide instructional and motivational information to target audiences and the public in general. Every opportunity to promote the Welsh Language and cultures will be taken during the development of our campaigns.
Further actions required	There are no identified negatives.

Positive impacts identified:

People using Welsh	The proposed waste collection system is more aligned to those in the other Welsh authorities. This consistency will assist in general understanding in any language as families and friends communicate beyond County boundaries. All communications, including the survey, media releases and instructional information will be produced in Welsh as well as English.
Promoting the Welsh language	There is an opportunity to display bi-lingual advertisements with simple messages/ catch phrases
Culture and heritage	In the longer term, once kerbside capture of materials is maximised, there is an opportunity to promote re-use of kerbside materials and carry out campaigns to extend the life of items through repair. This will encourage people to learn traditional skills, such as sewing. There is also an opportunity to appeal to target audiences through tying together traditional activities and recycling/re-use behaviours (e.g. A rugby player recycling his old shirt, a sheep farmer recycling his working dogs' food packaging etc...) Page 58

Negative impacts identified:

People using Welsh	NONE
Promoting the Welsh language	NONE
Culture and heritage	NONE

A globally responsible Denbighshire

Overall Impact	Positive
Justification for impact	Positive overall as aligns with other North Wales LA's - developing common resident experience and producing higher quality resources that can stimulate local and national manufacturing opportunities.
Further actions required	As part of design and communications around collections model change Denbighshire will learn from experience at Conwy CBC and from all previous service changes in Wales and wider afield, through data held by WRAP (Waste Resources Action Programme)

Positive impacts identified:

Local, national, international supply chains	The baseline waste model produces low quality recycling which has limited markets, often overseas. This option produces source segregated material which can be used by local and national manufacturing companies.
Human rights	NONE
Broader service provision in the local area or the region	By making the proposed changes the waste collection model in Denbighshire will more closely align with others across North Wales, including specifically Conwy CBC therefore making any option for Service of Council mergers in future a simpler task

Negative impacts identified:

Local, national, international supply chains	Initially there will be a drop in the volume of some non-target plastic that is currently being marketed but the benefits of producing cleaner material far outweigh this.
Human rights	To support the introduction of the new scheme, the Council will be reviewing its waste enforcement policies to ensure the scheme is regulated. The Council will, in all cases act in accordance with the Regulators Code (2014).
Broader service provision in the local area or the region	NONE

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Report to	Cabinet
Date of meeting	19 th October 2021
Lead Member / Officer	Cllr Brian Jones: Lead Member for Waste, Transport and the Environment / Tony Ward: Head of Highways, Facilities & Environmental Services
Report author	Tony Ward / Tara Dumas, Waste & Recycling Manager
Title	Contract Award and policy changes for a new contract to manage our Household Waste Recycling Centres

1. What is the report about?

- 1.1. This report details the outcomes of the joint procurement process with Conwy County Borough Council (CCBC) to manage Household Waste Recycling Centres (HRCs) in both counties.

2. What is the reason for making this report?

- 2.1. In order to realise the maximum savings generated from the procurement, it is necessary for the council to agree to award the contract to the Preferred Bidder. The outcome of the procurement (**Appendix 1, Tender Evaluation Report**) is classified as a Part II item at this stage of the process. Some of the projected savings generated are due to policy changes proposed in the running of the HRC sites, including introducing charges for some waste streams. Approval is therefore also sought for the adoption of the Joint HRC Policy with Conwy (**Appendix 2**) and the 2022/23 charging schedule (**Appendix 3**).

3. What are the Recommendations?

- 3.1. That Cabinet authorise the awarding of the contract to the Preferred Bidder identified in the joint procurement Tender Evaluation Report (**Appendix 1**), having demonstrated that they have submitted the most economically advantageous tender and noting that the contract will be awarded by Conwy Council as Lead Authority.

- 3.2. That Members confirm that they have read, understood and taken account of the updated Well-being Impact Assessment (**Appendix 4**) as part of its consideration and note that this will be updated upon contract award.
- 3.3. That the Joint HRC policy with Conwy (**Appendix 2**) be adopted from the contract Commencement Date.
- 3.4. That the DIY Construction waste charges (**Appendix 3**) be formally adopted from the contract Commencement Date.
- 3.5. That the joint HRC booking system, under in-house development at Conwy Council be adopted permanently.
- 3.6. That a report is taken back to Partnerships Scrutiny to review the first year of the new contracts' operation.
- 3.7. That Cabinet note that an IAA between Conwy CBC and DCC needs to be agreed and request that the service is supported by Legal Services to prepare this.

4. Report details

- 4.1. The Council has undertaken a joint procurement exercise with Conwy County Borough Council (CCBC) to secure a single operator for all five Household Waste Recycling Centres (HRCs) in both counties. The contract will be let as a “concessions” contract due to the level of income that the operations generate through the sale of recyclable materials, charges for DIY and Construction waste and income from the Re-Use shop initiatives. This type of contract is an increasingly common method the Public Sector use to partner with an economic operator who provides services from which they can generate income. The income offsets some or all of the cost of the contract to the public body. Concession contracts are recognised for facilitating new investment and promote innovation. The contract has a 7-year term with the option to extend for up to three years. A £100,000 annual revenue saving for DCC was already agreed/taken as part of the 2021/22 budget as a result of the introduction of charges for DIY and construction waste brought to Denbighshire sites. The existing contractual arrangement will terminate on 31st March 2022, and the new contract will have a commencement date of 1st April 2022.

4.1.1 CCBC Cabinet will consider the officer recommendation to award the joint contract to the preferred bidder on 26th October 2021. It is necessary for both councils to agree to the contract award, and all details of the Preferred Bidder must be kept confidential at this time.

4.1.2 The joint procurement exercise has been supported by Wood Group UK Ltd, who were appointed by WRAP and funded through the Welsh Government Collaboration Fund. A thorough outline of the procurement process, outcomes and next steps is provided in **Appendix 1** which must remain confidential at this time as the procurement process is not complete.

4.1.3 The outcome of the Evaluation is detailed below. Further details are available in Appendix 1. Both bidders submitted good quality bids with no major concerns, and both bidders are experienced in running HRC sites and re-use initiatives.

Supplier	Quality Score	Price Score	Total Combined Score	Rank
Bidder 1	27.1%	65.0%	92.1%	1
Bidder 2	27.0%	58.6%	85.1%	2

4.2. Benefits

High level benefits identified through the joint procurement exercise are as follows:

- Financial benefits arising from economies of scale, efficiencies and the introduction of a charging system for certain wastes;
- Consistency of approach with a neighbouring authority;
- Commitment to cross-border use, to enable residents to use their nearest HWRC, regardless of which county it is in; and
- Optimisation of waste diversion and further income share through adoption of re-use shop operating model already demonstrated successfully at one Conwy HWRC site.

4.3 DIY and construction waste charging scheme

We have a statutory responsibility to provide HRCs to enable residents to dispose of household waste free of charge. However, a number of waste types are classed as non-

household, and the council has no obligation to accept these types of waste free of charge, and we are permitted to charge residents for their disposal.

The proposed pricing schedules of the bidders have been based around a charging schedule specified by the Authorities for the reception of DIY and Construction waste brought to the sites by residents (**Appendix 3**). Building rubble, bricks, tiles and soil are not classed as domestic waste (even if they come from a household) and we have no obligation to accept these at our sites. We currently do accept small amounts, but no more than 3 bags per visit, and residents are currently advised to hire a skip from a licensed company if they need to dispose of more of this type of waste. This policy charge will allow Denbighshire residents to bring any quantity of such waste to our HRCs in future, albeit for a reasonable charge. It therefore provides residents with a suitable alternative to hiring a skip to dispose of DIY and Construction waste in future.

The £100K already agreed by the service was based on the assumption that charges would be applied from the contract commencement date and that this would be in place for the life of the contract. The public will be made aware of all charges during the booking process, whether this be online or via the Contact Centre.

4.4 Re-Use shop income

The contract price and anticipated savings do not include any guaranteed income from the running of the new DCC Re-Use shop. The Preferred Bidder has proposed to work with the same charitable partner, St David's Hospice, who operate the Re-Use shop on the Conwy Mochdre site. There is a profit share mechanism within the specification. Twenty-five percent of the net profits (after running costs) for the Rhyl re-use shop will be returned to the council, and 50% of net profits will be distributed to the charity provider. It is not possible to make an accurate projection of this value as the Rhyl Re-use shop is not yet fully established. Welsh Government funding through the Circular Economy Fund was used to purchase, install and furnish a re-use facility ready for the new contract. The Authority is protected from any net loss arising from re-use shop activities.

4.5 Booking system

Since the re-opening of HRC sites after the first Covid lockdown, both DCC and CBCC have operated their own booking systems. The Preferred Bidder has costed their submission based on the continuation of a booking system. A booking system enables the site operator to profile staffing resources and activities on site efficiently and also reduces

the risk of site congestion. The removal of the booking system would therefore be considered a material change to the contract and could result in additional costs, for which the Authorities could be liable for. CBCC are in the final stages of developing an in-house booking system that matches and in some cases exceeds the capabilities of the current packages in use in both counties. We will introduce this system across all 5 HRC sites to provide consistency of approach and the ability to analyse cross border use by residents. There will be a small annual licence fee saving for both Authorities.

4.5 IAA and Contract Management

As the lead authority, Conwy CBCC will manage the bulk of administration, including being the controller of contract meetings and payment mechanism. An IAA (Inter Authority Agreement) must now be developed between the two Authorities in which an annual management fee will be payable to CBCC by DCC. This fee has been deducted from the savings achieved through the procurement (estimated at this time). DCC are the contract lead for the food waste contract including CBCC and Flintshire Council and a similar arrangement is in place. Management of day to day issues at Denbighshire's three sites, site and asset inspections, performance management, customer interface and local initiatives will still be managed by Denbighshire's Waste and Recycling team.

5. How does the decision contribute to the Corporate Priorities?

5.1. The proposals support the Corporate Priority "Environment" through providing resilience in the provision of recycling services to Denbighshire Residents (by optimising their efficiency and availability) and opportunities to pursue greater re-use (waste diversion) of unwanted items, supporting circular economy principals.

6. What will it cost and how will it affect other services?

6.1. There is no significant impact on other services. The savings for DCC from the new contract are projected to be in excess of the £100K saving already agreed as part of the 2021/22 budget process, and the cost of a proposed additional environment crime officer (equivalent to 0.6 FTE Grade 6) for the ongoing prevention and investigation of waste related crimes. Whilst there is no evidence to suggest that either a booking system or the introduction of charges increase waste crime, there is an opportunity to carry out more proactive enforcement work to ensure residents and

are recycling and business are depositing of their waste legitimately across the county.

7. What are the main conclusions of the Well-being Impact Assessment (WBIA)?

7.1 Overall, the collaborative procurement and alignment of services has a positive impact across the Well Being Goals, providing opportunities to enhance the customer experience through access to more facilities, improve the waste re-use infrastructure, optimise community benefits and deliver efficiencies arising from economies of scale and a more data led / evidenced based approach to our service provision through the use of a booking system. Due to the bespoke nature of the commitments, an updated WBIA will be published once the Contract has been awarded and will only seek to enhance the current positive score. The existing WBIA is detailed in **Appendix 4.**

8. What consultations have been carried out with Scrutiny and others?

8.1. Partnerships Scrutiny Committee endorsed the joint procurement proposal and introduction of DIY and Construction waste charges on 10th September 2020, after discussion at an informal cabinet meeting 28th July 2020.

9. Chief Finance Officer Statement

9.1 The proposed contract award ensures that value for money will be achieved from this procurement exercise. As stated in the report savings will be forthcoming from the package of measures highlighted in this report and include the adoption of the Joint HRC Policy with Conwy. The full package of recommendations are fully supported.

10. What risks are there and is there anything we can do to reduce them?

10.1. Risks around the procurement are highlighted in Section 1.2.1.8 of Appendix 1. In addition, it is recognised that both local authorities must agree to awarding to the

Preferred Bidder and CCBC Cabinet will not be asked to make that decision until 26th October. Financial savings will be realised by both Local Authorities through the officer recommendations, so this risk is considered low. Risks specific to Denbighshire Council are highlighted in Appendix 5.

10.2. A full joint risk register will be developed once the Contract has been awarded and monitored regular through contract meetings.

11. Power to make the decision

11.1. County Councils have a statutory duty (Environmental Protection Act 1990, section 51) to provide sites at which residents can deposit items of *household waste* without charge. However, some wastes arising from household DIY activity are defined as *industrial waste* (Controlled Waste Regulations 2021, Schedule 1 [3]). Councils have the discretion as to whether they accept these wastes or not, and the power make a reasonable charge if they do accept them.

11.2. Section 5.5.4 Denbighshire County Council Contract Procedure Rules.

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By virtue of paragraph(s) 14 of Part 4 of Schedule 12A
of the Local Government Act 1972.

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**Conwy County Borough Council
and
Denbighshire County Council**

**Household Recycling Centre Policy
2022**

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Previous Version(s):

Version	Date	Officer	Local Authority	Amendment
2	November 2017	Jon Eastwood	CCBC	Original policy document
2.2	October 2020	Abigail Gilbert	CCBC	Additional of booking system
2.3	October 2021	Danielle Richards	CCBC	HRC CCBC & DCCcollaborative changes

HOUSEHOLD RECYCLING CENTRE POLICY

1.0 BACKGROUND

- 1.1 Under *Section 51* of the Environmental Protection Act 1990, Conwy County Borough Council and Denbighshire County Council have a statutory duty to provide facilities where householders can deposit their domestic **household waste**.
- 1.2 The Council will provide well managed Household Recycling Centres (HRCs) that are accessible, safe and meet the requirements of householders in Conwy and Denbighshire.
- 1.3 The Council's waste strategy is to re-use, recycle and compost as much recoverable waste as is practicable at its Household Recycling Centres.
- 1.4 Conwy County Borough Council currently provides two Household Recycling Centres at Mochdre and at Gofer (Abergele).
- 1.5 Denbighshire County Council currently provides three Household Waste Recycling Centres at Rhyl, Denbigh and Ruthin.
- 1.6 Waste material classified as **Non-household waste** (as defined in EPA 1990 and Controlled Waste (England and Wales) Regulations 2012) will be subject to a reasonable charge to cover the costs of transportation, treatment and disposal.

2.0 ELIGIBILITY

- 2.1 Each household in Conwy and Denbighshire paying standard Council Tax will be entitled to use any of the Council's Household Recycling Centres as listed in 1.4 and 1.5 to dispose of their own domestic household waste.
- 2.2 Places of religious worship, registered charity shops and community halls (where no business activity takes place for profit) shall be entitled to the same service offered to householders.

3.0 OPERATIONAL HOURS OF HOUSEHOLD RECYCLING CENTRES

All year round (except Christmas Day, Boxing Day and New Year's Day)

	Summer (April to Oct)	Winter (Nov to March)
Monday to Friday	9:00 to 17:00	09:00 to 16:00
Saturday	9:00 to 17:00	09:00 to 16:00
Sunday	9:00 to 16:00	09:00 to 16:00
27 to 31 December and 2 January inclusive		09:00 to 18:00

Ruthin Household Recycling Centre is closed every Friday.

Denbigh Household Waste Recycling Centre is closed every Thursday.

4.0 MATERIALS ACCEPTED AT HOUSEHOLD RECYCLING CENTRES

4.1 Household Recycling Centres are provided to allow Conwy and Denbighshire residents to deposit small quantities of domestic waste (waste from a resident's own household). Items of waste that a typical household would be expected to discard in the normal course of everyday living will be accepted.

4.2 In the interest of fair service usage, some materials will be restricted in terms of quantities accepted (see 6.0)

4.3 Some types of waste accepted at the Household Recycling Centres are classified as non-household waste for which a reasonable charge will be made to cover the costs of transporting, treating and disposing these materials (see 7.0).

4.4 The following materials will be accepted at Household Recycling Centres from householders free of charge;

- **Clothing and textiles**
- **Cardboard, newspapers and magazines**
- **Glass bottles and jars**
- **Furniture** (household furniture only)
- **Food and drink cans**
- **Scrap metal items** (ferrous and non-ferrous)
- **Mixed soft plastics (plastic bottles and containers)**
- **Tetrapaks** (Drinks cartons)
- **Electrical goods (domestic appliances)** such as cooker, fridge, freezer, TV, computer, stereos
- **Hard plastics** (such as children's toys, garden furniture)

- **Green garden waste** (originating from the householder's address only)

Unusually large amounts of the above items or multiple loads of the same item(s) may not be accepted.

5.0 APPOINTMENTS

- 5.1 Visits to Household Recycling Centres are by appointment only.
- 5.2 Each household is allowed up to 6 visits to the sites every two calendar months, to make sure that everyone who wants to use the centres can get an appointment.
- 5.3 Conwy County residents - Appointments can be made using the booking form on the Conwy County Borough Council website <https://www.conwy.gov.uk/en/Resident/Recycling-and-Waste/Recycling-banks-and-household-recycling-centres/Book-an-appointment-for-the-Household-Recycling-Centre.aspx> or if there is no access to internet then by calling the Advice Team on 01492 575337.
- 5.4 Denbighshire County residents - Appointments can be made using the booking form on the Denbighshire County Council website <https://www.denbighshire.gov.uk/en/bins-and-recycling/waste-parks/recycling-and-waste-disposal.aspx> or if there is no access to internet then by calling the Contact Centre on 01824 706000.
- 5.5 Arrive as close to the allocated time slot as possible to avoid queues. Stay in car with your windows up until staff direct to drive in to the centre. Appointment slots are 10 minutes long, all waste will need to be unloaded within this time. Waste will need to be sorted before arriving on site to make sure it can be unloaded correctly within the 10 minute slot.

6.0 MATERIALS WITH RESTRICTION (accepted free of charge)

- 6.1 **General waste (non-recyclable waste) in bags or boxes:** waste that cannot be re-used, recycled or composted. Anyone bringing black bags or boxes of mixed waste to the site will be requested by attendants to open them and sort waste into recyclable materials and non-recyclable materials. Gloves and hand wash facilities will be available. The aim is to reduce the amount of waste going for disposal and to achieve this, site users will be required to sort their waste and will not be permitted to dispose of recyclable waste in the residual waste containers.
- 6.2 **Animal waste:** only animal waste from domestic animals is accepted. **A maximum of two bin liners can be deposited per household within any one fortnight** - waste must be double bagged before disposal. Please inform

site staff of the waste type before placing in the household waste bin for final disposal. Waste from livestock, breeding, boarding, stabling or exhibiting of animals is not accepted. Households who generate more than two bin liners of animal waste per fortnight are required to contact their local council as detailed in 5.3 and 5.4. Flexibility in the maximum number of bags of animal waste taken to the sites is up to the discretion of the local council.

6.3 Fluorescent light tubes (maximum of 5 per annum).

6.4 Car batteries (maximum of 2 per annum).

6.5 Paints: all paint must be brought to Household Recycling Centres in suitable sealed containers. There will be a restriction on the quantity of paint **(15 units per year)** based on container size that can be deposited per year:
less than 2.5 litre can = 1 unit
2.5 to 5 litre can = 2 units
more than 5 litre to 10 litre can = 4 units
Assessment based on size of can whether near empty or full.

6.6 Mattresses (maximum of 2 mattresses per annum).

6.7 Engine oil and cooking oil (maximum of 10 litres per annum).

6.8 Carpets – the equivalent of 6 rooms per year (with hall, landing and stairs counting as 1 room).

6.9 Fuel containers – small flammable fuel containers will only be accepted if already cut in two or more pieces (to make sure that there is no fuel liquid or vapours present.)

6.10 Hazardous household wastes that can be accepted at the HRCs in small quantities (and clearly labelled for identification) are:

- chemicals such as brake fluid or print toner
- household batteries
- solvents
- pesticides
- equipment containing ozone depleting substances, such as fridges

7.0 CHARGEABLE MATERIALS AND ITEMS

7.1 The council only has a legal obligation to provide recycling centre facilities for household waste (which is waste arising from the day to day running of a household). However, items from the repair or improvement of houses (such as DIY type waste) is classified as construction waste and there is no requirement for the Council to provide any service for the disposal of this material or accept it free of charge.

7.2 It is recognised that facilities are still needed for local residents to dispose of small amounts of DIY type waste (especially just for a few bags of waste when it is not worth hiring a skip) and tyres, and so rather than taking the drastic measure of withdrawing this discretionary service completely, such waste will be accepted for a charge.

7.3 Household waste and non household waste (including construction waste) are defined in the Environmental Protection Act 1990 and the Controlled Waste (England and Wales) Regulations 2012.

7.4 Charges will apply for accepting:

- **Construction and demolition waste (soil, rubble & DIY waste):** including but not limited to DIY waste, bricks, concrete or cement, rubble, building blocks, paving slabs, hardcore, toilets, basins, showers, baths, kitchen or bathroom units, fence panels or posts, insulation materials, guttering, PVC door or window frames, and sectional buildings. PLEASE NOTE: soil and rubble should be brought to site in bags or buckets so that it can be tipped into the right container. There will not be specific machinery on-site to empty loose contents in a vehicle or trailer.
- **Plasterboard (Gypsum):** includes plaster and gypsum related products
- **Asbestos:** specific conditions on acceptance will apply in terms of safely delivering material and presentation – it must be double wrapped in tough plastic and completely sealed. Householders are required to phone site in advance to ensure adequate resources are available to accept material. (It cannot be guaranteed that material will be accepted without prior appointment being arranged). Householders requiring to dispose of very large sheets or quantities of asbestos should contact a specialist contractor.
- **Wood and timber:** applies to general construction waste such as timber doors (internal and external), wooden sheds, fence panels and posts, fitted kitchen or bathroom cupboards and fitted wardrobes, leftover building timber and chipboard (for avoidance of doubt, wooden furniture is treated as bulky waste and would be accepted free of charge).
- **Tyres (motor vehicles and motorbikes):** commercial and agricultural tyres will not be accepted. No charge for bicycle tyres.
- **Gas bottles**

7.5 A list of charges for the current financial year will be published on the individual Council's website and available in leaflet format for the following locations:

- Abergele Household Waste Recycling Centre
- Mochdre Household Waste Recycling Centre
- Rhyl Household Waste Recycling Centre
- Denbigh Household Waste Recycling Centre
- Ruthin Household Waste Recycling Centre

Information can be provided in other formats (such as Braille or CD) upon request.

7.6 Householders with large amounts of this kind of material to dispose of should contact a licensed skip company. Householders with a larger volume of construction and demolition waste to dispose of will need to contact an alternative waste management company.

8.0 MATERIALS THAT WILL NOT BE ACCEPTED AT HOUSEHOLD RECYCLING CENTRES

8.1 Green garden waste: invasive species: surplus green garden waste (originating from the householder's address only) can be deposited at the Household Recycling Centres, however poisonous weed and invasive species (including but not limited to Japanese Knotweed, Himalayan Balsam & Common Ragwort) will not be accepted.

8.2 Commercial type fridges and freezers

8.3 Hazardous waste:

- Petrol and diesel
- Ammunition
- Fireworks and marine flares
- Other explosive materials
- Clinical waste
- Medicines
- Animal carcass

8.4 Large or difficult waste will not be accepted at the Household Recycling Centres, such as discarded vehicles, trailers, sheds, caravans, large tree stumps, large stones or boulders, engines, animal carcasses, flammable liquids and explosives.

9.0 HOUSEHOLD RECYCLING CENTRE VISITOR CONDITIONS

- 9.1** Users of the Household Recycling Centres must comply with the instructions given by the personnel on site, health and safety law and guidelines, any signage, speed limits, and specified waste sorting and segregation policy.
- 9.2** Waste brought to a Household Recycling Centre on behalf of a householder that has been created or transported by paid tradesperson(s) working at their property will be accepted upon production of a valid Waste Carrier Licence and Waste Transfer Note, containing information regarding the source of waste and a signature of the householder that the waste has originated from (in compliance with the law).
- 9.3** In respect of the above (7.4), chargeable materials and items must be paid for at the time of disposal. For avoidance of doubt, when a paid tradesperson creates and transports waste on behalf of a householder, the tradesperson(s) will need to pay the site charges upon transfer of waste. Any arrangement by the tradesperson(s) to charge the householder will be a private matter between both parties.
- 9.4** Vehicle type and size restrictions will apply at Household Recycling Centres (see 11.7).
- 9.5** No person under the age of 16 years will be allowed access to a Household Recycling Centre unless supervised by a responsible adult. Children under 16 years of age must remain in the vehicle.
- 9.6** No domestic pets will be allowed onto a Household Recycling Centre. Pets must remain in the vehicle.
- 9.7** It is the responsibility of the householder to deposit their own waste in the appropriate location or container at a Household Recycling Centre (as instructed by the site personnel). Householders may request the assistance of site personnel to help with manual handling if necessary.
- 9.8** Site staff will not tolerate any abusive or aggressive behaviour.
- 9.9** The Council will have the right to reject any person from a Household Recycling Centre if it suspects they have contravened any of the conditions highlighted within the Household Recycling Centre Policy.

10.0 TRADE WASTE

- 10.1** The Council's Household Recycling Centres do not accept trade, commercial or business waste, which can be defined as waste from premises used wholly or mainly for the purposes of a trade or business or for the purpose of sport, recreation, education or entertainment. The only exception will be in relation to waste brought to a Household Recycling Centre on behalf of a householder that has been created or transported by paid tradesperson(s) working at their

property as described in 9.2. All site rules and conditions of the Household Recycling Centre Policy will apply.

10.2 The Council will continuously monitor trade waste abuse at its Household Recycling Centres. If a visitor is suspected of taking trade waste to a Household Recycling Centre, site personnel will question the individual regarding the source of the material. If necessary, the site visitor will be required to fill in a Declaration Form confirming the details regarding the consignment of waste. Following on from this information, the Council will investigate and this could result in one of the following actions:

- i. Give advice regarding compliance
- ii. Issue a written warning letter
- iii. Bar individual(s) from using site
- iv. Issue an enforcement notice
- v. Issue a Formal Caution
- vi. Pursue a prosecution through the courts
- vii. Refer the issue to another body for enforcement action such as Natural Resources Wales, Health and Safety Executive, Trading Standards or the Police.

10.3 The Council will monitor trade waste abuse by using closed circuit television and automatic number plate recognition.

10.4 The Council will have the right to reject any person from a Household Recycling Centre if it suspects they have contravened any of the conditions of the Household Recycling Centre Policy.

11.0 DOMESTIC VAN PERMIT SCHEME AND SINGLE USE PERMIT SCHEME

Household Waste Recycling Centres are provided for householders to dispose of their waste safely and conveniently. Some traders use the Household Recycling Centres to illegally dispose of their waste. These disposal costs are funded by Conwy and Denbighshire taxpayers.

Unauthorised trade use also leads to safety issues associated with larger vehicles and adds to waiting times for other legitimate users.

Some residents own a van or a small commercial type vehicle and will want to use them to visit Household Recycling Centres with their own household waste.

A permitting scheme is the fairest way to ensure that residents can use their own vehicles to visit the sites, whilst deterring unlawful use by traders.

The Council operates a Domestic Van Permit and Single Use Permit Scheme. All users must comply with the following conditions:

11.1 PERMIT TYPES

Domestic Van Permit (DVP)

- Applicable for most householders who own a van or commercial type vehicle (non sign-written) to dispose of domestic waste from their own household.
- Householders paying standard Council Tax in Conwy or Denbighshire who wish to use a van or small commercial-type vehicle to dispose of their own household waste will be entitled to apply for 20 **Domestic Van Permits** (20 visits) every 12 months in order to enter a Household Recycling Centre (HRC).
- A maximum of 20 permits (allowing 20 visits to HRCs) in total will be issued per household per year.

Single Use Van Permit (SUVP)

- For householders who wish to dispose of domestic waste from their own household using a hired, borrowed or works van or vehicle, and for any type of vehicle that is sign-written.
- A maximum of 2 Single Use Van Permits (allowing 2 visits to Household Recycling Centres) in total will be issued per year.

11.2 PERMIT CONDITIONS

- No re-issuing of permits will occur before the 12-month period has ended, unless exceptional circumstances apply. A householder can choose when to use the permits - all in one month or spread over the year.
- Permits issued apply to a vehicle at a specific Conwy or Denbighshire address and not the waste, therefore, even with a permit the site staff at Household Recycling Centres are still able to turn away anybody suspected of bringing in waste of a commercial nature.
- Householders paying standard Council Tax in Conwy or Denbighshire will be entitled to apply for permits by fully completing an application form

Householders will be required to provide the following information:

- Name of applicant
- Address
- Telephone number
- Vehicle registration number
- Vehicle make and colour
- Type of Vehicle: van, pick-up, trailer, sign written vehicle
- Details of wording on vehicle (if sign written)

- Signature to confirm acceptance of Terms and Conditions of the Household Recycling Centre permitting scheme
- Permits will be issued against the following criteria:
 - vehicle registration
 - household address
- Every fully completed application form must be accompanied by the following proof that the householder owns the vehicle and lives in either Conwy or Denbighshire:
 - Vehicle Registration Document (V5/V5C) (not required for single use permits)
 - Proof of residency (two recently received utility bills or bank statements (council tax bill, tenancy agreement or rent book, utility bill, driving licence.) All documentation must include name and address and dated within the last 3 months from the date of application
 - Photograph of the vehicle being registered
- Permits will only be issued to vehicles at the address on the V5 registration document and must match proof of residency document. (Exceptions will be made for long-term private lease agreement vehicles where it can be verified that the lease holder is a resident of Conwy or Denbighshire or when single use permits for hire vehicles are being applied for).
- See 11.3 and 11.4 for permit application requirements in relation to hiring vehicles, sign written vehicles and using or borrowing works vehicles to apply for a Single use Permit.
- For Conwy residents, a fully completed application form together with supporting documents (vehicle registration, proof of residency) may be emailed to erf@conwy.gov.uk or posted to Environment, Roads & Facilities, PO Box 1, CONWY, LL30 9GN, where the details will be checked and verified by a Council staff member.
- For Denbighshire residents, a fully completed application form together with supporting documents (vehicle registration, proof of residency) may be uploaded through the online portal <https://www.denbighshire.gov.uk/en/bins-and-recycling/waste-parks/recycling-and-waste-disposal.aspx> or posted to “Permits at Waste and Recycling Department”, Kinmel Park Depot, Engine Hill, Bodelwyddan, Denbighshire, LL18 5UX where the details will be checked and verified by a Council staff member.
- Permits will only be issued to individual addresses once per annum - maximum of 20 permits per household per annum (for Domestic Van permit) or maximum of 2 Single use Van Permits per annum. If a household has more

than one small commercial-type vehicle at their home address they will have to decide which vehicle is most suitable for their use.

- Vehicles cannot be issued permits against multiple addresses.
- There is no distinction made between which householder drives the vehicle.
- When booking appointments for Household Recycling Centres the permit number must be entered at the time of the booking.
- A permit is only valid for the vehicle described on the permit.
- Permits are valid at all of the Council's Household Recycling Centres in Conwy and Denbighshire.
- If a householder changes their address or vehicle they must notify the Council before reapplying with new details. Amended permits will invalidate the old permit..
- If any permits are lost or damaged the householders should:

For Conway residents:

Email Environment, Roads & Facilities erf@conwy.gov.uk or call **01492 575337** for further details.

For Denbighshire residents:

Visit <https://www.denbighshire.gov.uk/en/contact-us/contact-us.aspx> to complete the online form or telephone 01824706000

- The council reserves the right to cancel permits or amend the operation of the Household Recycling Centre Domestic Van Permit scheme at any time.
- Householders who turn up at a Household Recycling Centre site without a permit for their van or small commercial-type vehicle will be turned away.
- Large commercial type vehicles which do not meet the size acceptance criteria will not be entitled to enter Household Recycling Centres and will not be eligible for any permits. See 11.7

11.3 HIRING A VAN OR COMMERCIAL TYPE VEHICLE (SINGLE USE PERMIT)

- A householder using a hired van to deposit their own household waste, may apply for a Single Use Permit. The householder will be required to provide the vehicle hire agreement in the following ways:

For Conway residents:

erf@conwy.gov.uk or posted to Environment, Roads & Facilities, PO Box 1, CONWY, LL30 9GN, where the details will be checked and verified by a Council staff member.

For Denbighshire residents:

Upload through the online portal

<https://www.denbighshire.gov.uk/en/contact-us/contact-us.aspx> or post a photocopy to “Permits at Waste and Recycling Department”, Kinmel Park Depot, Engine Hill, Bodelwyddan, Denbighshire, LL18 5UX where the details will be checked and verified by a Council staff member.

- All vehicle restrictions still apply to gain entry to the site -if the vehicle does not meet the vehicle sizing or type requirements it will not be allowed access onto the Household Recycling Centre site.

11.4 BORROWING OR USING A WORKPLACE OR COMPANY VAN AND COMMERCIAL TYPE VEHICLE (INCLUDING ANY SIGN WRITTEN VEHICLE) (SINGLE USE VAN PERMIT)

- Householders may use their employer’s van or commercial type vehicles (subject to the vehicle complying with 11.7 size restrictions) to deposit their own household waste at Household Recycling Centres subject to a maximum of 2 Single Use Van Permits per year. However, the householder will require a letter from the owner (or their representative) on company notepaper giving permission to the applicant to use the vehicle to move their own domestic waste, which will be used in place of the Vehicle Registration Document V5 for verification purposes (proof of residency will still be required by the householder).
- Householders cannot use a permit to bring in any waste that relates to the business activity that the vehicle is normally used for. For avoidance of doubt, for example, if the vehicle was predominantly used for grass cutting services, the site would not be able to accept any grass cuttings, however small amounts of other household waste (in compliance with the Policy) would be accepted.

11.5 VEHICLES AND TRAILERS THAT WILL NOT REQUIRE A PERMIT

- The permit scheme will not affect the majority of site users including the following vehicles:
 - standard sized cars
 - 4x4s (excluding pick up 4x4s which will require permits, see 11.6)
 - people carriers
 - single axle trailers

11.6 VANS AND COMMERCIAL TYPE VEHICLES THAT WILL REQUIRE A PERMIT

- A HRC household permit will be required by Conwy and Denbighshire householders to access Household Recycling Centres using vans or a commercial-type vehicle which are **no longer than 5 metres in length or no higher than 2.0 metres** (inclusive of any external fixtures and fittings such as roof racks, ladders etc.). Commercial type vehicles are defined as a vehicle with one or more of the following features:
 - No rear windows
 - No rear side windows
 - No rear seats
 - Has an open back, or back which is separate to the main cab (closed cab pick-ups)
 - Any vehicle type (including cars and 4x4 vehicles) with external sign writing advertising a commercial business (Single Use Permit only).

11.7 LARGE COMMERCIAL TYPE VEHICLES THAT WILL NOT BE ALLOWED TO ACCESS THE HOUSEHOLD RECYCLING CENTRE SITES

- The Household Recycling Centres have vehicle size restrictions in place due to environmental permit conditions, traffic management, health and safety and to control trade waste abuse.
- Large commercial type vehicles over 5.0 meters in length or over 2.0 meters high (inclusive of any external fixtures and fittings such as roof racks, ladders etc.) are not allowed to access the Household Recycling Centre sites.
- In addition to the size of a vehicle, the following specific vehicle types will not be allowed to access the Household Recycling Centre sites;
 - long wheel base vans
 - high-top vans (Luton box vans)
 - flatbed trucks
 - tipper vehicle
 - tractors and similar agricultural plant or vehicles (such as telehandlers)
 - Large trailers (with a double-axle) are restricted (Single Use Permit).

11.8 NON CONWY AND DENBIGHSHIRE RESIDENTS

- Permits will only be issued to Conwy and Denbighshire households. (Only households in Conwy and Denbighshire paying standard Council Tax are entitled to use the Council's Household Recycling Centres).

11.9 TRADE WASTE DISCLAIMER FORMS

- A permit provides permission to enter the Household Recycling Centre only and is not a permit to deposit waste. Any material (types and quantities) brought into sites will still be subject to this Household Recycling Centre Policy and householders may be required to verify that waste is from their own household.
- Trade waste disclaimer forms will continue to be in use, where the site staff cannot distinguish that the waste is the result of trade or domestic activity, as the vehicle is being permitted and not the waste. Depending on the frequency of visits or type of waste being deposited, permit holders may be asked to complete a disclaimer form to confirm that the waste is from a household source (their own home), and is not being carried for profit or in relation to some commercial activity. Records and photographs will be maintained for monitoring purposes and if appropriate will be used as evidence in any breach of site rules or legislation, for example fly tipping.
- Household Recycling Centres are strictly for household waste only and trade waste is not permitted. Trade waste is defined as waste arising from any trade, business, industrial or commercial activity. Anyone who has received any payment for carrying waste or produces waste from their work cannot take this waste to a Household Recycling Centre.

11.10 SITE RULES

Householders will be asked to comply with the site rules and Household Waste Recycling Centre Policy for the Household Recycling Centres in Conwy in relation to use of Domestic Van Permits or Single Use Permits.

11.11 MONITORING AND ADMINISTRATION

The Domestic Van Permit scheme will be administered by the Council. Domestic Van Permits and up to 2 Single Use Permits will be issued electronically and permit numbers must be entered in to the booking form when making an appointment to visit a Household Recycling Centre.

Monitoring to prevent illegitimate applications or use of the permit will take place as following:

- via the application form by administration staff at the Council
- each permit will have a unique permit number
- by the site staff at the Household Recycling Centre validating each permit referenced on the appointment booking vehicles entering the site
- Automatic Number Plate Recognition (ANPR) camera software records all

vehicles entering the sites. Number of visits recorded on the ANPR system will be cross referenced against number of permits issued and used at all Household Recycling Centres in Conwy and Denbighshire.

- CCTV at both Household Recycling Centres
- Trade waste disclaimer forms
- Visits will be recorded and information will be kept by the Council for monitoring purposes.
- Further crosschecking will be done with the trade waste disclaimer forms and any disputes over the 12-month period will be recorded.
- If a householder changes address, or their vehicle details, the householder must notify the Council to update their details and be issued with new permits. The new information may be provided in the following ways:

For Conwy residents, emailed to erf@conwy.gov.uk or posted to Environment, Roads & Facilities, PO Box 1, CONWY, LL30 9GN, where the details will be checked and verified by a Council staff member. Householders will only be issued new permits based upon the amount of permits that have not been used to date during their current 12 month limitation. Previous permits will be invalid and must be handed back to the Council. Should unused permits not be handed back, the Council will treat this situation the same as if a householder has lost their permits.

- For Denbighshire Residents Upload through the online portal <https://www.denbighshire.gov.uk/en/contact-us/contact-us.aspx> or post a photocopy to “Permits at Waste and Recycling Department”, Kinmel Park Depot, Engine Hill, Bodelwyddan, Denbighshire, LL18 5UX where the details will be checked and verified by a Council staff member.
- The Council will monitor visits to prevent and control duplicated requests for replacement of lost or stolen permits, that is, householders that continue to use the supposedly lost permits, after receiving new ones.
- The Council will monitor visits to identify any permits that have been copied or faked.
- The Council will have the right to reject any person from a Household Recycling Centre if it suspects they have contravened any of the conditions highlighted within the Household Recycling Centre Policy.

~~SPECIFICATION APPENDIX D~~

DIY WASTE CHARGING SCHEME

The Authority will charge to accept certain domestic wastes that are classed as Non-Household.

A reasonable charge can be made for items to cover the costs associated with managing, treating and disposing of these wastes. As a general guide if the waste is an item usually found in a residential house and it is not fixed to the house or if outside it is not fixed to the ground, it will generally be household waste. If the waste item is not usually found within a residential house, or it is fixed to (within) a residential house, or if outside it is fixed to the ground, it will generally not be household waste.

The relevant charges are tabled below.

Materials	Charge	Description
Hardcore & Rubble DIY Construction Waste Soil	£2.00 per bag* (£20 per trailer**) One bag per customer free (up to 20kg)	Includes items such as: breeze blocks, bricks, ceramics, concrete, tiles, flagstones, gravel, slate, soil, sand, stones and tarmac.
Wood and timber	£4.00 per bag (5kg – 20kg) £30.00 per trailer load Less than 5kg free of charge	DIY or construction wood includes: fitted furniture, doors and kitchen cabinets; fences, sheds, flooring and decking
Asbestos (Bonded asbestos only).	£12.50 per bag or sheet***	Asbestos must be double bagged/wrapped in plastic. Residents advised not to break into smaller pieces or cut/saw it.
Plasterboard	£12.00 per bag or sheet*** (£30 per trailer**)	Plasterboard should be dry, and not mixed with other materials
Gas canisters	£6.00 each up to 10kg £11.00 each 10kg – 20kg £35.00 each larger than 20kg specialist gas canisters.	Completely empty gas bottles only.
Tyres (Motor Vehicles & Motorbikes only)	£4.00 each	Commercial and agricultural vehicle tyres will not be accepted. No charge for bicycle tyres.
Plastic Windows	£3.00 each	With or without glass. Single pane window only (double charge for multiple pane plastic windows).
Plastic Door or Doorframe	£3.00 each	With or without glass. Single door or door frame only (double charge for double door).

Materials	Charge	Description
Bath or shower tray	£3.00 per item	Single bath or shower tray only (plastic, fibre or composite).
Insulation Material	£3.00 per bag	Per bag or bag equivalent. Products such as mineral wool and fibreglass insulation
Roofing Felt	£3.00 per bag	Per bag or bag equivalent
Plastic downpipe, guttering or fascia	£3.00 up to 5 pieces £6.00 up to 10 pieces	

**a bag is equivalent to a small, plastic, sand/aggregate bag from standard DIY stores (or similar) that can be safely lifted by one person (5kg – 30kg).*

*** per trailer – standard small single axle trailer estimated max load 750 kg.*

**** a sheet is treated as equivalent of one bag*

The Authority process for reviewing fees and charges is an annual process and any request to review should be undertaken as part of this process. In the event that the Contractor wishes to propose an annual Price adjustment (which could be an increase or a decrease), the Contractor shall make such proposals in accordance with the Variation procedure set out in Schedule 6.

In addition to the information required in Schedule 6 any request to increase Prices must be demonstrated to be linked to a change in commercial circumstances for example material prices, competitive pressures or volume of trade.

In the event that the Authority unilaterally imposes a reduction in charges below those previously agreed in writing, then the Contractor shall be entitled to claim annual compensation for the resulting loss in revenue. Any such claim must be evidenced with respect to actual tonnages handled.

Future Household Waste Recycling Centre Services Provision - joint procurement with Conwy Council

Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	821
Brief description:	To jointly procure the operators for Denbighshire and Conwy recycling parcs - three of which currently serve the county of Denbighshire, situated in Rhyl, Denbigh and Ruthin. The joint procurement requires the alignment between the two councils of a range of policies that govern access to the facility, waste streams accepted and any charges and restrictions associated with the use of the facilities. It is the impact of any changes to Denbighshire's current "service offer" that will be assessed.
Date Completed:	25/08/2020 14:12:01 Version: 2
Completed by:	Tara Dumas
Responsible Service:	Highways & Environmental Services
Localities affected by the proposal:	Whole County,
Who will be affected by the proposal?	All adult householders residing in Denbighshire. Charitable bodies with charity shops in the Denbighshire area. Current operators of the HWRCs in Denbighshire.
Was this impact assessment completed as a group?	No

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach


 (2 out of 4 stars) Actual score : 23 / 36.

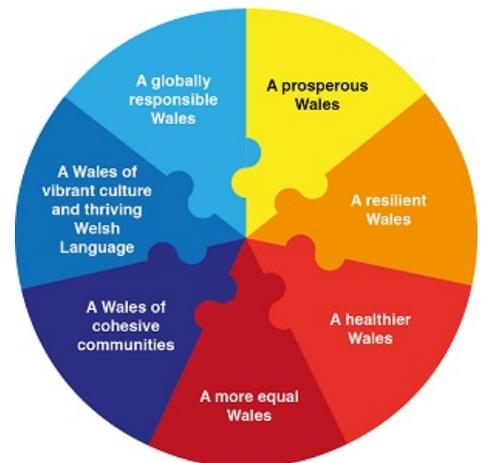
Summary for each Sustainable Development principle

Long term	
Prevention	
Integration	
Collaboration	
Involvement	

Summary of impact

Well-being Goals

A prosperous Denbighshire	Positive
A resilient Denbighshire	Positive
A healthier Denbighshire	Neutral
A more equal Denbighshire	Neutral
A Denbighshire of cohesive communities	Neutral
A Denbighshire of vibrant culture and thriving Welsh language	Neutral
A globally responsible Denbighshire	Positive



Main conclusions

It will be necessary to update the well being impact assessment once policies and charging structures have been agreed between both Councils. Overall the collaborative procurement and alignment of services has a positive impact across the Well Being Goals, providing opportunities to enhance the customer experience through access to more facilities, improve the waste re-use infrastructure for household waste arisings, optimise community benefits and deliver efficiencies arising from economies of scale and a more data led / evidenced based approach to our service provision through the use of a booking system currently under trial.

Evidence to support the Well-being Impact Assessment

- We have consulted published research or guides that inform us about the likely impact of the proposal
- We have involved an expert / consulted a group who represent those who may affected by the proposal
- We have engaged with people who will be affected by the proposal

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	Increased carbon benefits through reduced car journeys and application of the waste hierarchy
Further actions required	Residents without access to the online booking system will be able to book a slot by telephoning the contact centre. DCC to provide information to residents to help them make sensible choices when engaging private waste collection firms to remove large amounts of DIY/Construction waste.

Positive impacts identified:

A low carbon society	<p>Cross boundary access to all HWRC sites in DCC and CBCC available to site users should reduce car mileage.</p> <p>Introduction of re-use shops on at least one DCC site prevents wastage.</p> <p>Contractor economies of scale may open up more material markets for gaining better diversion rates for waste materials (e.g. Wood). Contact specification will set out recycling / diversion targets to align with statutory requirements. Residents more likely to hire skips for large DIY projects than make several journeys to the tip - reducing road travel. There s a possiblility that the cross boundary use of sites could be enable the rationalisation of provision across the counties - with the relocation of one site to serve the south of the counties - subject to a suitable location being identified and discussion with neighbouring authorities. This would mean shorter journey times for some residents.</p>
Quality communications, infrastructure and transport	<p>Cross boundary working enables most efficient journeys to be planned by residents in Conwy and Denbighshire. Proposal to implement online booking system to monitor usage between LA's and design opening times, and staffing levels around demand.</p>
Economic development	<p>Whilst not developed in thinking yet - there is a clear opportunity to engage and work with the charitable / third sectors to optimise re-use projects, through the supply of good coming into the HWRC's. There is an opportunity to engage with private sector waste companies offering skip hire services - promoting those who are lawfully compliant and apply the waste hierarchy through waste treatment/diversion.</p>
Quality skills for the long term	<p>The successful bidder will be expected to set out their training and development plans for employees in their method statement. The preferred operator will be incentivised to maximise re-use and support the development of reuse projects and initiatives within both counties (e.g. bike and furniture repair, re-use shop volunteers).</p>
Quality jobs for the long term	<p>The preferred operator will be bound to providing Opportunities for apprentices and involvement in the Working in Denbighshire programmes through community benefit obligations, although it is unlikely that the new contractual arrangement will result in additional employment.</p>
Childcare	not applicable

Negative impacts identified:

A low carbon society	<p>Residents more likely to hire skips for large DIY projects than make several journeys to the tip - potential for less recycling depending on the private contractor chosen by resident</p>
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Quality communications, infrastructure and transport	Use of online booking system may not be accessible to those digitally excluded.
Economic development	Currently there are two different contractors operating DCC and CBCC sites. The procurement could see either or both contractors displaced, one of whom is a Denbigh based company.
Quality skills for the long term	none
Quality jobs for the long term	none
Childcare	not applicable

A resilient Denbighshire

Overall Impact	Positive
Justification for impact	Overall environmental impacts are positive - maintaining recycling targets, increasing re-use diversion, and improved air quality through the potential to reduce overall miles driven by residents to use the service (this can be monitored in a basic form through the booking system).
Further actions required	There are no negative impacts. Should the opportunity arise to rationalise sites within Conwy of Denbighshire, then it is possible a new site may have to undergo some development. Such development will be subject to a full sustainability appraisal and new Well being assessment, to take account of all positives and negatives.

Positive impacts identified:

Biodiversity and the natural environment	Air quality will be reduced through reduced car mileage - as residents have a greater choice of sites to use that they can tie in with journeys to work, visiting family, shopping etc...
Biodiversity in the built environment	Bidders will be expected to enhance and maintain areas on the HWRC sites with regards to biodiversity management at entrances and in unused pockets on site (e.g, provision of wildflower patches and native tree /shrub planting / bird boxes etc...)
Reducing waste, reusing and recycling	The contract specification will have targets set out and terms in place to incentivise waste recycling, reuse and diversion, in alignment with government targets.
Reduced energy/fuel consumption	Air quality will be reduced through reduced car mileage - as residents have a greater choice of sites to use that they can tie in with journeys to work, visiting family, shopping etc...
People's awareness of the environment and biodiversity	Throughout the new contract, environmental awareness of the benefits of recycling and re-use will be promoted on site and during the booking process. In addition, through community benefits, it is expected that the operator will allow a set number of school visits, and promote the annual eco-schools awards. Additional prevention work to raise awareness of residents duty of care and risks of using illegitimate private waste companies will also be undertaken.
Flood risk management	The bidder for the new contract will be invited to set out additional community benefits when submitting tenders and the option to support tree planting in the Counties will be suggested.

Negative impacts identified:

Biodiversity and the natural environment	This would only be an issue if a new site was identified in the longer term through site rationalisation - however, development would have to undergo a sustainability impact assessment and land would have to be already designated in the local development plans for the development of a waste facility.
Biodiversity in the built environment	This would only be an issue if a new site was identified in the longer term through site rationalisation - however, development would have to undergo a sustainability impact assessment and land would have to be already designated in the local development plans for the development of a waste facility.
Reducing waste, reusing and recycling	none
Reduced energy/fuel consumption	none
People's awareness of the environment and biodiversity	none
Flood risk management	none

A healthier Denbighshire

Overall Impact	Neutral
Justification for impact	Greater choice and accessibility to services
Further actions required	As detailed above - ensure contract terms include providing support to elderly and disabled residents accessing facilities. We know from reports from the existing contractor, that some elderly people (who may be isolated) enjoy visiting the HWRC sites on a weekly basis to talk to staff. It should be possible to promote local activities to our elderly site users on site free of charge, and also consider a pensioners only slot - this is something we could explore as part of the enhancement to the project.

Positive impacts identified:

A social and physical environment that encourage and support health and well-being	The new operator will be expected to develop a safe working system to assist elderly residents , should access to some skips n site be challenging (due to steps, for example).
Access to good quality, healthy food	n/a
People's emotional and mental well-being	residents will have a greater choice of facilities to access
Access to healthcare	n/a
Participation in leisure opportunities	All bidders will be invited to submit community benefit proposals - It will be suggested that sponsorship of a community based sports team or regular activity throughout the duration of the contract would be a suitable commitment.

Negative impacts identified:

A social and physical environment that encourage and support health and well-being	n/a
Access to good quality, healthy food	n/a
People's emotional and mental well-being	n/a
Access to healthcare	n/a
Participation in leisure opportunities	n/a

A more equal Denbighshire

Overall Impact	Neutral
Justification for impact	Charging for some waste streams brings both positive and negative benefits, depending on choices made by residents as to whether to use the sites or opt for private waste removal, depending on the size of their project. Many of the negative impacts listed above are already being experienced through existing service provision. The potential to review the geographical spread of all sites between both counties is a very positive opportunity/potential benefit, as is the opportunity to address access for the elderly and inform through the contract specification - making this way of working a neutral impact overall.
Further actions required	Charging policies will be kept under review, and lessons learned from CBCC's existing charging schedules will be taken into account in the setting of charges. It is possible that residents will be allow to bring in limited amounts of some chargeable waste streams before charges apply - yet to be determined and to be reflected in the final WIA once the charging schedule and associated policies has been agreed between the two LA's.

Positive impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	The new operator will be expected to develop a safe working system to assist elderly residents , should access to some skips and site be challenging (due to steps, for example).
People who suffer discrimination or disadvantage	none

People affected by socio-economic disadvantage and unequal outcomes	The introduction of charges for DIY /construction type waste would result in DCC removing a restriction on the amount of rubble that can be deposited at the HWRC's and provide a cost effective way of disposing of larger quantities, compared to private skip hire.
Areas affected by socio-economic disadvantage	The collaboration with Conwy enables both counties to rationalise provision in the geographical area, which could enhance access to facilities towards the south of both counties (subject to future separate business case).

Negative impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	none
People who suffer discrimination or disadvantage	<p>It will be necessary to have a permanent DCC or CBCC address (and proof of address) to use the site. Travellers passing through the site will not be able to use the facilities. This is the status quo now so the new proposal does not introduce a new negative impact.</p> <p>Site users usually access the HWRC sites in a vehicle. Access by foot to non-car owners is not available at some locations for health and safety reasons, therefore as many people who are likely to suffer discrimination or disadvantage are less likely to have access to a vehicle, there could be some adverse discrimination in who can access some facilities. Again this is the status quo to current service provision so the new service will not provide any further negative impact.</p>
People affected by socio-economic disadvantage and unequal outcomes	<p>The proposal to introduce charges on several waste streams we currently accept for free (Tyres, asbestos, gas bottles, DIY/construction waste). This could put additional pressures on low income families.</p> <p>Site users usually access the HWRC sites in a vehicle. Access by foot to non-car owners is not available at some locations for health and safety reasons, therefore as many people who are likely to suffer discrimination or disadvantage are less likely to have access to a vehicle, there could be some adverse discrimination in who can access some facilities. Again this is the status quo to current service provision so the new service will not provide any further negative impact.</p>
Areas affected by socio-economic disadvantage	

A Denbighshire of cohesive communities

Overall Impact	Neutral
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Justification for impact	Whilst there is a slight risk that fly tipping of single items like tyres, gas cylinders and some rubble is possible, we know that people who already take the time to use HWRCs are not likely to turn to criminal behaviours because of charges being introduced. Opportunities to engage more with communities through re-use initiatives and the siting of a re-use shop on at least one DCC site provide benefits that outweigh the risk of a minor increase in fly tipping. It is the officers view that fly tipping is more likely to occur through unscrupulous traders looking for opportunities to deposit commercial waste free of charge.
Further actions required	It is proposed that the staffing resources allocated to investigating and preventing fly tips is increased by 0.6 FTE, so that sufficient time can be set aside to ensure fly tippers are deterred and residents are educated to discourage use of "Facebook fly tippers".

Positive impacts identified:

Safe communities and individuals	HWRC sites in built up conurbations suffer from regular vandalism and theft. Bidders will be expected to put forward a crime prevention strategy to minimise break-ins (currently experienced).
Community participation and resilience	Future of provision of on-site re-use outlets provides opportunities for volunteering through partner charities. Through community benefit obligations, bidders will set out plans for apprentices, training and work with the council to proactively promote working in the waste sector to school age children through career fairs and work placement opportunities. The Councils and operator will improve links with emerging third sector/community groups to support community grown re-use initiatives (such as bike and furniture repairs).
The attractiveness of the area	The operators will be expected to maintain all HWRC sites and access points and approach road to a minimum grade B (COPLAR street cleanliness standards) standard at all times - though a contract PI, and enhance the attractiveness of the sites through management of biodiversity and grounds maintenance regimes, upkeep of equipment, signage etc..)
Connected communities	The booking system will provide rich data on usage to inform site rationalisation proposals, site opening times etc in order to optimise efficiencies of the overall service.
Rural resilience	The project will open doors to investigating how we provide HWRC services in a more even geographical spread between the North and south of the counties.

Negative impacts identified:

Safe communities and individuals	It is possible that DCC could see a small increase in fly tipping as a result of introducing a charging policy for some waste streams. However it is important to note that with correct mitigations, the impact could be significantly reduced.
Community participation and resilience	none
The attractiveness of the area	none
Connected communities	none
Rural resilience	none

Overall Impact	Neutral
Justification for impact	Overall - a neutral rating due to status quo in existence - but these outcomes will be more closely monitored in future through contractual PI's/ benefits realisation (through the procurement process)
Further actions required	Encouraging on site staff to greet site users in Welsh.

Positive impacts identified:

People using Welsh	The service can be accessed through a Welsh language booking system. All signage on site will be provided in Welsh (first)
Promoting the Welsh language	The site operator will be expected to offer access to Welsh language courses to its employees and site based staff to be actively encouraged to learn the Welsh language (including key greetings and site based instructions).
Culture and heritage	The site operator will be encouraged to use Welsh outlets for material treatments (recycling) and promote this on site for information to residents - ie Wales circular economy

Negative impacts identified:

People using Welsh	none
Promoting the Welsh language	none
Culture and heritage	none

A globally responsible Denbighshire

Overall Impact	Positive
Justification for impact	Many benefits already exist but the collaborative approach provides an overall more positive outcome than the status quo to improve service provision across two counties and potentially, the wider region.
Further actions required	DCC and CBCC actively engaged with Welsh government on provision of waste treatment infrastructure and well placed to ensure waste is diverted to future facilities (as is the status quo now)

Positive impacts identified:

Local, national, international supply chains	The operator will be encouraged to market the waste materials locally, regionally and within Wales , where opportunities exist to help develop the Welsh Circular Economy.
Human rights	Site operator will be required to accept DCC standard Terms and Conditions relating to employment rights etc. Tupe rights apply to existing HWRC staff, should the operator change as a result of the procurement exercise.
Broader service provision in the local area or the region	The proposal helps Conwy and DCC meet environmental and financial objectives and opens up opportunities for wider collaboration in the region to optimise said benefits.
Reducing climate change	

Negative impacts identified:

Local, national, international supply chains	none
Human rights	none

Broader service provision in the local area or the region	none
Reducing climate change	

Appendix 5

Risk specific to DCC: HRC Joint Procurement

Risk Description	Category	Rating	Mitigation
Treatment costs of residual waste arising from HRCs falls to DCC so any increase in residual waste will increase DCC's annual costs.	Financial	Medium	HRC policies; Contractual KPIs and residual waste inspection protocol
Changes to the HRC User Policy (e.g. removal of booking system or DIY Construction waste charges) will be classified as a material change in the contract and evoke renegotiation of contract price.	Financial	Medium	Early consultation via Partnership Scrutiny (September 2020) and formal sign off by Cabinet requested (October 2021).
Contractor's projections on income (through charging for deposit of certain waste streams) could be inaccurate, leading to financial loss for the contractor, leading to under performance and/or termination/withdrawal.	Financial	Medium	Income is 100% Contractor risk. Terms and Conditions protect DCC from loss. Financial checks carried out bidder During tender evaluation. Contractor has experience of charging on another contract to help inform pricing schedule.
Information supplied to bidders around TUPE from the incumbent site operator may not be accurate, leading	Financial	Low	Clarification was sought from incumbent during the procurement process. Analysis indicated the

to increased staffing costs (as per clarification response)			financial risk to be small (Discrepancies between pension contributions paid by the incumbent contractor and minimum requirements).
Change of locally based site operator, well known for excellent customer care and services could be unpopular with DCC residents/communities	Reputational	Low	Site operator did not bid for contract. Range of NEW community benefits and contractual enhancements to be promoted to residents, including free compost and re-use initiatives. Contractor has good track record in promoting positive new stories, and strong focus on staff development.
Short mobilisation period could result in delays to the Commencement Date	Operational/ Financial	Medium	Sourcing plant and equipment to take over sites will be challenging but bidder has provided assurances around this. Negotiation to purchase some equipment with incumbent operator possible
Award dependant on CBCC Cabinet Approval 26 th October 2021. Failure to appoint the preferred bidder would result in DCC having to retender and a minimum 6 month delay.	Financial	Medium	Risk is highly unlikely to occur as both LA's gain financially from the procurement outcome, and quality scores for the 2 bidders were similar, meaning the lowest cost tenderer is the preferred bidder.

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Report to	Cabinet
Date of meeting	19 th October 2021
Lead Member / Officer	Julian Thompson Hill
Report author	Steve Gadd, Head of Finance and Property
Title	Finance Report (September 2021/22)

1. What is the report about?

The report gives details of the council's revenue budget and savings as agreed for 2021/22. The report also provides a summary update of the Capital Plan as well as the Housing Revenue Account and Housing Capital Plan.

2. What is the reason for making this report?

The purpose of the report is to provide an update on the council's current financial position and confirm the agreed service budgets for 2021/22.

3. What are the Recommendations?

3.1 Members note the budgets set for 2021/22 and progress against the agreed strategy.

3.2 Members approve the recommended use of the Schools Maintenance Grant which has been awarded to the Council by the Welsh Government, as recommended by the Strategic Investment Group and detailed in this report (Section 6.7) and Appendices 5, 6 and 7.

4. Report details

The report provides a summary of the council's revenue budget for 2021/22 detailed in Appendix 1. The council's net revenue budget is £216.818m (£208.302m in 20/21). The

position on service and corporate budgets is a forecast overspend of £0.656m (£0.835m overspend last month). Narrative around the current risks and assumptions underlying this assessment are outlined in Section 6.

The 2021/22 budget required service savings and efficiencies of £4.448m to be identified and agreed as detailed below:

- Fees and Charges inflated in line with agreed Fees and Charges policy (£0.462m).
- Operational efficiencies (£690k) mostly identified by services throughout the year and within Head Service delegated responsibility in consultation with Lead Members.
- Savings of £0.781m have also been identified which change service provision in some way and which were shared in detail with Cabinet and Council in the December briefings.
- 1% (£0.733m) Schools efficiency target from Schools Delegated Budgets.

The operational savings and fees and charges increases are assumed to have been achieved and the schools' savings are delegated to the governing bodies to monitor and deliver.

5. How does the decision contribute to the Corporate Priorities?

Effective management of the council's revenue and capital budgets and delivery of the agreed budget strategy underpins activity in all areas, including corporate priorities.

6. What will it cost and how will it affect other services?

Significant service narratives explaining variances and risks are detailed in Appendix 2, however the following should also be noted:

6.1 Impact of Corona Virus - The strategy of working in partnership with Welsh Government helped secure over £23m direct financial help last year. Further funding announcements ensured that Covid pressures for the first six months of 2021/22 have been covered. It has been now been confirmed that the system of monthly expenditure claims and quarterly income loss claims will continue for the rest of the year and WG have

allocated funding for this period. So far five expenditure claims for April to July have been submitted amounting to £3.4m. An income claim amounting to £1.9m for quarter 1 has also been submitted. It is expected that the income claims will start to reduce now as the wider Covid restrictions have reduced, however expenditure claims are likely to continue.

6.2 Corporate Budgets – Currently projected to break even. However the following risks were identified in previous months, some of which have now been resolved. This may allow for the release of contingency to help fund service overspends.

- Ongoing impact of Covid on the Council Tax Yield – this is still a risk although performance in this area is recovering
- Ongoing impact on the Council Tax Reduction Scheme – At present the additional budget agreed as part of the 21/22 is enough to fund the projected spend in this area – however this remains a volatile area that is impacted by the wider economic situation
- Pay settlements for 2021/22 – the recent offer by employees regarding local government workers and the announcement regarding teachers' pay can be funded within the pressures included in the 21/22 budget. However it should be noted that the non-teachers' pay offer has yet to be agreed.

The position will continue to be monitored closely over the coming months.

6.3 Schools - The budget agreed by Council for 2021/22 included a total net additional investment (excluding increases in Welsh Government grants) in schools delegated budgets of just over £2.5m. The latest projection for school balances to be carried forward into 2022/23 is a net credit balance of £3.829m, which represents a decrease of £1.841m on the balances brought forward into 2021/22 of £5.670m. There is a small underspend of £124k on non-delegated budgets. The movement largely relates to the one-off Covid grants received last financial year which boosted school reserves and which are now projected to be spent this financial year on the catch-up and Covid recovery programme in schools.

6.4 The Housing Revenue Account (HRA). The latest revenue position assumes a decrease in balances at year end of £1.315m, which is £0.662m more than the £653k at the time the budget was approved. The Capital budget of £20.7m is largely allocated

between planned improvements to existing housing stock (£6.7m) and new build developments and acquisitions (£14m).

6.5 Treasury Management – At the end of September, the council’s borrowing totalled £228.72m at an average rate of 3.92%. Investment balances were £6.6m at an average rate of 0.01%.

6.6 A summary of the council’s **Capital Plan** is enclosed as Appendix 3. The approved capital plan is £55.16m with expenditure to date of £13.26m. Appendix 4 provides an update on the major projects included in the overall Capital Plan. As highlighted in Appendix 2 in previous months any spare capacity in the Capital Financing Budget this year was likely to be required to fulfil the investment target in Highways agreed by Council. It can now be confirmed that due to capital receipts received in year that £900k additional investment in Highways has been agreed to meet the £4m target.

6.7 The Strategic Investment Group have recently reviewed a business case relating to a Schools Maintenance Grant which has been awarded to the Council by the Welsh Government. The grant totals £1.716m and aims to address backlog capital maintenance in schools. Officers from the Education Service and Property Service have agreed a list of priorities. The Business Case is included as Appendix 5, the detailed list as Appendix 6 and the Wellbeing Impact Assessment presented to the Strategic Investment Group as Appendix 7. The Strategic Investment Group agreed to recommend approval of this proposal as set out above to Cabinet.

7. What are the main conclusions of the Well-being Impact Assessment?

A Well-being Impact Assessments for the Council Tax rise was presented to Council on 26 January.

8. What consultations have been carried out with Scrutiny and others?

In addition to regular reports to the Corporate Governance Committee, the budget process has been considered by SLT, Cabinet Briefing, Group Leaders and Council Briefing meetings. The School Budget Forum have been included in the proposals through-out the year. Trade Unions have been consulted through Local Joint Consultative Committee. The

Covid pandemic did impact on the level of consultation and engagement with the public, however plans are in place to engage early with all stakeholders during the budget process for 2022/23.

9. Chief Finance Officer Statement

It is welcome that Covid financial assistance has been confirmed for the whole of 2021/22 by Welsh Government. However it should be noted that some of the criteria have been tightened which may mean that services have to fund some additional pressures. Monitoring continues to show pressures in the usual areas of Homelessness and Childrens' Services. Significant investment has gone into these areas in recent years and it is expected that that need will continue. Initial pressures have already been included in the Medium Term Financial Plan and these will be finalised as part of the on-going budget process.

10. What risks are there and is there anything we can do to reduce them?

This remains a challenging financial period and there is still uncertainty around the ongoing impact of Covid 19, Brexit and the financial strategy of the UK government in dealing with the long term financial impact on the public finances of the Covid response. Although the financial outlook looks uncertain, our finances are in a healthy position and a robust 3/5 year budget process has recently been approved by SLT, CET, Cabinet and scrutinised by the Governance and Audit Committee.

11. Power to make the decision

Local authorities are required under Section 151 of the Local Government Act 1972 to make arrangements for the proper administration of their financial affairs.

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Appendix 1

DENBIGHSHIRE COUNTY COUNCIL REVENUE BUDGET 2021/22

Sep-21	Net Budget	Budget 2021/22			Projected Outturn							Variance
	2020/21	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	Net	Previous Report
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
Communities and Customers	3,325	4,548	-1,287	3,261	5,325	-2,063	3,262	777	-777	0	0.00%	0
Education and Children's Service	17,145	32,970	-15,182	17,788	24,488	-6,314	18,174	-8,482	8,868	386	2.17%	595
Business Improvement and Modernisation	4,309	5,716	-1,121	4,595	6,377	-1,819	4,558	661	-698	-37	-0.81%	-37
Legal, HR and Democratic Services	2,384	3,988	-1,622	2,366	3,970	-1,633	2,337	-18	-11	-29	-1.23%	-42
Finance and Property	4,664	10,291	-4,603	5,688	10,266	-4,578	5,688	-25	25	0	0.00%	0
Highways and Environmental Services	17,074	30,958	-15,245	15,713	26,334	-10,281	16,053	-4,624	4,964	340	2.16%	322
Planning and Public Protection	9,748	16,790	-7,183	9,607	17,901	-8,294	9,607	1,111	-1,111	0	0.00%	0
Community Support Services	38,118	57,266	-17,399	39,867	54,282	-14,415	39,867	-2,984	2,984	0	0.00%	0
Leisure - Retained Budgets	3,346	3,273	0	3,273	3,269	0	3,269	-4	0	-4	-0.12%	-3
Total Services	100,113	165,800	-63,642	102,158	152,212	-49,397	102,815	-13,588	14,244	656	0.64%	835
Corporate	16,231	47,755	-29,271	18,484	47,765	-29,281	18,484	10	-10	0	0.00%	0
Precepts & Levies	4,899	5,060	0	5,060	5,060	0	5,060	0	0	0	0.00%	0
Capital Financing	13,724	15,176	0	15,176	15,176	0	15,176	0	0	0	0.00%	0
Total Corporate	34,854	67,991	-29,271	38,720	68,001	-29,281	38,720	10	-10	0	0.00%	0
Council Services & Corporate Budget	134,967	233,791	-92,913	140,878	220,213	-78,678	141,535	-13,578	14,234	656	0.47%	835
Schools & Non-delegated School Budgets	73,335	85,117	-9,176	75,941	87,313	-9,655	77,658	2,196	-479	1,717	2.26%	1,610
Total Council Budget	208,302	318,908	-102,089	216,819	307,526	-88,333	219,193	-11,382	13,755	2,373	1.09%	2,445
Housing Revenue Account	213	17,606	-16,953	653	17,796	-16,481	1,315	190	472	662		662

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Appendix 2 - Service Variance Narrative

Service	Variance Last Month £000	Variance This Month £000	Change £000	Description
Communities and Customers	0	0	0	No Variances to report at this stage.
Education and Children's Service	595	386	-209	This Pressure all relates to high cost residential and Independent Fostering placements. The reduction from last month's figure reported to Cabinet relates to 2 residential placements which have ended prior to the date expected and £40K paid by the hardship fund relating to a further residential placement. The figures are still very volatile at this stage. All residential and independent fostering placements have been costed to realistic timescales however no allowance has been made for any further new placements throughout the year. We are also awaiting funding requests from other Local Authorities relating to Denbighshire pupils at the start of the new academic year.
Business Improvement and Modernisation	-37	-37	0	Underspend due to a vacancy savings. The movement from last month is a result of two posts being filled earlier than previously projected. It is anticipated that the underspend will be placed in the new reserve set up to help fund future improvements to the heritage offer at Ruthin Gaol.
Legal, HR and Democratic Services	-42	-29	13	The underspend relates the net effect of the detailed monitoring (eg vacancies).
Finance and Property	0	0	0	There are ongoing pressures within this service relating to the ongoing reduction in the Housing Benefit Administration Grant - currently we are hoping to identify one-off funding to once again mitigate this pressure.
Highways, Facilities and Environmental Services	322	340	18	The reported overspend relates to ongoing pressures in Waste Service relating to increases in costs and decreases in income received for recyclable waste. The figure reported assumes that we will continue to be able to claim for Covid related costs.
Planning and Public Protection	0	0	0	Although currently showing a break even position there are risks in the service concerning School Transport and Heritage. The position with school transport will not be clear until the contracts for September school re-opening are finalised. The insurance claim with regard to the flooding at Ruthin Gaol is ongoing and should be regarded as a risk until that is finalised. Planning income is still down on pre-pandemic levels but it is hoped this will increase over the coming months.
Community Support Services	0	0	0	Although an additional pressure of £2.4m was included in the budget for 2021/22 Homelessness in particular remains an area of pressure. There is an SLT working group which is tasked with identifying and providing in-house provision which will improve the level of service and reduce costs in the future. A report detailing this work was presented to Cabinet Briefing on 10th May. There is a great deal of uncertainty around grant funding for pressures in the sector which will be monitored closely over the coming months.
Leisure - ADM	-3	-4	-1	The movement relates to minor variances.
Corporate & Miscellaneous	0	0	0	See body of report for details
Precepts & Levies	0	0	0	There are no risks in this area
Capital Financing	0	0	0	The position on capital financing is very much related to progress on capital projects and variances do not crystallise until the final outturn is known. Any spare capacity this year is likely to be required to fulfill the investment target in Highways agreed by Council. It can now be confirmed that due to capital receipts received in year that £900k additional investment in Highways has been allocated.
Council Services & Corporate Budget	835	656	-179	

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Denbighshire County Council - Capital Plan 2021/22 - 2024/25
Position to end September 2021

APPENDIX 3

Capital Expenditure

Total Estimated Payments - Other

Total Estimated Payments - Major Projects:

Housing Improvement Grants

Rhyl, New 3-16 Catholic School

Ysgol Llanfair, New School

Ysgol Carreg Emlyn, New School

Highways Maintenance

East Rhyl Coastal Defence Scheme

Rhyl Waterfront and Waterpark

Rhyl Queens Market Redevelopment

Waste Service Remodelling

Contingency

Total

Capital Financing

External Funding

Receipts and Reserves

Prudential Borrowing

Unallocated Funding

Total Capital Financing

	2021/22 ORIGINAL ESTIMATE £000s	2021/22 LATEST ESTIMATE £000s	2022/23 LATEST ESTIMATE £000s	2023/24 LATEST ESTIMATE £000s	2024/25 LATEST ESTIMATE £000s
Total Estimated Payments - Other	24,699	35,430	4,233	350	
Total Estimated Payments - Major Projects:					
Housing Improvement Grants	1,200	1,575			
Rhyl, New 3-16 Catholic School	366	391			
Ysgol Llanfair, New School		75			
Ysgol Carreg Emlyn, New School		50			
Highways Maintenance	2,960	4,622			
East Rhyl Coastal Defence Scheme	8,150	7,250	5,575		
Rhyl Waterfront and Waterpark		24			
Rhyl Queens Market Redevelopment	3,128	3,145	2,630	121	
Waste Service Remodelling	13,472	2,103	11,428		
Contingency	500	500	500	500	500
Total	54,475	55,165	24,366	971	500
External Funding	28,332	31,184	11,170	6,036	6,036
Receipts and Reserves	6,610	11,326	4,879	121	
Prudential Borrowing	19,533	12,655	13,853	350	
Unallocated Funding	0	0	(5,536)	(5,536)	(5,536)
Total Capital Financing	54,475	55,165	24,366	971	500

Note: 2021-22 Original Estimate is the position as approved by Council on 23rd February 2021

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Appendix 4 - Major Capital Projects Update – September 2021

21st Century Schools Programme – Ysgol Llanfair	
Total Budget	£4.964m
Expenditure to date	£4.950m
Estimated remaining spend in 21/22	£0.014m
Future Years estimated spend	£0.000m
Funding	WG £0.180m; DCC £4.784m
Narrative:	
<p>This scheme is within the Band A proposals for 21st Century Schools Programme. The project has provided a new school building on a new site in Llanfair DC.</p> <p>The swap in land whereby the Church in Wales St. Asaph Diocese will receive the footprint of the land at the new school site and the Council will receive ownership of the land in Diocese ownership at the former school site is still currently progressing. Agreement of the exchange has now been agreed and the completion and exchange of sites will be reached shortly, once the final documentation has been executed by Legal.</p> <p>Once the former site is in the Council's possession, it will be declared surplus by Education and discussions on the future use for the former school site will commence.</p>	
Forecast In Year Expenditure 21/22	£0.075m

21st Century Schools Programme – Glasdir

Total Budget	£11.714m
Expenditure to date	£11.563m
Estimated remaining spend in 21/22	£0.151m
Future Years estimated spend	£0.000m
Funding	DCC £3.066m; WG £8.648m

Narrative

This project has delivered a new shared school building site for Rhos Street School and Ysgol Penbarras at Glasdir, Ruthin which has been used by the schools since April 2018. The final account has now been settled.

The work to create an additional school yard for Rhos Street School started on the 21st of June and was completed in August 2021 ready for the start of the autumn school term.

The costs of the works, will be less than the pre tender estimate of £200k, and will be absorbed from the overall allocation to the Ruthin projects in 2016 as part of Denbighshire's contribution to the 21st Century Schools Programme

Forecast In Year Expenditure 21/22	£0.174m
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21st Century Schools Programme – Rhyl, Christ the Word School	
Total Budget	£23.440m
Expenditure to date	£23.056m
Estimated remaining spend in 21/22	£ 0.384m
Future Years estimated spend	£ 0.000m
Funding	WG £5.541m; DCC £17.899m
Narrative:	
<p>This scheme is within the Band A proposals for 21st Century Schools Programme.</p> <p>Further works will be completed during the October half term at the school. There are still some issues with the roof and internal doors at the school which are being discussed with the contractor and for these to be rectified within the contract. We are still waiting for the contractors response to an independent survey that has been carried out on the roof. The football pitch at the front of the school continues to be monitored- this has not been handed over to us yet as we continue to work with the contractor to bring it up to a suitable standard.</p> <p>The programme and budget continues to be monitored closely as the project comes to an end.</p>	
Forecast In Year Expenditure 21/22	£0.391m

Rhyl Queens Market Redevelopment	
Total Budget	£10.922m
Expenditure to date	£5.611m
Estimated remaining spend in 21/22	£2.543m
Future Years estimated spend	£2.768m
Funding	WG £7.270m DCC Asbestos £0.252m. DCC £3.400m
Narrative:	
<p>The remaining funding required to deliver Phase 1 was secured from the Council at the September 2020 Cabinet meeting and from the January 2021 Welsh Government Capital Panel.</p> <p>The demolition contractor started on site in January 2021 and due to the identification of additional asbestos was due to complete the works later than expected. Additional asbestos has again been identified and demolition works were temporarily paused until structural concerns were addressed and the contractor was satisfied that they could bring all of the buildings down in a safe manner. Work has now restarted on site to complete all remaining works. The delays will most likely result in works completing in December.</p> <p>Wynne Construction have been appointed through the NWCP framework to deliver Phase 1 and are currently working up the detailed design.</p> <p>Planning permission for the development (full for phase 1, outline for future phases) was secured at the September 8th 2021 Planning Committee and the construction will commence straight after the demolition has completed in December 2021.</p>	
Forecast In Year Expenditure 21/22	£3.145m

Waste Service Remodelling	
Total Budget	£16.430m
Expenditure to date	£3.947m
Estimated remaining spend in 21/22	£1.055m
Future Years estimated spend	£11.428m
Funding	WG £9.345m , DCC £7.085m
Narrative:	
<p>A number of work streams are being taken forward to include:</p> <ul style="list-style-type: none"> • Development of a new single central waste transfer station depot on land adjacent to the Colomendy Industrial Estate in Denbigh. The Phase 1 Enabling Works Contract commenced on site on July 5th 2021. Phase 1 will be followed by a further Tender process to appoint a Contractor to deliver Phase 2 works to complete the development of the new Depot by spring 2023 to support a subsequent roll out of the proposed new service model in 2023. • Specification of the new fleet required to support the new model is being completed following a number of trials / tests with the aim to undertake a procurement exercise for the new waste collection vehicles at the appropriate time in late 2021 / early 2022 with delivery of the new fleet anticipated in the three months leading up to the planned new service roll out. <p>An Options Appraisal exercise on the detail of the new recycling container design has been undertaken, with the new service model and supporting Containers presented to Scrutiny in May 2021. A procurement exercise for the Containers to support the new model will be undertaken in due course with a delivery schedule in time for roll out associated with proposed service change. A number of mobilisation and communication activities are ongoing to prepare for the service change and include developing the new collection routes; planning for any staffing changes/requirements and ongoing engagement and communication with stakeholders and residents.</p>	
Forecast In Year Expenditure 21/22	£2.103m

East Rhyl Coastal Defence Scheme	
Total Budget	£27.528m
Expenditure to date	£17.001m
Estimated remaining spend in 21/22	£4.952m
Future Years estimated spend	£5.575m
Funding	WG £23.400m; DCC £4.128m
Narrative:	
<p>The ongoing coastal defence scheme at East Rhyl will provide an improved standard of flood protection for around 1650 properties.</p> <p>Work on site continues to progress well and is on time and within budget. The new rock revetment and sea defence wall is complete, along with three new beach accesses. Work on building the new promenade is around 75% complete. Top soiling and landscaping works are around 50% complete.</p>	
Forecast In Year Expenditure 21/22	£7.250m

STRATEGIC INVESTMENT GROUP

BUSINESS CASE – CAPITAL INVESTMENT

This Business Case provides justification for undertaking a project. The completed form will be reviewed by the Strategic Investment Group who will make a recommendation to Council whether the bid should be approved and included within the Capital Plan. All sections should be completed and evidence of costs will need to be supplied.

For details of Strategic Investment Group meetings and deadlines for the submission of this form, please contact Richard Humphreys, Capital & Technical Finance Team on ext 6144.

Project Name:	Schools Maintenance Grant – Welsh Government
Project Reference:	
Project Manager:	Andrew Ward / James Curran
Workstream/Programme:	Property / Education Support

Head of Service/Project Sponsor	Geraint Davies	Lead member:	Cllr Julian Thompson-Hill / Cllr Huw Hilditch-Roberts
Service:	Education and Children’s Services	LM Portfolio:	Facilities, Assets & Housing / Education
Form completed by:	Lisa Walchester	Date:	July 2021
Service Accountant:		Date:	

PROJECT TYPE

Please categorise your project type. Mark **one** box only.

SMALL	<input checked="" type="checkbox"/>	MEDIUM	<input type="checkbox"/>	LARGE	<input type="checkbox"/>
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DECISION SOUGHT FROM SIG:	Approval of outline spending for the Capital Grant received from the Welsh Government.
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EXECUTIVE SUMMARY

Highlights the key points in the Business Case to include:-

- what the project will achieve / important benefits
- estimated costs
- how the project will be funded

The Council were notified in February 2021 that they had been awarded an additional £1.716m by the Welsh Government (WG) for School Maintenance works. This money was to be spent by the 31st March 2021 and as per guidance existing works already committed during 2020/2021 were to be allocated against these works.

In 2020 the Council received £1.487m from this same fund from WG.

As with the grant in 2020, the additional £1.716m is funding to assist with the improvement of the school estate and in particular to address issues where additional support is required for the enhancement of facilities. All schools were requested to identify priority areas for support and these are reflected in the proposals. In addition this funding will be used to address the existing maintenance backlog and will complement the funding allocated in the block allocations.

A draft priority list is attached as follows- Appendix 1. This will be developed further over the coming months- all costs are currently estimates.

BUSINESS OPTIONS

Analysis and reasoned recommendation for the base business options of: do nothing / do the minimal or do something.

You must include an environmentally enhanced (net carbon zero/ecologically positive compatible) option. If your project is a business development project, then this may not be relevant.

Option 1:		Do nothing – maintain the existing situation			
Please provide brief details:					
The authority could reject the grant offer. This would reduce the capital available for investment in the County's School estate and would not address any issues regarding the backlog of maintenance in schools.					
Please mark with an X how this option compares with the preferred option in terms of Cost, Time, Quality and Benefits:					
Costs	Costs more		Time	Takes longer to deliver	X
	Costs the same			Takes the same to deliver	
	Costs less	X		Is quicker to deliver	
Quality	Improves the quality		Benefits	Improves benefits	
	Is the same quality			No impact on benefits	
	Is a lower quality	X		Worsens benefits	X
What is the main reason this option has not been selected?					
This option would have no benefits to the local authority.					

Option 2:	Environmentally enhanced option				
Please provide brief details:					
This option would ensure all works done under this grant would be carbon neutral and support the Council's goal to become net carbon zero by 2030.					
Please mark with an X how this option compares with the preferred option in terms of Cost, Time, Quality and Benefits:					
Costs	Costs more	X	Time	Takes longer to deliver	X
	Costs the same			Takes the same to deliver	
	Costs less			Is quicker to deliver	
Quality	Improves the quality		Benefits	Improves benefits	
	Is the same quality	X		No impact on benefits	X
	Is a lower quality			Worsens benefits	
What is the main reason this option has not been selected?					
This grant covers a diverse range of work areas that will be considered and not all will have an environmentally enhanced options available. The project will impact on numerous sites with minor investments, some of the investment areas are expected to have no significant impact on energy/ carbon emissions.					

Option 3:	Include within general Schools Maintenance Budget				
Please provide brief details:					
The option remains to subsume the allocation within the general allocation for schools maintenance. This option could see other funding displaced and no overall impact made on the condition of school buildings. This would also go against the wishes of the Welsh Government who have requested that this funding is used as additionality to general capital works to the school estate.					
Please mark with an X how this option compares with the preferred option in terms of Cost, Time, Quality and Benefits:					
Costs	Costs more		Time	Takes longer to deliver	X
	Costs the same			Takes the same to deliver	
	Costs less	X		Is quicker to deliver	
Quality	Improves the quality		Benefits	Improves benefits	
	Is the same quality			No impact on benefits	
	Is a lower quality	X		Worsens benefits	X
What is the main reason this option has not been selected?					
This option would not meet the spirit of the grant from the Welsh Government and would not make any additional impact on addressing the backlog of maintenance in the school estate.					

EXPECTED BENEFITS

The benefits that the project will deliver expressed in measurable terms against the situation as it exists prior to the project. Remember to capture co-benefits (the added benefits we get from this action/project as well as the direct benefits it will realise).

The use of the £1.716m in the intended form would assist in making improvements to the school estate by addressing existing areas of the maintenance backlog. The Council's approach to the management of the school estate via major works via the 21st Century Schools Programme and through the Maintenance Programme is ensuring investment is targeted in areas of greatest need.

The use of the funding to address other areas of concern in the school estate will also benefit teaching and learning. At present there is no general allocation for refurbishment of areas such as science labs in High Schools and as a consequence the gap between new schools such as Rhyl High and Ysgol Glan Clwyd and schools such as Prestatyn High and Ysgol Brynhyfryd is growing. The use of this funding to address specialist areas not routinely addressed via maintenance works would have a positive impact on teaching and learning.

EXPECTED DIS-BENEFITS

Outcomes perceived as negative by one or more stakeholders

TIMESCALE

Over which the project will run (summary of the Project Plan) and the period over which the benefits will be realised

Date	Milestone
1 Oct 2021	Commencement of Programme
31 Sept 2022	Aimed Completion of Programme

CAPITAL COSTS – BUSINESS DEVELOPMENT PROJECTS

**COMPLETE ALL THREE TABLES BELOW FOR BUSINESS DEVELOPMENT PROJECTS
LEAVE BLANK/DELETE SECTION FOR CONSTRUCTION PROJECTS**

The capital cost of a project is an important consideration in terms of whether or not it should proceed. Note that even some Business Development Projects may have a requirement for capital costs, for example to fund the acquisition of new ICT hardware or undertaking alterations to buildings.

- Any costs relating to ICT infrastructure and equipment should have been provided by ICT department
- Any costs that relate to construction should have been provided by Design & Development or Building Services

Please provide details of any capital funding that has already been spent on the project:	
Enter details of cost element below:	Total
Feasibility (surveys, market research, etc)	Please see Appendix 1 for estimate costs
Client side project management	
OTHER (please enter)	
OTHER (please enter)	
TOTAL	

Please provide details of the capital funding requirement (not including amount already spent):				
Enter details of cost element below:	2021/22	2022/23	Future Years	All Years Total
Feasibility (surveys, market research, etc)				
Client side project management				
ICT infrastructure and hardware				
Building alterations				
Design Team Fees (architects, QS, etc)				
Furniture				
Other professional support (legal, etc)				
Marketing/Consultation				
External Project Support (gateway review, etc)				
OTHER (please enter)				
OTHER (please enter)				

OTHER (please enter)				
OTHER (please enter)				
TOTAL				

Please provide details of proposed capital funding sources					
Enter details of funding source	Status:	2021/22	2022/23	Future Years	TOTAL
Welsh Government School Maintenance Grant	Awarded	300,000	900,000	516,000	1,716,000
TOTAL					

NOTE: For funding status, please only use the following categories:

- **Approved** – written approval for the funding exists
- **Applied** – no written approval exists but an application has been made
- **Approached** – initial approach to or by funding body has been made but no application submitted
- **None** – no contact or approach has been made to or by the funding body

CAPITAL COSTS – CONSTRUCTION PROJECTS

**COMPLETE ALL THREE TABLES BELOW FOR CONSTRUCTION PROJECTS
LEAVE BLANK/DELETE SECTION FOR BUSINESS DEVELOPMENT PROJECTS**

The capital cost of a project is an important consideration in terms of whether or not it should proceed.

- Any costs relating to ICT infrastructure and equipment should have been provided by ICT department.
- Any costs that relate to construction should have been provided by Design & Development or Building Services.

Please provide details of any capital funding that has already been spent on the project:	
Enter details of cost element below:	Total
Feasibility (surveys, market research, etc)	
Client side project management	
OTHER (please enter)	
OTHER (please enter)	
TOTAL	

Please provide details of the capital funding requirement (not including amount already spent):				
Enter details of cost element below:	2021/22	2022/23	Future Years	All Years Total
Feasibility (surveys, market research, etc)				
Client side project management				
Land/property acquisition				
Land preparation/remediation				
Demolition and/or site security				
Construction, refurbishment or maintenance				
BREEAM rating of "Excellent"				
Security measures (CCTV, door entry, etc)				
Fire prevention measures (sprinklers, etc)				
External landscaping and other works				
Land/property acquisition				
Highways work				
ICT infrastructure and hardware				
Fixtures & fittings				
Furniture				
Planning/Building Regulation Costs				
Design Team Fees (architects, QS, etc)				
Legal Costs and Fees				
Marketing/Consultation				
External Project Support (eg gateway review)				
OTHER (please enter)				
OTHER (please enter)				
OTHER (please enter)				
OTHER (please enter)				
TOTAL				

Please provide details of proposed capital funding sources					
Enter details of funding source	Status:	2021/22	2022/23	Future Years	TOTAL
TOTAL					

REVENUE COST IMPACT
TO BE COMPLETED FOR ALL PROJECTS

In considering whether a project should be developed due regard should be made to the potential impact on revenue budgets.

If the activity will result in a requirement for additional revenue funding, please provide details below:			
What is the impact of this project in terms of the <u>annual</u> revenue requirement for:	Existing Revenue Budget	Post-project Revenue Budget	Increase/Decrease
staff costs (salaries and associated)			
energy costs (heating, lighting, ICT, etc)			
property maintenance and servicing costs			
other property related costs (rental, insurance, etc)			
ongoing ICT costs (licences, etc)			
mileage of Denbighshire fleet vehicles			
mileage for business travel by Denbighshire employees using their personal vehicles			
OTHER (please enter)			
OTHER (please enter)			
OVERALL REVENUE REQUIREMENT			

Please provide brief details of the revenue impact of this project:

- Where revenue savings are forecast, you should detail what is proposed for the saving (e.g. reduction of an existing revenue budget, re-allocation of revenue to alternative services area, etc)
- Where revenue increases are forecast, you should provide details of how the revenue shortfall will be addressed. In this instance you should also append a three year surplus/deficit forecast.
- Details of any one-off revenue cost requirements that may be required post-project implementation (e.g. recruitment, redundancies, etc). DO NOT include any costs detailed in the capital section of this Business Case

There are no identified revenue costs at this stage. By staggering the work across financial years this will reduce the pressure on the maintenance team and eliminate the requirement for additional staff to be employed to manage the additional spend.

WHOLE LIFE COST

NOTE: THIS SECTION IS CURRENTLY IN DEVELOPMENT AND FURTHER GUIDANCE ISSUED IN DUE COURSE. OFFICERS DO NOT NEED TO COMPLETE THIS SECTION AT THIS STAGE UNLESS THEY HAVE UNDERTAKEN A WHOLE LIFE COSTING EXERCISE ALREADY INDEPENDENTLY WITHIN THEIR PROJECT.

Please provide brief details of the whole life cost impact of this project over a 20-year period. This should be completed for the preferred business option as well as for the environmentally enhanced business option if it is not selected as the preferred option:

- *[guidance to follow]*
- *[guidance to follow]*
- *[guidance to follow]*

PROJECT MANAGEMENT

Please provide details of proposed project management – Establishment of Project Board etc

The project will be managed through the Building Maintenance team. The programme of works will consist of numerous projects, with the vast majority being categorised as small / minor works. Each project will be procured in accordance with the current CPR's, procurement strategy and industry best practice.

A Surveyor / Technician from the Design, Construction and Maintenance team will be allocated as project officer, who will be responsible for the delivery of each project on time, within budget and to the required specification.

Regular meetings will be held with Education Managers to monitor the spend and amend the programme to ensure the contingency element is fully spent.

STATUTORY REQUIREMENTS / HEALTH & SAFETY

This section should identify how the activity will help Denbighshire meet any of its statutory requirements. Please include any Health & Safety Issues that the activity will address in this section. Please leave blank if not applicable.

The project will help meet the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, Provision and Use of Work Equipment Regulations 1998, Occupiers Liability Act 1957 and 1984, Equalities Act 2010, DDA 1995, HSE Approved Codes of Practice, British Standards including BS 4163:2007, Health and Safety Guidance Note GS23 (Electrical Safety in Schools), Control of Asbestos Regulations 2006.

Meet the requirements of the Education Building Bulletins, Education (School Premises Regulations) 1999, Department for Education Regulations and Design Notes, etc.

The project will help meet the Regulatory Reform (Fire Safety) Order 2005

CARBON MANAGEMENT IMPACT

Please consult with Council's Principal Energy Manager (robert.jones@denbighshire.gov.uk) and the Council's Climate and Ecological Change Programme Manager (helen.vaughan-evans@denbighshire.gov.uk) before completing this section.

Denbighshire has committed to reducing its carbon emissions from buildings and fleet by at least 15% by 2022, for the Council to be net carbon zero by 2030 (buildings, fleet, waste, business travel, staff commuting, street lighting) and for the Council to reduce its supply chain emissions by 35% by 2030.

The Business Case requires you to make a forecast for the anticipated carbon emissions impact of the project.

Annual Forecasts:	Annual (current)	Carbon (kgCO2e)	Annual (Post Project)	Carbon (kgCO2e)	Carbon Variance	Comments
Money spent on external goods and services (UNIT= £)	n/a	n/a	n/a	n/a	n/a	n/a
Energy consumption in buildings: (UNIT = kWh)	-	1,988,270.47 kg	-	-	Neutral (at best)	Difficult to quantify the carbon impact on energy at this stage when works details are in their early stages. The proposals include creation of new spaces or adding energy using function to existing spaces so the carbon impact will be neutral at best.
Energy consumption in Street Lighting: (UNIT = kWh)	n/a	n/a	n/a	n/a	n/a	Assuming no outdoor lighting involved in the creation of covered outdoor areas
Fuel consumption of Denbighshire Fleet vehicles: (UNIT = litres/ kWh)	n/a	n/a	n/a	n/a	n/a	n/a
Mileage of Business Travel (personal vehicles): (UNIT = miles travelled)	n/a	n/a	n/a	n/a	n/a	n/a
Mileage of Staff Commute: (UNIT = miles travelled)	n/a	n/a	n/a	n/a	n/a	n/a
Tonnes of waste produced: (UNIT = tonnes)	n/a	n/a	n/a	n/a	n/a	n/a
One off Forecasts:			Project cost (£)	Carbon (kgCO2e)		Comments

Annual Forecasts:	Annual (current)	Carbon (kgCO ₂ e)	Annual (Post Project)	Carbon (kgCO ₂ e)	Carbon Variance	Comments
Money spent on external goods and services (UNIT= £)	n/a	n/a	£1.716 m	634,920 kg	+634,920kg	Spend in the category of 'construction' with emissions factor of 0.37 kg CO ₂ e/£.
TOTAL CARBON EMISSIONS						

Annual Forecasts:	Current	Carbon Absorption (kgCO ₂ e)	Post Project	Carbon Absorption (kgCO ₂ e)	Carbon Absorption Variance	Comments
Hectare of Grassland (UNIT=ha)	n/a	n/a	n/a	n/a	n/a	Assuming no grassland/woodland being removed to create outdoor spaces
Hectares of Forestland (UNIT=ha)	n/a	n/a	n/a	n/a	n/a	Assuming no grassland/woodland being removed to create outdoor spaces
TOTAL CARBON ABSORPTION						

Please highlight the appropriate cell depending on whether on balance this project helps, hinders or is neutral to the Council's goal to become net carbon zero by 2030 (reducing carbon emissions and increasing carbon absorption).

Net Carbon Zero Council Summary	HELPS	HINDERS	NEUTRAL
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Please provide brief details of the carbon impact of this project, and detail specific actions that will be taken to reduce carbon emissions. If carbon emissions are expected to increase as a result of this project, please provide details of proposed actions to compensate for this increase in other areas of the Service's activity and/or via tree planting/land management for the benefit of carbon sequestration.

The project will impact on numerous sites with minor investments, some of the investment areas are expected to have no significant impact on energy/ carbon emissions.

It is difficult to quantify the impact this will have collectively on the school estate.

Climate Change Lead Officer statement:

Please provide a statement from the Climate Change Lead Officer. Contact Helen Vaughan-Evans on climatechange@denbighshire.gov.uk.

Difficult to quantify the carbon impact on energy at this stage when works details are in their early stages. The proposals include creation of new spaces or adding energy using function to existing spaces so the carbon impact will be neutral at best. The Project Manager and Project Team should make every effort to go for the highest energy efficiency specification as possible and engage with the Council's Energy Management Team early in the development of these plans.

Ideas for each intervention listed in appendix 1 has been provided to try to make them at Net Carbon Zero compatible as possible e.g. thermal specification of outside doors, energy efficiency rating of equipment installed, installation of LED and controls. Additionally, a challenge has been put to the project manager on whether hedgerows could be planted to satisfy fencing works at site for the benefit of carbon sequestration and ecological improvement.

DCC's Climate and Ecological Change Strategy has a 'plus' target for reducing carbon from its supply chain by 35% by 2030. This project represents a significant spend under the category of 'construction' with an emissions factor of 0.37 kgCO₂e per £ spent. Every effort should be taken within the procurement activity of this spend to specify the works for the benefit of low carbon (e.g. via the use of lower spend lots to open the field to local SME's), to assess the bids from a low carbon consideration (e.g. including quality criteria questions with a scoring weighting) and monitor carbon emission performance of the chosen contractor (e.g. through contract management, provision of data). Any procurement over £25k should seek Community Benefit's and I would encourage the project manager to focus their negotiations with the contractor around securing local environmental improvements which can include measures to increase carbon sequestration. The project manager should continue to engage with their Procurement Business Partner and the Community Benefits Hub (Karen Bellis) early in maximising on low carbon / carbon sequestration opportunities from the supply chain associated with this project.

Supplied by: Helen Vaughan-Evans

Date: 12.07.21

BIODIVERSITY IMPACT

Please consult with Denbighshire's Biodiversity Lead Officer before completing this section. Contact Joel Walley on joel.walley@denbighshire.gov.uk.

The Council has a statutory duty to ensure compliance and enforcement of the Habitats Regulations (as amended in 2017). Furthermore, the Environment (Wales) Act, 2016 requires the Council to

maintain and enhance biodiversity, and promote the resilience of ecosystems. At this pre-feasibility stage, please determine the anticipated impact of the project on biodiversity, and proposed measures to ensure the project results in an overall biodiversity enhancement.

Please mark a cross in the appropriate box.

Will this project impact on a habitat that supports living organisms (plant or animal), or involve physical works to property or Land?	Yes		No	X
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If you have answered yes to the above question, please complete all the following biodiversity sections. If answered no, please leave blank

IMPACTS ON BIODIVERSITY	Yes		No	X
Has an ecological appraisal or survey of the site or proposals taken place?				
Cofnod eMapper Link:				
Please provide brief summary of survey findings, or provide a copy of the ecological report for review:				

Please provide brief details of how the project will avoid harm to biodiversity.

It is anticipated that the projects will have little impact on biodiversity. However, there is a possibility that bats and/or nesting birds such as swallows and house martins may be affected by some of the works. As these species are legally protected, measures will be taken to minimise any disturbance and mitigate if necessary, by following best practice and guidance, if any are found whilst project works are being carried out which could disturb them.

Where there is the potential for this to occur then any bat and bird surveys will be undertaken if necessary and consultation will take place with the County Ecologist or the County Biodiversity Officer about specifics.

Please provide brief details of how the project will mitigate and compensate for any harm to biodiversity.

•

Please provide brief details of how the project will enhance biodiversity and restore ecosystem resilience.

Please highlight the appropriate cell depending on whether on balance this project helps, hinders or is neutral to the Council's goal to become ecologically positive by 2030 (increasing the species richness of land).

Ecologically Positive Council Summary	HELPS	HINDERS	NEUTRAL
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Ecology Officer summary:

Please provide a statement from the Biodiversity Lead Officer. Contact Joel Walley on joel.walley@denbighshire.gov.uk.

At this stage of the project, it is difficult to determine the impacts the proposals will have on biodiversity.

The project team have identified the potential need for protected species surveys, and the mitigation/compensation which may be required if protected species are likely to be impacted by the works.

There is a real opportunity to enhance sites for biodiversity, even if the proposed works will not have a direct impact on wildlife. Simple measures such as wildflower/hedge/tree planting, green roof installation, pond creation, or the provision of bat/bird boxes can all be cost effective ways to improve the environment, and should be considered on a cases by case basis at each site impacted by the proposals.

Name: Joel Walley **Date:** 23/07/2021

MAJOR RISKS TO THE PROJECT

A summary of the key risks associated with the project together with the likely impact and plans should they occur is provided below:

Title	Inherent Risk	Mitigating Action	Residual Risk
Unforeseen essential maintenance requirements	Loss of service delivery.	Dynamic re-prioritisation of works; Closure of buildings/part closure; Relocation of essential service provision	Potential prosecution/fines/reputational damage
Lack of resources to deliver maintenance programme	Failure to deliver maintenance programme	Employ agency/temporary contract staff to deliver projects	Failure to spend allocation

Likelihood	A - Almost Certain					
	B - Highly Likely					
	C - Probable					
	D - Possible					
	E - Rare					
		5 - Very Low	4 - Low	3 - Medium	2 - High	1 - Very High
		Impact				

SUPPORTING INFORMATION

Please list any supporting documents that accompany this Business Case

Appendix 1- List of priorities
Appendix 2- Letter from Welsh Government

ANNUAL CAPITAL BIDS – BLOCK ALLOCATIONS

Please provide details of expenditure and commitments for allocations received in the current financial year.

COUNTY LANDLORD STATEMENT

Please provide a statement from the County Landlord and where applicable the recommendation of the Asset Management Group. Contact Tom Booty on tom.booty@denbighshire.gov.uk.

The Corporate Landlord supports this proposal. The grant will make a significant contribution to reducing the maintenance backlog on our school buildings, but also offers the opportunity to create enhanced teaching/learning environments in specialist areas such as science laboratories. The Corporate Landlord would encourage the project to try and achieve the highest energy efficiency specifications as possible for schemes carried out under this programme, as recommended by the Climate Change Lead Officer, in order to support the council's aim to become Net Carbon Zero by 2030.

CHIEF FINANCE OFFICER STATEMENT

Please provide a statement from the Chief Finance Officer. Contact Steve Gadd on steve.gadd@denbighshire.gov.uk.

It is welcome that the additional funding will be used on schemes that are aligned and compliment the essential H&S works currently being addressed through the block allocations. The proposals are supported and will ensure that grant funding is maximised and used to fund priority areas that had already been identified.

Supplied by: Steve Gadd Date: 26/07/21

VERIFICATION:

Project Manager:			
Project Sponsor:			
Name:		Position:	
Signature:		Date:	

For use by Finance:

Result of S.I.G. Review	
Date of Meeting	
Approval	
Code	

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Appendix 1- List of Works

All Costs are estimates only

School	Carbon emissions 19/20 (more representative as not a COVID year)	Works	Estimate Cost	Priority	Net Zero Carbon Opportunities
St.Brigids	124,657.67 kg	Reinstate lightning protection-	£50,000	1	
		Base protection for mobile classrooms	for all	1	
		Felt roof condition		1	
Ysgol Frongoch	51,210.98 kg	External Doors	£15,000	3	Consider energy efficiency of doors e.g. thermal spec of doors, sensitivity of automation (if any)
Ysgol y Llys	74,190.53	Sheltered area	£20,000	2	
Ysgol Plas Cefndy	84,836.12	Re-model office/ meeting rooms	£50,000	1	Consider energy efficiency measures e.g. lighting controls, led lighting, heating controls, zoning, radiators. Go for recycled furniture instead of buying used
		Re-surface yard	£15,000	1	
		Fit cookers in all kitchens	£5,000	2	Consider energy efficiency ratings of cookers and associated appliances
		Replacement of sinks and toilets	£25,000	2	Consider water efficiency and possibility of rainwater harvesting
		Re-establish Shower room	£15,000	3	Consider energy efficiency e.g. energy efficiency ratings of appliances used, heating, lighting controls
Ysgol Henllan	46,552.49	Fencing works	£5,000	1	Could you use hedgerow planting instead
Ysgol Betws Gwerful Goch	30,802.54	Fencing works	£2,000	1	Could you use hedgerow planting instead
Ysgol Llanbedr	18,757.79	Car park works	£10,000	2	Could you incorporate EV charging infrastructure? Could you incorporate tree planting?
Ysgol Tremeirchion	23,048.88	Carpets in 2 classrooms	£1,500	1	
		Re-surfacing outside learning area outside Ystafell Hendre	£10,000	2	

		Fencing on site	£20,000	1	Could you use hedgerow planting instead
Ysgol Caer Drewyn	134,741.52	Hall flooring	£10,000	2	
		Refurb early year toilets	£50,000	1	Consider water efficiency and possibility of rainwater harvesting Consider energy efficiency e.g. hand dryers, led lighting, lighting and heating controls
Prestatyn High School	403,461.43	Lifts	£250,000	1	Consider energy efficiency
		Science labs	£130,000	1	Consider energy efficiency
Denbigh High	226,357.10	Creation of meeting rooms	£30,000	3	Consider energy efficiency e.g. lighting controls, led lighting, heating controls, zoning, radiators. Go for recycled furniture instead of buying used
		Outdoor shelters	£20,000	3	
Ysgol Bodfari	19,135.54	Work on cloakroom area	£10,000	3	
Ysgol y Parc	57,847.22	Covered areas	£20,000	3	
Ysgol Llywelyn	160,727.11	New external doors from classrooms	£50,000	2	Consider energy efficiency of doors e.g. thermal spec of doors, sensitivity of automation (if any)
		Safe walkway areas around the school	£30,000	2	
Ysgol y Castell	57,613.22	Section 106 project	£120,000	1	
Ysgol Bro Famau_Llanferres site	32,711.88	Fencing	£5,000	1	Could you use hedgerow planting instead
St.Asaph VP	38,551.60	Covered outside areas	£40,000	2	
Ysgol Dinas Bran	358,751.74	Phase 2 toilets	£300,000	1	Consider water efficiency and possibility of rainwater harvesting Consider energy efficiency e.g. hand dryers, led lighting, lighting and heating controls
		Science labs-phased	£240,000	2	Consider energy efficiency
Ysgol Borthyn	44,315.11	Review needed	£40,000	1	

	1,988,270.47 kg (1,988 tonnes)	Total	£1,568,500		
		Balance remaining for contingency etc.	£147,500		

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School Maintenance Grant

Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	679
Brief description:	The Council were allocated an additional £1.487m in March 2020 for expenditure on schools building maintenance. The Council has now been allocated an additional £1.716m.
Date Completed:	23/07/2021 10:14:20 Version: 5
Completed by:	Lisa Walchester
Responsible Service:	Education & Children Services
Localities affected by the proposal:	Whole County,
Who will be affected by the proposal?	Denbighshire schools will benefit from the additional investment in the school estate.
Was this impact assessment completed as a group?	Yes

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach


 (2 out of 4 stars) Actual score : 22 / 36.

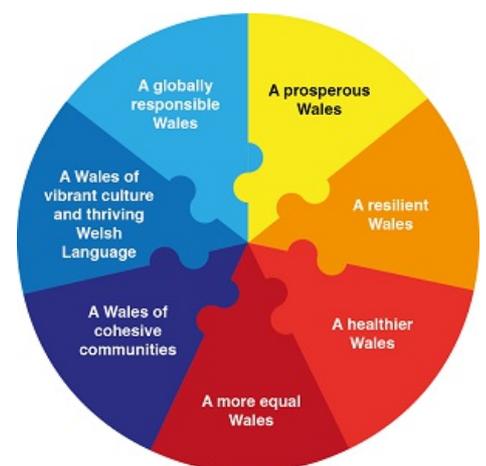
Summary for each Sustainable Development principle

Long term	This grant funding will impact on numerous sites with minor investments. The grant is towards maintenance on the school estate and these jobs are prioritised on the greatest need and impact the works not being done would have on a school.
Prevention	The project will impact on numerous sites with minor investments, some of the investment areas are expected to have no significant impact on energy/ carbon emissions. It is difficult to quantify the impact this will have collectively on the school estate.
Integration	Some works carried out through this grant will ensure pupils have a nicer environment for their learning, other works will be more structural and would not have the same impact although still important for example a new roof.
Collaboration	The Education department are working closely with the Building Maintenance manager to ensure works are prioritised and actioned as agreed by all parties.
Involvement	All schools were asked to submit urgent works required and discussions are ongoing with them and building maintenance in moving forward either now or in the future on any actions.

Summary of impact

Well-being Goals

A prosperous Denbighshire	Positive
A resilient Denbighshire	Positive
A healthier Denbighshire	Neutral
A more equal Denbighshire	Positive
A Denbighshire of cohesive communities	Neutral
A Denbighshire of vibrant culture and thriving Welsh language	Neutral
A globally responsible Denbighshire	Neutral



Main conclusions

The overall proposals due to their nature will have a neutral impact. Some elements will be positive but overall it would be difficult to justify a significant positive impact from a well-being perspective. Many of the schemes are of relatively low value and whilst the proposals will have a clear positive impact on the school estate as the proposals involve improving existing assets rather than amending provision the impact will be more neutral. **Page 162**

Evidence to support the Well-being Impact Assessment

- We have consulted published research or guides that inform us about the likely impact of the proposal
- We have involved an expert / consulted a group who represent those who may affected by the proposal
- We have engaged with people who will be affected by the proposal

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	The proposed works will improve the efficiency of the school estate and the investment may have a benefit in the short term on the local economy.
Further actions required	The scale of the works make additional benefits difficult to achieve.

Positive impacts identified:

A low carbon society	Proposed works will impact on the energy efficiency of buildings.
Quality communications, infrastructure and transport	The proposed works will improve the condition of the schools estate and therefore improve its infrastructure.
Economic development	The additional expenditure may benefit the local economy subject to procurement routes.
Quality skills for the long term	Due to the nature of the proposed works there would be limited scope for community benefits and training packages based on works proposed.
Quality jobs for the long term	Due to the nature of the proposed works there would be limited scope for community benefits and training packages based on works proposed.
Childcare	N/A

Negative impacts identified:

A low carbon society	N/A
Quality communications, infrastructure and transport	N/A
Economic development	N/A
Quality skills for the long term	N/A
Quality jobs for the long term	N/A
Childcare	N/A

A resilient Denbighshire

Overall Impact	Positive
Justification for impact	The works to be undertaken in certain areas will assist the reduction of energy and fuel consumption and assist a resilient Denbighshire.
Further actions required	The scale of the works make additional benefits difficult to achieve.

Positive impacts identified:

Biodiversity and the natural environment	N/A
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Biodiversity in the built environment	N/A
Reducing waste, reusing and recycling	Where appropriate there will be requirement for recycling of building materials etc
Reduced energy/fuel consumption	Elements of the proposed works may improve the energy efficiency of buildings
People's awareness of the environment and biodiversity	N/A
Flood risk management	N/A

Negative impacts identified:

Biodiversity and the natural environment	N/A
Biodiversity in the built environment	N/A
Reducing waste, reusing and recycling	N/A
Reduced energy/fuel consumption	N/A
People's awareness of the environment and biodiversity	N/A
Flood risk management	N/A

A healthier Denbighshire

Overall Impact	Neutral
Justification for impact	The proposals will have a limited impact on a healthier Denbighshire, improvements to buildings will have an impact on pupils health and wellbeing.
Further actions required	The scope of the proposed works will impact on maximising the positives.

Positive impacts identified:

A social and physical environment that encourage and support health and well-being	Improvements to school buildings will support the health and well-being by providing an improved environment for learning.
Access to good quality, healthy food	N/A
People's emotional and mental well-being	N/A
Access to healthcare	N/A
Participation in leisure opportunities	N/A

Negative impacts identified:

A social and physical environment that encourage and support health and well-being	N/A
Access to good quality, healthy food	N/A
People's emotional and mental well-being	N/A
Access to healthcare	N/A
Participation in leisure opportunities	N/A

A more equal Denbighshire

Overall Impact	Positive
Justification for impact	Overall the impact will be positive due to the improvements in access to buildings from some of the proposed works.
Further actions required	Issues around access will be considered by these schemes in addition to the block allocation for such works.

Positive impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	Some elements of the works will improve access arrangements for schools.
People who suffer discrimination or disadvantage	N/A
People affected by socio-economic disadvantage and unequal outcomes	N/A
Areas affected by socio-economic disadvantage	N/A

Negative impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	N/A
People who suffer discrimination or disadvantage	N/A
People affected by socio-economic disadvantage and unequal outcomes	N/A
Areas affected by socio-economic disadvantage	N/A

A Denbighshire of cohesive communities

Overall Impact	Neutral
Justification for impact	The proposals will have a neutral impact on a Denbighshire of cohesive communities. There will be some improvements to school site security through some of the work to be undertaken on a minor scale and this extent is the rationale behind a neutral impact.
Further actions required	These works will have limited impact and its difficult to seek additional positives.

Positive impacts identified:

Safe communities and individuals	Elements of work to school sites will improve the safety of pupils
Community participation and resilience	N/A
The attractiveness of the area	N/A
Connected communities	N/A
Rural resilience	N/A

Negative impacts identified:

Safe communities and individuals	N/A
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Community participation and resilience	N/A
The attractiveness of the area	N/A
Connected communities	N/A
Rural resilience	N/A

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact	Neutral
Justification for impact	The proposals within the allocation will involve some expenditure within welsh medium schools. However this will not have a significant impact on people using Welsh or promoting the Welsh Language.
Further actions required	The works will have limited impact on the welsh language.

Positive impacts identified:

People using Welsh	N/A
Promoting the Welsh language	N/A
Culture and heritage	N/A

Negative impacts identified:

People using Welsh	N/A
Promoting the Welsh language	N/A
Culture and heritage	N/A

A globally responsible Denbighshire

Overall Impact	Neutral
Justification for impact	The nature of the works with the proposals including over 30 potential schemes will provide low opportunity to securing community benefits. Existing frameworks will be used which involve some local contractors / suppliers.
Further actions required	The small scope of some of the works reduces opportunities in this area.

Positive impacts identified:

Local, national, international supply chains	The works will have limited scope for community benefits as the majority of schemes will be of relatively low value less than £25k
Human rights	N/A
Broader service provision in the local area or the region	N/A
Reducing climate change	

Negative impacts identified:

Local, national, international supply chains	N/A
Human rights	N/A
Broader service provision in the local area or the region	N/A
Reducing climate change	

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Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
23 Nov	1	Corporate Plan Update: July to September 2021	To monitor the Council's progress in delivering the Corporate Plan 2017 – 2022	Tbc	Councillor Julian Thompson-Hill / Iolo McGregor
	2	Levelling Up – Vale of Clwyd and Clwyd West bid approval	Bid approval	Yes	Councillor Hugh Evans / Emlyn Jones / Gareth Roberts
	3	Contract Award – Redevelopment of the former library in Nant Hall Road, Prestatyn	To award the construction contract for council housing development	Yes	Councillors Tony Thomas & Julian Thompson-Hill / Mark Dixon
	4	Meifod Update	To consider the future operation of services at Meifod following the recent engagement exercise with citizens who attend and their families	Yes	Councillor Bobby Feeley / Phil Gilroy
	5	Llannerch Bridge	To consider the outcome of the public engagement exercise and the feasibility study commissioned by Highways and Environmental Services	Tbc	Councillor Brian Jones / Tony Ward
	6	Finance Report	To update Cabinet on the current financial position of	Tbc	Councillor Julian Thompson-Hill / Steve Gadd

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			the Council		
	7	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
14 Dec	1	Welsh in Education Strategic Plan	To approve the new Welsh in Education Strategic Plan before submission to Welsh Government.	Tbc	Councillor Huw Hilditch-Roberts/ Carwyn Edwards
	2	Queens Market Phase 1 – award construction contract	To seek approval to award a contract for the delivery of Phase 1 of the Queens Building Rhyl	Yes	Councillor Hugh Evans / Russell Vaughan
	3	Proposed Minimum Standard for Denbighshire County Council New Build and Major Extension/Refurbishment Construction Projects	A decision is required on the adoption and implementation of the proposed minimum standard which would impose a duty on all Council services to ensure all new build and major extensions/refurbishment construction projects are built to meet in use and embodied carbon targets	Yes	Councillor Brian Jones / David Lorey
	4	Finance Report	To update Cabinet on the	Tbc	Councillor Julian Thompson-

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			current financial position of the Council		Hill / Steve Gadd
	5	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
18 Jan	1	Central Rhyl Flood Defence Scheme	To recommend that Council agree the funding for the schemes and permit the service to proceed to the construction phase	Tbc	Councillor Brian Jones / Tony Ward / Wayne Hope / Matthew Hazlewood / Helen Johnson
	2	Prestatyn Flood Defence Scheme	To recommend that Council agree the funding for the schemes and permit the service to proceed to the construction phase	Tbc	Councillor Brian Jones / Tony Ward / Wayne Hope / Matthew Hazlewood / Helen Johnson
	3	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

Note for officers – Cabinet Report Deadlines

Cabinet Forward Work Plan

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>
<i>November</i>	<i>9 November</i>	<i>December</i>	<i>30 November</i>	<i>January</i>	<i>4 January</i>

Updated 12/10/2021 - KEJ

Cabinet Forward Work Programme.doc