

To: Members of the Communities  
Scrutiny Committee

Date: 2 March 2023

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 9 MARCH 2023** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN AND BY VIDEO CONFERENCE.**

Yours sincerely

G. Williams  
Monitoring Officer

## **AGENDA**

### **PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING**

#### **1 APOLOGIES**

#### **2 DECLARATION OF INTERESTS (Pages 5 - 6)**

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

#### **3 URGENT MATTERS AS AGREED BY THE CHAIR**

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 OF THE LAST MEETING (Pages 7 - 12)**

To receive the minutes of the Communities Scrutiny Committee held on 19 January 2023 (copy enclosed).

**5 MISTREATMENT OF DOGS** (Pages 13 - 24)

To consider a report by the Public Protection Business Manager examining the extent of legal and illegal dog sales within Denbighshire (copy enclosed).

10.15 A.M- 10.45 A.M

**6 PROGRESS REPORT ON THE DENBIGHSHIRE MOORLANDS PROJECT**  
(Pages 25 - 36)

To consider a report (copy enclosed) by the Area Manager for the Area of Outstanding National Beauty (AONB) outlining the progress to date in delivering the objectives of the Denbighshire Moorland Project. The report also seeks the Committee's support for extending the existing partnership with a view to securing the delivery of future commitments and realising the Council's ambition of becoming net carbon zero and an ecologically positive authority.

10.45 A.M- 11.30 A.M

~~~~ BREAK (11.30 A.M- 11.45 A.M) ~~~~

**7 UPDATE FOR WASTE SERVICE REMODELLING PROJECT**  
(Pages 37 - 78)

To consider a report by the Project Manager (copy enclosed) which seeks Members' observations on the progress made to date with the planned implementation of the new waste service model.

11.45 A.M- 12.30 P.M

**8 SCRUTINY WORK PROGRAMME** (Pages 79 - 106)

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

12.30 P.M- 12.45 P.M

**9 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

To receive any updates from Committee representatives on various Council Boards and Group.

12.45 P.M- 1 P.M

## **MEMBERSHIP**

### **Councillors**

Councillor Huw Williams (Chair)

Michelle Blakeley-Walker

Pauline Edwards

James Elson

Jon Harland

Alan James

Councillor Karen Anne Edwards (Vice-Chair)

Brian Jones

Delyth Jones

Merfyn Parry

Cheryl Williams

### **COPIES TO:**

All Councillors for information

Press and Libraries

Town and Community Councils

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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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## COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in COUNCIL CHAMBER, COUNTY HALL, RUTHIN AND BY VIDEO CONFERENCE on Thursday, 19 January 2023 at 10.00 am.

### PRESENT

Councillors Michelle Blakeley-Walker, Karen Edwards (Vice-Chair), Pauline Edwards, James Elson, Jon Harland, Alan James, Delyth Jones, Merfyn Parry, Cheryl Williams and Huw Williams (Chair)

Lead Member for Health and Social Care - Councillor Elen Heaton

Lead Member for Local Development and Planning – Councillor Win Mullen-James

Signatories for Agenda item 5 – Call in request - Councillors Bobby Feeley, Huw Hilditch-Roberts and Mark Young.

**Observers** - Councillors Jeanette Chamberlain-Jones, Terry Mendies, Andrea Tomlin and David Gwyn Williams.

### ALSO PRESENT

Corporate Director: Economy and Environment (TW), Corporate Director: Governance and Business and Monitoring Officer (GW), Corporate Director: Communities (NS), Interim Head of Community Support Services (DS), Interim Head of Legal, HR & Democratic Services (LJ), Animal Welfare Officer (JR), Scrutiny Coordinator (RhE), Senior Committee administrator (KJ) and Committee administrators (SJ, NH and RhTJ)

## 1 APOLOGIES

Councillor Chris Evans, a signatory to the call-in request – agenda item 5 had tendered his apologies.

As the Chair was attending the meeting remotely from abroad he had arranged with the Vice-Chair that she took the chairing responsibilities for the meeting.

## 2 DECLARATION OF INTERESTS

The Monitoring Officer explained that Cabinet members had a prejudicial interest in business item 5 and therefore could not be in attendance at the meeting unless they had been invited by the Committee. Councillor Elen Heaton, the Lead Member for Health and Social Care, had been invited by the Committee to attend the meeting specifically for the discussion on business 5 and to answer members' questions in relation to the decision taken by Cabinet.

Councillor Alan James declared a personal interest in agenda item 6 - Mistreatment of Dogs as his wife Councillor Win Mullen James was the Lead Member for the report.

Councillor Mark Young declared a personal interest in agenda item 5- Review of Cabinet Decision Relating to The Recommendation of the Regional Fee Setting Group as he had attended events where the Chair and Chief Executive of Care Forum Wales had been in attendance.

### **3 URGENT MATTERS AS AGREED BY THE CHAIR**

No urgent matters had been raised with the Chair of the meeting ahead of the commencement of business.

### **4 MINUTES**

The minutes of the Communities Scrutiny Committee meeting held on the 8 December 2022 were presented for consideration.

Matters of accuracy – None

Matters arising – None

***RESOLVED**, that the minutes of the meeting held on 8 December 2022 be received and approved as true and correct record of the proceedings.*

### **5 REVIEW OF CABINET DECISION RELATING TO THE RECOMMENDATION OF THE REGIONAL FEE SETTING GROUP**

The Chair welcomed officers and the Lead Member Councillor Elen Heaton to the meeting. Members were provided with background information and reasoning for the call in request. The Chair provided members with a detailed description of the call in procedure.

Members were reminded the reasons for the call were as stated in the report:

“To request that Cabinet reconsiders its decision of 13 December 2022 to accept the recommendations of the Fees Group given that both Gwynedd and Ynys Môn are recommending to pay care providers considerably more with a view to ensuring the future sustainability of the social care sector in their areas.”

The Monitoring Officer informed members that annex B to the report, was the report presented to Cabinet in December 2022. That report was deemed to include exempt information under the provisions of the Local Government Act 1972. Therefore, the press and public had been excluded from the consideration of that report at the Cabinet meeting. The exemption had been granted as per paragraph 14, of part 4 of schedule 12A of the 1972 Act as the report contained information relating to the financial or business affairs of an individual or an organisation, including that of the local authority.

Councillor Alan James proposed that the meeting be moved to Part II confidential business for the discussion on the remainder of the business item, Councillor Delyth Jones seconded the proposal. On being put to the vote 6 members were in favour of excluding the press and public and 3 were against. Therefore, it was:



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

## **EXCLUSION OF PRESS AND PUBLIC**

Councillor Merfyn Parry provided members with the reasoning behind calling-in the Cabinet's decision for detailed scrutiny.

The Lead Member Councillor Elen Heaton stressed the next stage of the procedure, to consult with providers, had not yet begun due to the Cabinet decision being called-in for scrutiny. She also emphasised that whilst this year Cabinet had agreed to accept all the recommendations of the Regional Fee Setting Group, in previous years and under a different administration this annual decision had been taken via the Lead Members Delegated Decision process. She stressed the data used by the Fees Group in formulating the recommendations had been the most up to date information which had been provided to the Group by those providers who were willing to supply data to them. In addition to using the data available the Fees Group had followed a robust methodology in order to calculate the recommended fee levels.

The Chair allowed all signatories present at the meeting to put forward their reasoning for calling-in the decision with officers and the Lead Member also given time to respond. During the course of the debate:

- officers stressed the need to commit to a plan that as an authority was affordable and could be maintained.
- it was explained that the Fees Group's role was to establish the actual cost of care in North Wales based on the data available to them. However, in formulating the 2023/24 recommended fee levels the Fees Group had also applied a robust methodology which took into account the implications of paying staff the Real Living Wage as well as the high inflation rate prevailing at the time when the proposed fees levels were being calculated.
- outlined the various methods used to engage with care providers for collecting data on the actual costs of providing care. However, despite the various options available to providers to enable them to submit the required information, a number of them were unwilling to engage with the process.
- it was stressed that the Authority's door was always open to providers to come and discuss any barriers or pressures they encountered in delivering care procured by the Authority for Denbighshire residents. The Authority would not permit any provider to suffer if they engaged with the Council and were able to justify why an uplift in fees was required as long as they could demonstrate effective and efficient use of public funds.
- each local authority area had its own unique demographic profile therefore supply and demand differed between various geographical areas.
- it was confirmed that all six local authorities in North Wales along with the Health Board were members of the Regional Fees Group and had contributed to the work in calculating the proposed recommended fee levels. This included Gwynedd and Ynys Môn. The intention now was to consult

with care providers on these fee levels as part of the local fee setting process for 2023/24.

- the recommended fees were an indicative figure that assisted with the budget setting process. However, the fees paid to care providers for each individual differed, as this was based on each person's needs assessment. It was stressed that Social Care was a demand led service.
- it was confirmed that the Council had a good working relationship with its care providers and that the proposed increase for 2023/24 was one of the most generous in monetary value for a number of years.

Members were pleased to note that the six local authorities and the Health Board had worked together and communicated with each other in relation to this matter. They requested that every effort continued to be made to encourage care providers to regularly and effectively engage with local authorities and the Regional Fees Group in future, in order that the Group would be provided with relevant up to date data as this would aid the setting of realistic and affordable fee levels going forward.

Members also noted the requirement to meet the need for each individual to do what is best for each person.

Both sides to the debate were given an opportunity to summarise the reasons and rationale behind their viewpoints. At the conclusion of the summaries Councillor Merfyn Parry proposed the following:

“That the Committee asks Cabinet to reconsider their decision made on 13<sup>th</sup> December 2022 and in doing so that there be further consultation with providers and Care Forum Wales as a representative body to ensure that the fees are appropriate and sustainable, and also to use the new up to date data to re-address the figures.”

Prior to seeking the Committee to vote upon the above proposal the Chair asked the Monitoring Officer to clarify to Committee members what their options were in relation to the decision which had been called-in. The Monitoring Officer explained that the Committee when voting on the proposed recommendation could ask Cabinet to:

- reconsider its original decision on the basis of the grounds stated
- uphold the original decision as taken by Cabinet; or
- recommend to Cabinet that its original decision be upheld but in upholding the decision that Cabinet should explore further the aspects outlined in the recommendation put forward.

The recommendation proposed by Councillor Merfyn Parry, seconded by Councillor Pauline Edwards was then put to the vote. The Committee voted as follows:

4 members voted in favour of the recommendation  
5 members voted against the recommendation  
1 member abstained

Consequently, the recommendation was lost.

The Monitoring Officer then asked the Committee to clarify whether it wished to recommend to Cabinet that it explore any of the aspects outlined in the proposed recommendation when implementing its original decision. Committee members indicated that they would not be seeking Cabinet to follow that course of action.

Therefore, at the conclusion of an in-depth discussion, the Committee by a majority vote:

***Resolved:*** - ***not to refer the 'Recommendation of the Regional Fee Setting Group' decision, taken by Cabinet on 13<sup>th</sup> December 2022, back to Cabinet for further consideration.***

The Monitoring Officer confirmed that on the basis of the Committee's decision Cabinet would now be in a position to proceed to implement its original decision.

At this juncture the Committee adjourned for a break.

## **PART I**

### **6 MISTREATMENT OF DOGS**

The Scrutiny Co-ordinator explained to members with the agreement of the Lead Member Councillor Win Mullen-James and the Chair it had been agreed to defer the presentation of this report to a later meeting.

### **7 SCRUTINY WORK PROGRAMME**

The Scrutiny Coordinator introduced the report (previously circulated) seeking members' review of the Committee's work programme and providing an update on relevant issues.

There were two items listed for the next Communities Scrutiny Committee on 09 March 2023:

- New Waste and Recycling Model
- Second homes and Short-term Holiday lets.

Members agreed to include the deferred report on the mistreatment of dogs on the work programme for the March meeting.

The next meeting of the Scrutiny Chairs and Vice-Chairs Group was to take place following the meeting on the 19 January 2023.

Appendix 2 contained a copy of the Member Proposal form

Appendix 3 to the report was the Cabinet's forward work.

Appendix 4 – informed members of the recommendations made at the previous Scrutiny meeting.

The Scrutiny Co-ordinator highlighted the standard agenda item titled – Feedback from Committee Representatives. She informed members that all scrutiny

committees would in the near future be requested to appoint representatives to the service challenge groups. These groups met on an annual basis to review the services' performance and progress in the delivery of their objectives. Following the meetings representatives would be expected to provide feedback at the next committee meeting. Members would be provided with further information via email.

Councillor Merfyn Parry suggested a follow up report in six months on the progress made on the Regional Fee Setting Group. The Scrutiny Co-ordinator suggested the member completed the Member Proposal Form, which would be presented to the Chairs and Vice Chairs Group for inclusion on the committee's work programme.

The Committee:

***Resolved: to receive the report and confirm the Committee's forward work programme as detailed in Appendix 1 to the report.***

## **8 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

There was no feedback.

**The meeting concluded at 12.40 p.m.**

|                              |                                                                                   |
|------------------------------|-----------------------------------------------------------------------------------|
| <b>Report to</b>             | <b>Communities Scrutiny Committee</b>                                             |
| <b>Date of meeting</b>       | <b>9<sup>th</sup> March 2023</b>                                                  |
| <b>Lead Member / Officer</b> | <b>Cllr Win Mullen-James (Lead Member for Local Development and Planning)</b>     |
| <b>Head of Service</b>       | <b>Emlyn Jones (Head of Planning, Public Protection and Countryside Services)</b> |
| <b>Report author</b>         | <b>Glesni Owen (Public Protection Business Manager)</b>                           |
| <b>Title</b>                 | <b>Mistreatment of Dogs</b>                                                       |

## **1. What is the report about?**

1.1. To examine the extent of legal and illegal dog sales within Denbighshire (particularly during the COVID-19 pandemic) – including the number of complaints received, investigated and substantiated and how various agencies work together to tackle any problems reported.

## **2. What is the reason for making this report?**

2.1. Determination of whether working relationships need to be strengthened or improved in order to deal with any problems or deter future problems in relation to this matter with a view to supporting the viability of properly licensed traders to operate thus reducing the suffering of the animals.

## **3. What are the Recommendations?**

3.1. That Members discuss the contents of the report and provide feedback and observations on its content.

## 4. Report details

### Background

- 4.1. The Animal Welfare (Breeding of Dogs) (Wales) Regulations 2014 ('the Regulations') replaced the Breeding of Dogs Act 1973 in Wales and provides for the licensing by Local Authorities ('LAs') of persons involved in the breeding of dogs. The new Regulations introduced stricter criteria for breeding establishments and established an attendant to adult dog ratio at a minimum of one full-time member of staff to 20 adult dogs. The regulations were the first of their kind in the UK and, whilst many welfare organisations and charities had differing views on the contents of the regulations, they were widely welcomed. Since the introduction of the regulation there have been ongoing concerns about the standards at some licensed premises in Wales and the resources and expertise available within Local Authorities to tackle the issues.
- 4.2. Then in September 2021 the Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021 (LAIA Regulations) came into force. These Regulations have changed the licensing arrangements for the sale of animals as pets in Wales, which includes a ban on the commercial third party sale of puppies and kittens. Optimising welfare standards across Wales is a priority and the intention of the new Regulations is to promote responsible breeding and ensure puppies and kittens are bred in suitable conditions.
- 4.3. As part of Welsh Government's (WG) commitments in the Animal Welfare Plan for Wales 2021-26 a WG funded project established a Local Authority Enforcement project to support local authorities with training and enforcement work. The project established a National Team of Animal Licensing Officers who work on a national basis to tackle illegal and unlicensed breeders and support local authorities with their investigations. Further information regarding how this project is supporting local authorities is outlined in **Appendix 1**.

### Denbighshire's Current Position

- 4.4. Currently we have 13 licensed dog breeders located across the County. Licenses are renewed on an annual basis which includes a visit undertaken by our Animal Welfare Officer and a Veterinarian engaged by the authority who has extensive experience in this field of work. We have high standards of

compliance with licensing conditions. Our Licence holders work closely with our Officers if they require any advice or guidance.

- 4.5. Complaints received by the authority of unlicensed / illegal breeders are not significant. If we suspect that someone is breeding, they will receive a letter and application form to request they apply in order that an assessment can be made to ensure that are able to comply with the current Licensing Conditions.
- 4.6. We are currently investigating a small number of potential unlicensed breeders and have requested the assistance from the Animal Licensing National Team due to our limited resources within our Service to undertake extensive investigations.

### **Stray Dogs and Rescue Centres**

- 4.7. During the pandemic there was a significant decrease in stray dogs enquires to the Dog Warden Service as outlined in Table below, however we are already seeing an increase in enquires for the Service during 2022 with 52% of those enquires in the latter part of the year.

|                              | 2018 | 2019 | 2020 | 2021 | 2022 |
|------------------------------|------|------|------|------|------|
| Dog Warden - Service Request | 296  | 286  | 159  | 140  | 176  |

Data accurate as of 16/12/2022

- 4.8 Two local Charitable Rescue Centres were contacted to gauge their experience of the impact the pandemic may have had on their Services. One charity did not respond, however North Clwyd Animal Rescue (NCAR) our authorised kennels for the Dog Warden Service provided some useful information. Details of their response can be seen in **Appendix 2**.
- 4.9 Information from NCAR and our own Dog Warden Service demonstrated that there was a significant decrease in stray dogs and dogs handed over during the pandemic. However, there is clear indication that these figures are on the increase to pre-pandemic levels.
- 4.10 NCAR have confirmed they currently have over 400 dogs on a waiting list awaiting handing over, this is the highest number since before the pandemic. The waiting list pre-pandemic was at approximately 100 dogs.

## **5. How does the decision contribute to the Corporate Themes?**

5.1. Resilient Communities: The Council works with people and communities to build independence and resilience; - If people choose to purchase a dog for companionship and independence which may support them to live in their own home for longer and allow them to enjoy the countryside with the company of a dog. They know those dogs have come from a reputable breeder with all necessary health checks in place reducing the need for unnecessary costs and visits to the vets due to an unhealthy animal.

5.2. That the required licensed establishment complies with licensing standards and any planning requirements as not to cause noise or odour nuisance to surrounding neighbours.

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

6.1. Costs will be contained within existing service budgets

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

7.1. A well-being impact assessment was not required for the purposes of this report

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

8.1. This has not been subject to a consultation process; however local pet Rescue charities were contacted and were asked to comment regarding the potential impact of the pandemic on their charities. The information and analysis of their responses have been outlined in **Appendix 2**.

## **9. Chief Finance Officer Statement**

9.1. There is no direct financial implication of this report, with any costs as stated in 6.1, being absorbed within existing budgets



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

10.1. Current data would suggest that services provided by the Dog Warden Service may return to pre-pandemic levels and therefore capacity to undertake work in relation to illegal dog breeders will be affected. The National Team resources will be invaluable for the authority in support any investigations in the future.

10.2. Our findings conclude that current evidence suggests that the number of unlicensed breeders are low in the County. Of those which are known we will work closely with our National team to investigate potential illegal breeders.

10.3. We are not aware that the pandemic has had an impact on illegal breeding in the County, however as seen from the evidence in Appendix 2 there is a growing problem with dogs who require new homes which are clearly placing increased pressure on these charities.

## **11. Power to make the decision**

11.1. The Animal Welfare (Breeding of Dogs) Regulations 2014

11.2. The Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021

11.3. Scrutiny's powers in relation to this matter are set out in Section 21 of the Local Government Act 2000 and Section 7 of the Council's Constitution.

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## **Appendix 1 – National Animal Licensing Team**

It is still very much a project/pilot that is still developing and also expanding due to the Animal Plan for Wales into wider animal licensing aspects but still looking to make recommendations to WG on further improvements to the dog breeding controls already in place and hopefully close those loopholes. Ideally a requirement that no one can sell dogs, puppies, kittens without either a licence for commercial operations or registration for other sales (not already caught by the LAIA Regulations).

### **Objective**

- Wales to be recognised as a World Leader by ensuring the highest levels of animal welfare through implementing a breeding, licensing and registration system, which enables consistent controls, enforcement and traceability. Using a robust legislative system to lay down minimum standards and drive improvements through the industry.

### **Aims**

- To ensure all breeding dogs and their puppies have good health and welfare and a good quality of life.
- To ensure that puppies receive adequate enrichment and socialisation programmes to help equip them with the social and behavioural skills necessary to adapt to a home environment and live a good quality of life in the future.
- To implement a new model that will afford protection to legitimate breeders, enable the identification of illegal breeders and promote a fair trading environment by:
  - Requiring all breeders to be either licensed or registered,
  - Implementing a robust inspection procedure and consistent enforcement, and
  - Developing an intelligence capability to support enforcement work.

Barriers to enforcement exist and these have been recognised and identified both by local authorities and wider stakeholders, including; Identification of illegal and unlicensed breeders, Inconsistencies in inspections, lack of legal requirement for inspectors to be qualified or even a minimum level of competence (this also impacts on the quality of inspections undertaken), no central register of dogs and/or breeders to support checks or investigative work. Alongside lack of resource, ineffective penalties and problems with associated legislation such as the Microchipping of Dogs (Wales) Regulations 2015 this has created the significant problem now faced and it is quite clear that business as usual is not an option going forward. Inconsistent enforcement was attributed to the lack of expertise, in terms of both local authority and veterinary support, resources and difficulties with the legislation.

A review of the breeding regulations undertaken by members of the Wales Animal Health and Welfare Framework Group at the end of 2019 also identified important changes required to legislation, licencing conditions, enforcement shortfalls and resources. There were significant recommendations made some of which could be acted on immediately and others that required investment and time, in order to be implemented and deliver the desired change.

An online information system will provide not only a single point of reference/contact for all dog breeding related issues but also an associated back office system that will support both breeders, inspectors and purchasers.

Further to the work undertaken to produce the intelligence problem profile Operation CABAL, support was provided to develop the intelligence and progress more in-depth investigations. The additional enforcement and intelligence capacity has enabled the Regional Investigation Team to be tasked through the Regional Tasking Group with five separate operations although there are others requiring support. These include investigations involving identified organised criminal groups (OCGs) as well as cross border investigations that individual local authorities have been unable to progress alone.

The appointment of the animal licensing officers provides specialist support available for all local authorities. This support can be;

- On the end of the telephone in the form of specialist advice,
- Be a second pair of eyes and ears to help on inspections, or
- Can undertake inspections on behalf of local authorities where required and support investigations.

To date 7 LA's have had support with inspections and another two on specific investigations.

The main point though with the project is that changes will be required in order to ensure that the legislation is enforceable, alongside putting a consistent, strong, inspection regime. The national team support is already proving its value with the additional checks etc. undertaken and support provided.

Key Points:

- This is a Wales wide resource - to support and hopefully free-up local officers for other priorities.
- New Model for the wider industry being developed.
- Animal Welfare Plan for Wales clear on programme for Government commitments, so -
- WG trust and improved profile for Public Protection but if we don't embrace this opportunity it will be taken elsewhere.

It is envisaged a national model will:

- provide a centralised and standardised administration process for licence applications and a single point of reference for applicants and the public;
- ensure greater consistency in support both for businesses and enforcement/regulation agencies;
- create a standard model for future legislative developments;
- improve resilience across Wales for when individual Local Authorities experience unforeseen incidents which challenge business continuity

## Appendix 2 – Consultation with Rescue Centres

Two local Charitable Rescue Centres were contacted to gauge their experience of the impact the pandemic may have had on their Services.

We did not receive a response from one Rescue Centre, however the other Centre, North Clwyd Animal Rescue provided an outline of Stray Dogs and those handed in by the public. North Clwyd Animal Rescue is our authorised kennels to take in stray dogs as part of our Dog Warden Services, however they are an organisation who deals with rescued dogs from a wide geographical area and not just Denbighshire.

They have kindly provided information for the purposes of this report. From Figure 1 below you can clearly see the correlation between the first lockdown of the pandemic and a marked drop in dog admission for both the Dog Warden Service and Dogs handed in by the public from across the Region. These low admissions continued throughout the first lockdown however there was a slight increase in admissions for the second half of 2020. Overall admission remained much lower during the pandemic compared to the pre-pandemic period.

However, as you will see during the latter part of this year (October 2022) they have seen the highest number of admissions which is comparable with the pre-pandemic periods. The Centre has been extremely busy in recent months and have been close to capacity on many occasions.

During hand over admissions the Rescue Centre actively try to understand the reasons as to why dog owners decide to hand over their dogs, this is outlined in Figure 2 below.

There are many reasons as to why dogs are handed over to the rescue centre, however few disclose financial as a reason pre and post pandemic.

There were 5 admissions during the April-June of this year who disclosed Homelessness as a reason, however this is comparable with figure pre-pandemic.

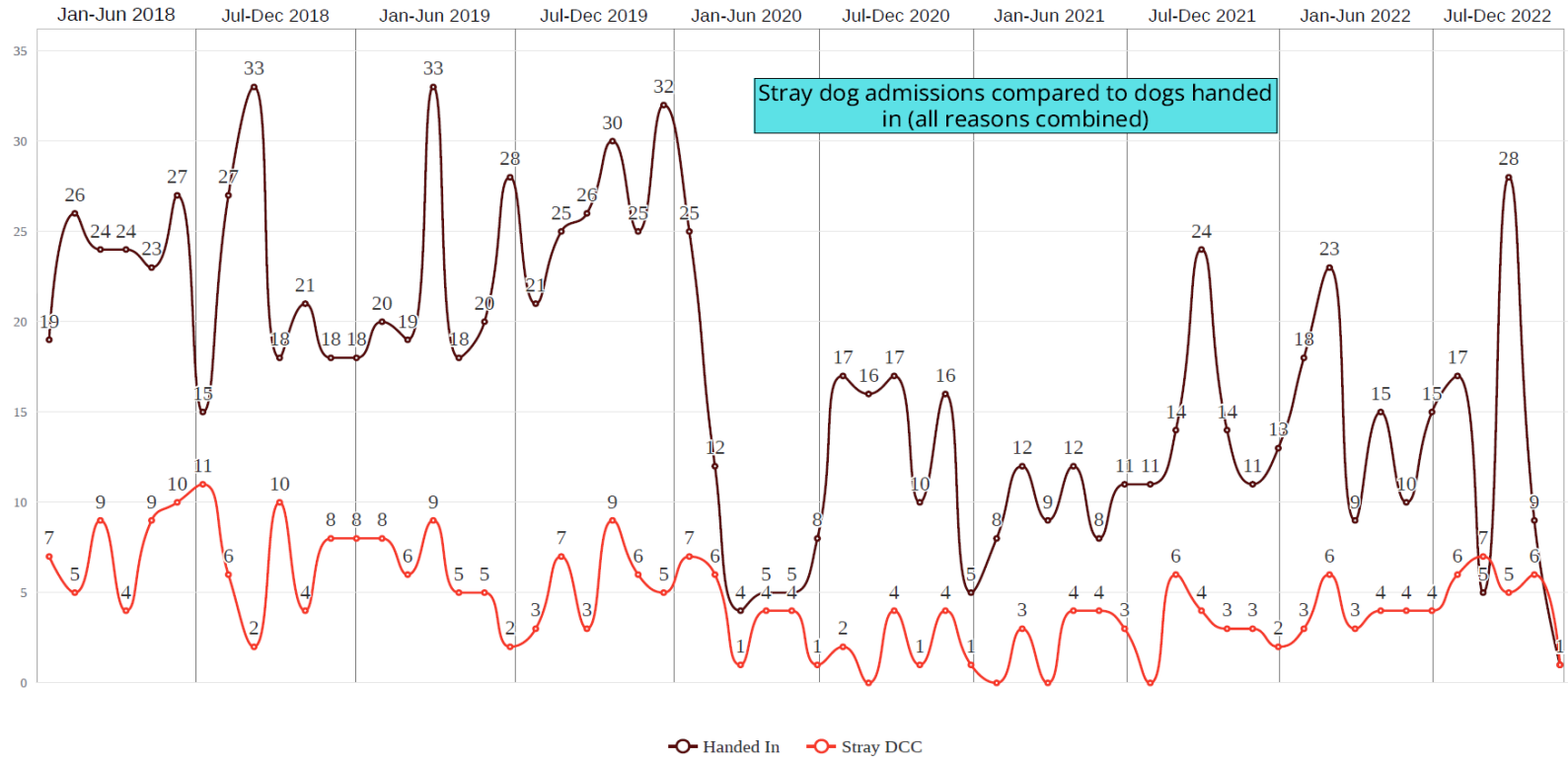
During this year 27 dogs were handed over due to the owner's death with 21 of this occurring in the latter quarter of this year. This is significantly higher than the previous 3 years. This may be an indication that other family members may not have capacity or the financial resources at this time to care for their loved one's pet dog.

Stray Dog admission are on the increase but have not reached the same levels as pre pandemic.

North Clwyd Rescue Centre have confirmed they currently have over 400 dogs on a waiting list awaiting handing over, this is the highest number since before the pandemic. The waiting list pre-pandemic was at approximately 100 dogs.

**Figure 1 – Stray Dogs and Dogs Handed-In January 2018 – December 2020**

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Data source: North Clwyd Animal Rescue 12/12/2022

**Figure 2 - Dog Admissions by Reasons January 2018 – December 2020**

| Reason for Admission                   | 2018    |         |         |         | 2019    |         |         |         | 2020    |         |         |         | 2021    |         |         |         | 2022    |         |         |         |
|----------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                                        | Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec |
| Handed In - Can't cope with behaviour  | 14      | 5       | 7       | 6       | 3       | 9       | 7       | 9       | 10      | 1       | 7       | 7       | 3       | 6       | 13      | 9       | 12      | 8       | 3       | 6       |
| Handed In - Change of circumstances    | 19      | 14      | 21      | 8       | 7       | 15      | 27      | 30      | 12      | 11      | 15      | 9       | 6       | 10      | 6       | 8       | 9       | 11      | 9       | 5       |
| Handed In - Change of job              |         |         |         |         |         |         | 1       |         |         |         | 1       |         |         | 1       |         |         | 1       |         | 1       |         |
| Handed In - Chases livestock           |         |         |         |         |         |         | 1       |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Handed In - Escape artist              | 1       | 1       |         |         |         | 1       |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Handed In - Failed worker              |         |         |         | 1       |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
| Handed In - Financial                  | 3       |         | 2       |         |         |         |         | 1       |         |         |         |         |         |         | 1       |         |         |         | 1       |         |
| Handed In - Homeless                   | 4       | 3       |         |         | 2       | 2       | 1       | 1       | 3       | 2       | 1       |         | 1       |         | 1       | 1       |         | 5       |         |         |
| Handed In - Ill health of owner        | 5       | 7       | 9       | 8       | 13      | 7       | 9       | 10      | 10      |         |         | 9       | 10      | 4       | 3       | 6       | 17      | 1       | 3       | 1       |
| Handed In - Moving house               |         | 6       | 2       | 3       | 2       | 3       | 2       | 5       | 5       |         | 1       | 5       |         | 2       | 3       | 1       | 3       | 2       |         | 1       |
| Handed In - No good with children      |         |         |         |         |         |         |         |         |         |         | 1       |         |         |         |         | 1       |         |         |         |         |
| Handed In - Not enough time            | 11      | 8       | 5       | 3       | 11      | 10      | 5       | 4       | 9       |         | 6       | 6       | 1       | 2       | 5       | 5       | 7       |         | 5       | 2       |
| Handed In - Owner allergic             | 1       | 2       |         |         |         | 4       | 2       | 1       | 5       |         |         |         |         |         | 1       | 3       |         |         |         |         |
| Handed In - Owner died                 | 1       | 12      | 3       | 6       | 4       | 2       |         | 6       | 4       |         | 5       | 4       | 2       | 1       | 1       | 6       | 1       | 2       | 3       | 21      |
| Handed In - Owner pregnant or new baby | 2       | 1       |         |         | 3       | 7       |         | 1       | 1       |         |         |         |         | 1       |         |         | 3       |         | 1       |         |
| Handed In - Relationship breakdown     | 2       | 10      | 3       | 5       | 4       | 6       | 4       | 7       | 2       |         | 2       | 3       | 2       | 1       | 1       | 2       |         | 1       | 2       | 2       |
| Handed In - Unplanned litter           | 1       |         | 15      | 7       | 2       |         |         |         |         |         |         |         |         |         |         | 4       |         |         | 5       |         |
| Handed In - Unwanted                   | 6       | 6       | 8       | 11      | 6       | 6       | 16      | 6       | 8       |         | 2       |         |         | 1       | 1       | 3       | 1       | 4       | 4       |         |
| Stray DCC                              | 21      | 23      | 19      | 22      | 22      | 19      | 12      | 18      | 18      | 9       | 3       | 9       | 4       | 8       | 9       | 10      | 11      | 11      | 17      | 12      |

Data source: North Clwyd Animal Rescue 12/12/2022

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|                              |                                                                                    |
|------------------------------|------------------------------------------------------------------------------------|
| <b>Report to</b>             | <b>Communities Scrutiny Committee</b>                                              |
| <b>Date of meeting</b>       | <b>9<sup>th</sup> March 2023</b>                                                   |
| <b>Lead Member / Officer</b> | <b>Councillor Win Mullen / Emlyn Jones</b>                                         |
| <b>Head of Service</b>       | <b>Emlyn Jones, Head of Planning, Public Protection &amp; Countryside Services</b> |
| <b>Report author</b>         | <b>David Shiel, AONB Area Manager</b>                                              |
| <b>Title</b>                 | <b>Progress Report on the Denbighshire Moorlands Project</b>                       |

## **1. What is the report about?**

- 1.1. To monitor progress against the objectives of the Denbighshire Moorland Project established as one of the recommendations of the Llantysilio Mountain Fire Review in 2019.

## **2. What is the reason for making this report?**

- 2.1. To provide an update on the progress of the Denbighshire Moorlands Project established by this Committee as a recommendation of the [Review into the Llantysilio Mountain Fire](#) 2019 and following the appointment of the Moorland Officer in 2020 and to highlight the future commitments of the project.
- 2.2. To set out future commitments of the Denbighshire Moorland Project in the light of the progress made against the original objectives.

## **3. What are the Recommendations?**

- 3.1 This is an update report and Members are asked to comment on the progress made to date and to support the efforts to extend the existing partnership with Natural Resources Wales.

## 4. Report details

- 4.1. A full Report is included as an appendix – In summary:
- 4.2. **Moorland Partnership Board** - A Project Partnership Project Board has been established with representation from Denbighshire County Council (DCC), Natural Resources Wales (NRW) and North Wales Fire and Rescue Service (NWFRS). Royal Society for the Protection of Birds (RSPB) have recently joined this partnership board.
- 4.3. **Llantysilio Mountain restoration** - Working with NRW the Moorland Officer has led on the programme of work to restore around 15 Ha of the most severely damaged areas of Llantysilio mountain from the 2018 fire. The restoration was informed by Penny Anderson Report and Assessment of damage commissioned by NRW. A number of specialist techniques have been adopted to help restore the most severely damaged areas. Approximately 5 Ha treated with upland grass mix with heather brash and seed cut harvested from undamaged areas of the site - flown by helicopter – dropped on damaged areas.
- 4.4. Approximately 10 Ha have been hydro seeded – upland grass seed mix with organic ameliorant sprayed onto areas of most severe damage. Areas where there has been most severe soil loss with little or no natural regeneration. Grasses and mosses are slowly returning.
- 4.5. 60 long term monitoring plots across the mountain have been established in order to continue to monitor regeneration.
- 4.6. **Habitat / Fuel load Management** – The project has taken a wildfire risk assessment approach to targeting management.
- 4.7. The Moorland Field Officer has facilitated and organised works over key areas of the Clwydian Range, Llantysilio Mountain and Llandegla Moor. Approx. 140 Ha of cutting has taken place across these areas in order to reduce fuel load and improve habitat. In some areas cutting has taken place to help with agricultural and stock management.

- 4.8. The Moorland Officer has also supported NRW's work to negotiate and secure Section 16 Management Agreements on key parts of Llantysilio Mountain. This provides a framework for NRW to agree and fund works that the landowner and graziers would want to take forward over the next 5 years. The Agreement was confirmed in the Autumn of 2022 and a number of graziers have already been able to carry out works through this framework.
- 4.9. Funding has also been secured through the Welsh Government's Sustainable Landscapes, Sustainable Places programme for National Parks and Area of Outstanding Natural Beauty (AONB's) to support moorland management across the Clwydian Range. The funding has supported the Moel Famau graziers to carry out works on Moel Famau, Moel Fenlli and Moel Dwyll. It has also supported the graziers on Moel y Parc and work on Moel Arthur and Moel Findeg.
- 4.10. National Peatland Action Programme - Further funding was secured through the NPAP for works in 2021 and 2022 focused on moorland areas of deep peat. This has enabled work on Llandegla Moor to carry out peatland restoration. Heather cutting and the removal of trees has taken place over 10 Ha. Ditch blocking has also been carried out – re-wetting a significant area of this important habitat and carbon store.
- 4.11. **Works with Fire Service** - The project has developed a close collaboration with NWFRS. A multi-agency Fire Response Plan is now in place detailing the assets and resources available in the event of wildfire. A number of joint training exercises have taken place with NWFRS AONB and NRW staff working together on prescribed burns in the Clwydian Range. AONB teams have supported NWFRS at a number of wildfire incidents working alongside fire crews and sharing specialist equipment. A film to promote the rules and regulations around prescribed burning has been produced by NWFRS which featured the Moorland Officer and AONB staff to help promote good practice.
- 4.12. **Future Commitments and Priorities** – The achievements of the Project so far have demonstrated the impact of having an officer to co-ordinate and facilitate works to reduce the risk of wildfires through fuel load management. A future programme will seek to build on these achievements. Specifically, it will:

- *Continue to support moorland management works across the Clwydian Range, Llantysilio Mountain and Llandegla Moors and extend activity south towards the north Berwyn.*
- *Maintain inter-agency relationships through continued joint training exercises and operational collaboration – in particular with NWFRS and NRW.*
- *Continue to secure capital funding to deliver a programme of works that will reduce fuel load, improve habitat and habitat connectivity and enhance moorland ecological resilience to wildfires in future.*
- *Engage and collaborate with local communities, landowners, graziers and farmers about wildfires and moorland management.*
- *To support NRW in the progress of Management Agreements to support works on designated sites.*
- *Continue a programme of monitoring for the project including habitat condition and programme of works carried out in the project area.*
- *Continue a public information campaign to promote responsible behaviour and the risk of wildfires especially in the Summer.*

## **5. How does the decision contribute to the Corporate Themes?**

- 5.1. The Project sits within the Corporate Plan Theme – **A Greener Denbighshire** and is delivering against Aim 3: *Support communities to mitigate and cope with the impacts of climate change by:*

*Encouraging the management of moorland to reduce the risk of wildfires, working with landowners, farmers, communities and statutory bodies.*

Through the management of Denbighshire's moorlands, the project is also delivering against A Greener Denbighshire Aim 1: *Deliver our Climate and Ecological Change Strategy to become a net carbon zero and ecologically positive council by 2030, including:*

*Grow the amount of habitat available for pollinators and wildlife.*

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

- 6.1. The Moorland Post has been funded jointly by Denbighshire County Council and Natural Resources Wales. Denbighshire has already indicated an on-going

funding commitment to the role and the project. In 2020 NRW gave a 3-year commitment to funding which comes to an end in August 2023. Talks have begun with NRW to secure further funding to continue the project with an early indication that there is a willingness to continue to support the project.

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

7.1. A Well-being Impact Assessment has not been completed for this progress report.

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

8.1. This progress report is based on recommendations from a previous Communities Scrutiny Committee with contributions from the public and partner agencies.

8.2. The Moorland Partnership Board provides a framework for consulting with project partners and the graziers.

## **9. Chief Finance Officer Statement**

9.1. Funding was agreed for this activity in conjunction with our partners as part of the previous Corporate Plan. This report has no additional financial implications for the Council at this stage.

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

10.1. The current Partnership with NRW expires in August 2023. Discussions are underway to seek to extend this partnership.

10.2. The Moorland Partnership Board has oversight of the issues and the work programme associated with the project.

## **11. Power to make the decision**

11.1. Section 21 of the Local Government Act 2000.

11.2. Section 7.4.1 (d) and (e) of the Council's Constitution.

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# Denbighshire Moorland Management and Wildfire Prevention Project

Project update February 2023

## Introduction

The Denbighshire Moorland Management and Wildfire Prevention Project was established as one of the recommendations taken from the Llantysilio Mountain Fire Review in 2019. This included the appointment of a Moorland Field Officer jointly funded by DCC and NRW for a period of three years. The MFO was appointed in November 2020 and this report outlines progress and achievements against the objectives of the project.

The project started during the Covid 19 Pandemic which at the time had an impact on the ability to effectively engage with communities, landowners, farmers and partner organisations. Similarly, some capital works were disrupted & delayed during the pandemic by sickness and lock down constraints. None-the-less, the project has achieved much despite the disruption caused by the pandemic.

## Project Objectives

One of the primary objectives of the project was to appoint a Moorland Field Officer (MFO) who would assist in bringing together relevant agencies, including NRW and NWFRS, to facilitate practical works, share resources and promote awareness of the link between moorland management and wildfire risk reduction. The MFO was also tasked with working with landowners and farmers to co-ordinate and support appropriate management activities and plans to improve upland habitats within the AONB and reduce the risk and impacts of wildfires.

The objectives of the Denbighshire Moorland Project / Moorland Field Officer were to:

1. Develop and deliver a programme of restoration on Llantysilio mountain ensuring appropriate action is taken to reduce soil erosion and improve the habitat recovery.
2. Work with communities within and around the AONB to improve management of upland habitat for biodiversity and to reduce the risk of wildfires.
3. Work collaboratively with stakeholders to write Fire Management Plans for moorland within the AONB.
4. Support NRW in the progress of Section 16 Management Agreements to support designated sites.
5. Maintain a partnership of the primary partners (NRW, DCC, Fire Service and other).
6. Plan and deliver a programme of management works for moorland areas in Denbighshire.

## Progress against objectives

### **1. To develop and deliver a programme of restoration on Llantysilio mountain ensuring appropriate action is taken to reduce soil erosion and improve the habitat recovery.**

A task group was established early in the project with staff from NRW and the AONB to develop a programme of works using a number of restoration techniques proposed in the NRW Evidence Report No. 372 by Penny Anderson Associates (2020).

In March 2021, heather was cut and collected from a neighbouring hillside on Llantysilio and airlifted by helicopter in dumpy bags to the wildfire site where the contents of the bags were spread out as a thin mulch.



The heather provided protection to the soil from erosion by the elements and a microclimate for heather seed to naturally colonise. An upland grass seed mix was also sown under the heather brash, to stabilise soil and act as a nursery crop for naturally colonising moorland plants.

Surveys of the plots have shown a reasonable success in establishing the grass seed mix where the heather brash was spread out thinly. A thick heather mulch was found to suppress natural regeneration and germination of grass seed.

In October 2021, a five-hectare area of Moel Y Faen, which was most severely affected by the wildfire and left as bare ground, was hydro-seeded with an upland grass seed mix. Working with a specialist contractor (CDTS) and in partnership with the North Wales Fire and Rescue Service (NWFRS) and Severn Trent Water, over 100,000L of water was pumped to the top of Moel Y faen where the hydro-seed slurry was mixed and spread. This meant that erosion to the site from machinery was kept to a minimum and provided an opportunity for NWFRS personnel to try out new techniques for getting water onto the mountain in the event of wildfire.





At the same time, a further five-hectares of accessible moorland on Moel Y Faen & Moel y Gamelin were conventionally seeded using a specialist Alpine tractor.



The outcome has been a mixed success, with areas seeded by hand in April 2021 under heather mulch responding the best. The hydro-seeding had an initial flush of germination in the autumn of 2021, however many of the grass seedlings failed over the harsh winter and during the drought in the spring summer of 2022. The most successful establishment has been on areas of bare soil where the hydro-seed has been able to establish roots into the soil.

The MFO has worked with the NRW monitoring team to establish 60 permanent monitoring points (1m<sup>2</sup> quadrats) to monitor the changes in vegetation into the future. A National Vegetation Classification (NVC) survey of the entire moorland area on Ruabon/Llantysilio Mountains & Minera SSSI is currently out to tender with NRW and scheduled to take place in the summer 2023. This will generate valuable information about the different vegetation communities on the SSSI and will inform future management priorities.

## **2. To work with communities within and around the AONB to improve management of upland habitat for biodiversity and to reduce the risk of wildfires.**

During the project the main focus has been to engage with the farming community, learning about issues and barriers to managing the moorland and exploring solutions to their needs. The MFO has developed good working relationships with landowners and grazers on Llantysilio, Llandegla Moor, Liberty Hall (Rhug Est), Moel Y Parc and Moel Famau Country Park on the Clwydian Range. There is a need to continue this work to develop relationships and further co-operation.

The project has engaged with Llantysilio Community Council in particular in relation to restoration works on Llantysilio Mountain following the wildfire in 2018. A project newsletter has also been circulated to Community Councils in Llandegla, Bryneglwys, Llangollen and Corwen.

The MFO presented the Denbighshire Moorland Project to members of FUW and the NFU at the Royal Welsh Agricultural Show 2022 as part of an all-Wales wildfire awareness campaign “Wildfires Wales” lead by NRW and the Fire & Rescue Services. This has raised the profile of the project in Wales and has subsequently enabled networking at all-Wales level.

The project collaborated with NWFRS in the production of a public information video (in Cymraeg and English) promoting good practice in controlled / prescribed burning (YouTube: Stop Wales Burning). The film has been adopted by all Fire Services in Wales and has been positively received by Fire Services in England.

The project has used social media campaigns at key times of the year to promote wildfire awareness and responsible behaviours when in the countryside. This has included using AONB commissioned animations and the Fire Services Dawnglaw initiative.



**3. To work collaboratively with stakeholders to write Fire Management Plans for moorland within the AONB.**

The MFO has fed into the North Wales Resilience Forum Multi-Agency Regional Wildfire Plan coordinated by North Wales Fire and Rescue Service. This has resulted with the inclusion of a specific Partner Information Card relating to the role of AONB staff and resources which will assist in better collaboration between agencies at future wildfire incidents.

As part of the Regional Wildfire Plan, Wildfire Site Cards are to be produced for specific sites to be led by NWFRS. Wildfire Site Cards will then be available electronically on Mobile Data Terminals on all fire appliances. The MFO will play an important role supplying local information for the production of these cards.

**4. To support NRW in the progress of Section 16 Management Agreements to support designated sites.**

Section 16 of the Environment Act (Wales) 2016, confers a broader power for NRW to enter into land management agreements for any purpose within the remit of NRW. The agreements set out an agreed management policy to conserve the features of a SSSI and provides a mechanism to contribute to the cost of the works on an annual basis subject to funding availability.

A total of seven Section 16 Management Agreements have been established during the project covering the majority of the moorland that forms the Ruabon / Llantysilio Mountains and Minera SSSI. The agreements between the landowners and NRW were formalised during 2022 and last for five years.

DCC are signatory to one of the Section 16 Management Agreements relating to land at Moel Y Faen / Moel y Gamelin which was affected by the wildfire in 2018. This agreement enables DCC to directly undertake works to manage and restore the moorland affected by the fire, with funding through the Agreement.

The MFO played an essential role in supporting NRW in arranging the S16 management on Llantysilio for 2022/23, with liaison between the landowners, agents, graziers (with common rights) and local

contractors, co-ordinating management on the ground. Over 38 hectares of moorland has been managed at a cost of £23,310 funded through S16 MA.

While the S16 Management Agreement focus on management of the habitat for the features of the SSSI, it also helps to make the moorland more resilient to future wildfire events by reducing the fuel load of the vegetation and creating different age structures which will reduce the severity of the fire.

#### **5. Maintain a partnership of the primary partners (NRW, DCC, Fire Service and other).**

In March 2021, the Denbighshire Moorland Project Board was convened to steer and oversee the delivery of the project. The project Board has met five times and has representation from a local farmer/landowner, NGO (RSPB), NRW (a broad spectrum of officers from Conservation Officers, Upland Specialists and Area Statement staff), officers from DCC Countryside Service and North Wales Fire & Rescue Service (Wildfire Lead and Arson Reduction).

Collaborative working has been extensive outside of the Project Board. The MFO has worked closely with NWFRS facilitating training on site, inputting to the NW Multi-Agency Wildfire Response Plan and assisting at wildfire incidents along with AONB Rangers.



The partnership has remained strong during the Project, it is valued by all partners and has grown to include other organisations such as the RSPB. There is a desire from partners to establish a wider upland management partnership with a broader remit to include specific action for species of most concern in particular black grouse and curlew where the AONB is one of the last strong holds in Wales.

#### **6. Plan and deliver a programme of management works for moorland areas in Denbighshire.**

The traditional season for heather management, which includes prescribed burning, is between 1<sup>st</sup> October and 31<sup>st</sup> March. This means there have been three management seasons for the duration of the project from November 2020 to March 2023. During this time heather is either burned or mown in patches with a flail/topper to encourage fresh new growth, this is beneficial to livestock and rare upland bird species like the red grouse and black grouse.





As a result of this project, approximately 140 ha of moorland management has been delivered across sites in Denbighshire covering Ruabon/Llantysilio Mountains and Minera SSSI, Llandegla Moor SSSI and at sites on the Clwydian Range (Moel Famau Country Park). Work has been prioritised at high risk areas based on wildfire risk assessments of vegetation fuel load, aspect and likely sources of ignition.

Additional moorland areas have been actively managed by landowners such as at Ruabon moor, Vivod, Nantyr, and north Berwyn (Rhug Est).

During the project the MFO also delivered two years of capital work funded through the **National Peatland Action Programme** – a total of 50 ha of peatland on Ruabon Moor was cleared of invasive Sitka spruce and 10 ha of peat bog is under restoration at Llandegla Moor, where colonising birch trees have been removed and drainage ditches blocked (photo below) to retain water on the peat bog. This benefits the upland biodiversity, helps to store carbon, contributes to natural flood management while also making the peat bog more resilient to wildfire.



Report by:  
Graham Berry, Moorland Field Officer  
February 2023

|                              |                                                                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report to</b>             | <b>Communities Scrutiny Committee</b>                                                                                                |
| <b>Date of meeting</b>       | <b>9<sup>th</sup> March 2023</b>                                                                                                     |
| <b>Lead Member / Officer</b> | <b>Cllr Barry Mellor (Lead Member for Highways &amp; Environment) / Tony Ward (Corporate Director for Environment &amp; Economy)</b> |
| <b>Head of Service</b>       | <b>Andy Clark, Interim Head of Service, Highways &amp; Environmental Services</b>                                                    |
| <b>Report author</b>         | <b>Lowri Roberts, Project Manager</b>                                                                                                |
| <b>Title</b>                 | <b>Update for Waste Service Remodelling Project</b>                                                                                  |

## **1. What is the report about?**

- 1.1. This report provides a progress update regarding the planned implementation of the new waste service in March 2024.

## **2. What is the reason for making this report?**

- 2.1. The report is to inform members of progress and of upcoming activities to enable the service change and to seek their views on them. As the implementation date moves closer, it is important that elected Members are fully informed of any key dates, changes and risks.

## **3. What are the Recommendations?**

- 3.1. That the Scrutiny Committee discusses the contents of the report and the appended New Waste Model Strategy (Appendix 1) and provides observations on the planned implementation of the new service model.
- 3.2. That the Committee confirms that it has read, understood and taken account of the Well-being Impact Assessment (Appendix 2) as part of its consideration.

## 4. Report details

### New Waste Service Implementation (Recycling and Residual)

- 4.1. The new 'kerbside sort' model to collect household recycled waste will commence in **March 2024**. Recycling collections will change from a fortnightly service to a weekly service. This provides households with increased capacity for recycling. Residents will be provided with a new trolley box unit and an additional sack for cardboard. The trolley box unit allows for the sorted collection of household recycling such as glass, plastic, tins / cans, paper and cardboard.
- 4.2. The residual waste change will take place in early **Summer 2024** following the introduction of the kerbside sort system. This will allow residents to become familiar with the new recycling system and demonstrate the impact on reduced residual waste. Residual waste collection will change from a fortnightly collection to a 4-weekly collection. Households will be provided with larger residual waste bins to increase capacity by 33.3%, from 180litre to 240litres.
- 4.3. The existing blue recycling bins are 240litre capacity, and households can retain these as their residual bin and present the smaller 180litre black bin for collection by the council. This enables the existing blue bins to be reused until they need to be replaced due to normal wear and tear. It also reduces the number of container changes required, which saves waste, time and cost.
- 4.4. A robust communication and engagement exercise will support the new service roll out so that all residents are aware of, and understand, the proposed changes.
- 4.5. There are approximately 45,000 households who will require a new trolley box unit in readiness for the switch to 'kerbside sort' in March 2024. Deliveries to households will commence in November 2023, with completion expected in late February 2024 with a two-week period for mop-up activities. Deliveries will take place Monday to Friday (with weekends as a contingency subject to any slippage to schedules) with an average rate of 800 deliveries per day.
- 4.6. The assembly and delivery of the new units is a significant undertaking requiring significant resource. The new service requires an increase in operatives to serve the new rounds. These new operatives will be phased in from September 2023 in tranches to support the roll out activities, such as assembling trolley boxes and

delivering new containers. A high-level plan of the roll out by week is available in Appendix 1. In Summer 2023, a detailed area plan will be available. Members and residents will receive further communication on the area roll outs from late Summer 2023.

- 4.7. Although the new standard service will work for most households, we will not force it upon households where we know it will not work. A minority of properties, e.g. some flats, Houses in Multiple Occupation (HMOs) etc. are currently on bag collections for both recycling and residual. A solution for these properties is to be confirmed, it is likely they will remain on the current sack style but with a source segregated option.

### **Food, Garden and Absorbent Hygiene Products (AHP) Waste**

- 4.8. Food and garden waste collections will remain the same, i.e. food waste will remain as a free weekly collection, and garden waste will still be a fortnightly (paid for) opt-in service. The new model will also include an extended textile collection service and new collections for small electrical items and batteries. Details can be found in the supporting strategy (Appendix 1).
- 4.9. A new AHP service will be introduced from September 2023. As this is a new service, demand is relatively unknown, but it is estimated that approximately 8% of residents are likely to sign up for the AHP service based on rates in other Welsh LA's (please see Appendix 1 for a detailed data breakdown).
- 4.10. The introduction of the new AHP service is being phased in earlier than the main service changes. As AHP waste can be high volume, this will be collected weekly. It will provide those households with additional residual waste capacity.
- 4.11. The AHP service is a sign-up service that will be free of charge. It will be phased in to ensure that the number of households is manageable within the current operations of the service. The first tranche will be capped at 1,500 households, subject to obtaining a permit amendment at our current Lôn Parcwr site. Should the permit amendment not be obtained, the tranche cap will need to be lowered to approximately 1,000 households to allow for travel time to direct tip at Parc Adfer.
- 4.12. AHP customers will be provided with a 40litre caddy which will be collected weekly, although households with a greater need can be provided with a 140litre wheelie bin. The AHP service is for the following types of non-infectious waste only:

disposable nappies; incontinence pads; dressings/swabs and bandages; disposable bedding; used disposable bed pans and liners; wipes and gloves; stoma bags; and empty urine containers (where there is no risk of blood contamination).

## **5. How does the decision contribute to the Corporate Themes?**

- 5.1. The key driver for the service change is to increase recycling performance. Welsh Government have introduced a statutory 70% recycling target for all local authorities from 2024/25. For 2021/22, Denbighshire's recycling performance was 64.82%, but it is estimated that the new model will enable us to meet the 70% target. It will also increase the quality of recycling collected from households, enabling generation of income from selling materials, and increase opportunities for closed loop recycling.
- 5.2. In addition, a total of 5 new electric collection vehicles are being introduced as part of the new core fleet. This will assist Denbighshire in becoming more ecologically positive and move toward Carbon Net Zero by 2030.

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

- 6.1. The costs of implementing the new service changes are covered from the mobilisation and container budget allocations within the overall project budget.
- 6.2. Implementation of the new service will impact on various council services, including Customer Services and the Communications Team, and representatives from these service areas are included in the relevant mobilisation work stream project teams.

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

- 7.1. The overall outcome of the Well-being Impact Assessment is positive – see Appendix 2 for further details.

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

- 8.1. The principle of implementing the new waste model, following the Welsh Government Blueprint for waste services, was originally approved at the Strategic Investment Group (SIG) and Cabinet in December 2018. An updated Business Case was also presented to, and approved by, Cabinet in April 2022.



8.2. In December 2021, an update was provided to Communities Scrutiny Committee, and this report also included an updated Waste Collections Policy.

## **9. Chief Finance Officer Statement**

9.1. Although there are no direct financial implications of this report, the business case for the large capital investment in waste over recent years has been based on the revenue implications of the model described in this report.

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

10.1. There are two key risks concerning the implementation of the new service model by March 2024. These are:

- **Permit Approval:** Operations at the new depot are subject to the approval of a bespoke permit which was submitted in January 2023 to Natural Resources Wales (NRW). The permit needs to be approved before the service change can take place. This process can take approximately 12 months, but we are engaging with NRW at an operational and strategic level regarding this issue.
- **Depot Readiness:** The depot is currently schedule for completion in Autumn 2023. This is currently on track, which should allow the depot to be ready for the assembly and delivery of containers in readiness for the roll out to residents from November 2023. However, this risk of the depot not being ready in time has recently increased in likelihood following the news that our main contractor for phase 2 of the depot build (R L Davies) went into administration on 16<sup>th</sup> February 2023. This situation, which is relatively new at the time of submitting this report, is being managed by the Project Team and Project Board, and options for completing the contract will be considered in due course.

## **11. Power to make the decision**

11.1. Section 21 of the Local Government Act 2000

11.2. Section 7 of the Council's Constitution.

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## Appendix 1

# Denbighshire County Council

# Waste Service Remodel Strategy

**Version 2 (FINAL)**

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## Background

In December 2018 Cabinet approved a business case to undertake a significant service change for Denbighshire County Councils waste service. The business case outlined a proposal to implement the Welsh Government’s recycling kerbside sort blueprint. The project is made up of two key stages, the development of a new purpose-built Waste Transfer Station (depot) and a mobilisation programme to implement the new ways of working.

The project will impact all Denbighshire residents, this strategy details how residents will be impacted and what the new service offer will be. Currently all recycling waste is collected fortnightly within a comingled 240-litre blue bin. Residual waste is also collected fortnightly in a 140-litre black bin to alternate with the recycling collection.

At the point of implementation in March 2024 residents will switch from the comingled blue bin to a kerbside sort system with a trolley box separation unit for dry recycling. Recycling will be collected weekly instead of fortnightly, residual waste will move to a 4-weekly collection.

Residents with an existing 240-litre blue recycling bin will be able keep this container, this will become their residual bin from Summer 2024. Any household (who has their residual waste collected in a bin) will have a 240-litre bin (our standard service) following the service change.

Food waste will remain a weekly collection and a new weekly Absorbent Hygiene Product (AHP) service will also be introduced from September 2023 for residents who require this service. There will also be an extended textile service, small electrical collection (WEEE) service and battery collection introduced as part of the service change.

| STANDARD SERVICE OFFER                                                              |                                                |                                                                                 |                                                                                                                      |                                                                                                  |                                                                                                        |                                                                                                                                                    |
|-------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                |                                                                                 |                                  |                                                                                                  |                                                                                                        |                                                                                                                                                    |
| every 2 weeks<br>240 litres<br>mixed dry<br>recycling                               | weekly<br>23 litres<br>food waste<br>recycling | every 2 weeks<br>140 litres<br>(70 litres each week)<br>non-recyclable<br>waste | weekly<br>313 litres<br>source segregated recycling<br>including food waste,<br>batteries,<br>small electrical items | every 2 weeks<br>unlimited capacity<br>textile collections<br>by Co-options<br>Social Enterprise | every 4 weeks<br>240 litres<br>(60 litres each week)<br>non-recyclable<br>waste<br>(Blue or Black Bin) | weekly<br>40 litres<br>nappies and<br>incontinence<br>waste<br><br>free opt-in service<br>(140l available for<br>households with<br>large volumes) |
| CURRENT SERVICE                                                                     |                                                |                                                                                 | FUTURE SERVICE                                                                                                       |                                                                                                  |                                                                                                        |                                                                                                                                                    |

## 1. Timelines

The dry recycling kerbside sort model will take effect as of the **4<sup>th</sup> of March 2024**. There will be a grace period between the switch to kerbside sort and the introduction of the 4 weekly residual collection. The residual collection change will take effect from **Summer 2024**.

The new AHP service will be introduced prior to the recycling and residual change, this is planned for the **11<sup>th</sup> of September 2023**.

This document provides further breakdown of key activities to be completed to enable the service change. A detailed Mobilisation Project Plan, Critical Path and Work Breakdown Structure also underpins this.

## 2. Waste Service Overview

There are approximately 46,000 households in Denbighshire who receive our waste services. The makeup of waste collection by property type is as follows:

| Property Type                                 | Approx No. |
|-----------------------------------------------|------------|
| Wheelie Bin Collection (residual & recycling) | 44609      |
| Sack Service                                  | 2,483      |
| Communal                                      | 1000       |
| Trade                                         | 313        |
| Micro Trade                                   | 74         |
| Garden Waste Collection*                      | 17914      |
| Assisted Collections                          | 2671       |

*\*Not included in overall total absorbed in property types above  
 Data in table included as of October 2022*

*Future Growth: The new LDP is under review currently for the period 2021 – 2033. The proposed preferred option for household growth per annum is 218 ([Draft Preferred LDP Strategy](#), section 5.1.10)*

Some of the data and intelligence is difficult to ascertain due to historical data collation issues. However, a new In-Cab system is being implemented as part of the service change which will result in improved data collection and intelligence.

### 3. Recycling Waste: Kerbside Sort System

The switch to the kerbside sort recycling model weekly collections will take place on the 4<sup>th</sup> of March 2024. Approximately 44,000 kerbside sort trolley box systems will be required to be assembled and delivered to each eligible household across the County.

The roll out of the containers will be a significant undertaking for the service. Based on a go live date of 4<sup>th</sup> March 2024 the assembly and delivery of the trolley boxes will commence in November 2023.

Delivery to households will commence on the 20<sup>th</sup> of November 2023, approximately 4,000 units will be delivered per week, an average daily rate of 800 units will be distributed to residents. The key activities required to enable the change with timelines are set out below:

| Recycling Roll Out – March 2024        |                                                                      |
|----------------------------------------|----------------------------------------------------------------------|
| Activity                               | Dates                                                                |
| Recruitment Tranche 1 (6 x Operatives) | September - 2023                                                     |
| Recruitment Tranche 2 (7 x Operatives) | November- 2023                                                       |
| Recruitment Tranche 3 (9 x Operatives) | January - 2024                                                       |
| Recruitment of Depot Staff x 6         | November to February 2024                                            |
| Prepare Delivery & Assembly Area       | 6 <sup>th</sup> of November to 10 <sup>th</sup> of November 2023     |
| Delivery 1 <sup>st</sup> Batch         | 13 <sup>th</sup> November to 17 <sup>th</sup> of November 2023       |
| Assembly and Plan                      | 16 <sup>th</sup> of November 2023                                    |
| Trolley Box Deliveries Week One        | 20 <sup>th</sup> of November to 24 <sup>th</sup> November 2023       |
| Trolley Box Deliveries Week Two        | 27 <sup>th</sup> of November to 1 <sup>st</sup> December 2023        |
| Trolley Box Deliveries Week Three      | 4 <sup>th</sup> of December to 8 <sup>th</sup> of December 2023      |
| Trolley Box Deliveries Week Four       | 11 <sup>th</sup> of December to 15 <sup>th</sup> December 2023       |
| Trolley Box Deliveries Week Five       | 18 <sup>th</sup> of December to 22 <sup>nd</sup> December 2023       |
| Trolley Box Deliveries Week Six (STOP) | 25 <sup>th</sup> of December to 29 <sup>th</sup> of December 2023    |
| Trolley Box Deliveries Week Seven      | 1 <sup>st</sup> January to 5 <sup>th</sup> of January 2024           |
| Trolley Box Deliveries Week Eight      | 8 <sup>th</sup> of January to 12 <sup>th</sup> January 2024          |
| Trolley Box Deliveries Week Nine       | 15 <sup>th</sup> of January to 19 <sup>th</sup> of January 2024      |
| Trolley Box Deliveries Week Ten        | 22 <sup>nd</sup> of January to 26 <sup>th</sup> of January 2024      |
| Trolley Box Deliveries Week Eleven     | 29 <sup>th</sup> of January 2024 to 2 <sup>nd</sup> of February 2024 |
| Trolley Box Deliveries Week Twelve     | 12 <sup>th</sup> of February to 16 <sup>th</sup> of February 2024    |
| Mop Up Period                          | 19 <sup>th</sup> of February to 1 <sup>st</sup> of March 2024        |
| Go Live                                | 4 <sup>th</sup> of March 2024                                        |

#### Delivery Schedules

Using the updated routing and rounds for the recycling service, detailed daily maps for the delivery of the trolley box containers will be developed by the waste services' Mobilisation Lead. This will include a daily breakdown of activity by area. Residents will be informed of the days they will receive their new trolley box units, although they will not be able to use these until March 2024.

Deliveries to households will cease for the week commencing the 25<sup>th</sup> of December, and for the 1<sup>st</sup> of January for one day. The delivery schedule is currently Monday to Friday only, no

weekend deliveries are currently planned but they can be used as contingency in the event the delivery schedule slips due to unforeseen circumstances (adverse weather etc.).

### **Assembly**

It is approximated that around 1,200 trolley box units can be prepared each day, and this will be phased over the duration of the roll out to keep space to a premium at the new transfer station. This includes the assembly of the main unit and including the additional items such as the hessian sack, battery pouch and leaflets.

A dedicated assembly space is required for the crews who will be assembling the units, as part of the detailed planning consideration needs to be given to the following:

- Procurement / sourcing of items such as fold up tables for the assembly crew (WRAP advised).
- Agreed delivery schedule from the supplier so that the flow of assembly and deliveries is streamlined, and a plentiful supply of boxes is available for delivery.
- The delivery of units will generate a high volume of waste including bulky items such as card and pallets. A process for frequent removal of the waste needs to be agreed and arrangements made.

## **4. Residual Waste Collection**

Following the change to the kerbside sort system, the 4-weekly collection of residual waste will take place Summer 2024. Although there is a risk that in an interim period the additional capacity might be misused this is for an approximate 12-week period only

At the outset of the project the standard service was agreed as a trolley box for dry recycling with a cardboard sack, a 240-litre residual black bin, a food waste caddy and the option to sign up for the new AHP service.

The 240-litre residual bin capacity is to address the change in the residual collection which will become 4-weekly. Most standard residual bins currently in circulation are 180-litre with exceptions for larger households or those with the need for additional capacity. It is worth noting that one of the current drivers for the extra residual capacity is due to AHP waste; this waste will, from September 2023, be collected via a separate service.

It was initially proposed that all blue recycling bins would be 'rolled in' once households received their trolley box system, as would any of the 140-litre and 180-litre residual black bins in use. There would also be a full 'roll out' of a new 240-litre residual black bin to most standard households who did not already have a 240-litre black bin. The 'roll in' and 'roll out' activities are resource intensive which would be costly for the authority. Therefore, the project team has proposed that the existing 240-litre blue recycling bins already in circulation for most households become the new residual 240-litre bin in place of rolling out all new 240-litre black bins.

The roll outs and roll ins are resource intensive for the service and have cost implications, the option for households to retain the existing 240-litre blue bin reduces the amount of roll out and roll in activities as there will be no 240-litre black bin roll out. This will avoid the cost



of a county wide roll out activity. Any existing smaller 140-litre and 180-litre black bins will be collected, along with any second 240-litre or 360-litre blue bins in circulation.

The service change for residual can also happen sooner with this option, this will help maximise recycling in financial year 24/25 to help towards meeting WG 70% recycling target and reduce the risk of any potential fines related to the target.

Retaining the blue bins also addresses the issue of not having a sufficient supply of 240-litre black bins for each household. We currently have c. 29,000 units in storage. A further 5,000 bins have been budgeted for at a cost of £125k but this would still not be enough to provide every standard service household with a new 240-litre black bin. Procurement of further residual bins would cost approximately £287k to provide sufficient bins for each household at a rate of £23.95 per unit (approx. 12,000 additional units).

The current additional budget allocation of £125K for purchase of additional 240-litre black bins would not be needed and could offset pressures elsewhere in the project budget. The stock of 240-litre black bins we already have purchased can be used for several years to replenish 240-litre bins in circulation which would reduce the ongoing revenue costs to the service for ordering replacements or spares.

It is therefore proposed that there is strong case for households to retain the 240-litre blue bin and this will become the 'new' residual bin. This has a number of benefits as already noted, including the recycling/reuse of current existing stock, removes the need to roll in all the existing 240-litre blue bins, removes the need to purchase further 240-litre black bins and leaves a stock of 240-litre bins for replenishment for a number of years.

This option does mean there will be a mix of both blue and black bins in circulation for a period of time. The communication campaign will be strengthened to ensure residents are aware of the change in use of the bins and to ensure they have the correct capacity of bin. There may be a requirement to extend the storage agreement at Mostyn until stock is run down and manageable at a DCC site. This is reflected in the projects risk register.

## **5. Absorbent Hygiene Products**

The Absorbent Hygiene Products Service (AHP) is a new service delivery for the Council. The AHP service is for the collection of the following types of non-infectious waste only:

- Dressings/swabs and bandages
- Disposable bedding
- Used disposable bed pans and liners
- Incontinence pads
- Disposable nappies
- Wipes and gloves
- Stoma bags
- Empty urine containers where there is no risk of blood contamination

AHP waste will be collected weekly. In 2019 the initial plan was a fortnightly collection however, concerns have been raised over manual handling as the waste can be heavy even in smaller caddies due to the nature of the waste.

Applications are considered for families with children in disposable nappies, or from households where regular disposal of the above Absorbent Hygiene Products listed above is required.

Each application will be individually assessed, and the Council reserves the right to verify the information provided by contacting applicants either by telephone, a visit or utilising records such as the Electoral Register.

This assessment may include an on-site waste audit, to assess that an applicant is fully utilising the Council's recycling services. Applicants will be advised in writing within 15 working days of the outcome of their request.

### **Service Demand and Request**

The AHP service is new for the authority, the demand is a relative unknown. Modelling has estimated that approximately 20% of residents across all Local Authorities could be potential users of an AHP service. As displayed in the table below no LA has reached this demand, Denbighshire are estimating a potential take up of around 8%. The first tranche will be capped at 1,500 residents. Assuming an 8% take up of the new service this would see approximately 3,680 households using the AHP service.

### **AHP Rates in Welsh Local Authorities**

| LA            | Total No. Households | AHP No. | AHP % |
|---------------|----------------------|---------|-------|
| Ynys Mon      | 31,000               | 1,632   | 5%    |
| Blaenau Gwent | 33,000               | 4,177   | 12%   |
| Bridgend      | 64,029               | 9,290   | 14%   |
| Gwynedd       | 61,762               | 2,673   | 4%    |
| RCT           | 112,000              | 9,500   | 8%    |
| Conwy         | 57,000               | 3,513   | 6%    |
| Pembrokeshire | 61,727               | 5,316   | 8%    |

It is important to note that for the above LAs these numbers have built over time with an AHP service in place for several years. Demographic make-up of individual counties will also impact the AHP service volumes.

### **Timelines and Key Activities**

The below provides a timeline of activities for the launch of the new AHP service in September 2023:

| Activity                                       | Dates                   |
|------------------------------------------------|-------------------------|
| Agree Dates for Service Roll Out               | October / November 2022 |
| Project Board Approval for AHP                 | December 2022           |
| Procurement of Caddies, Bins, Liners & Lids    | January / February 2023 |
| Back End Business Process Developed and Agreed | April 2023              |
| Officer Resource for Management Agreed         | April 2023              |
| Online Form Developed and Agreed               | May 2023                |

|                                                              |                                                                     |
|--------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Tranche 1 Applications Open</b>                           | 1 <sup>st</sup> of June 2023 to 14 <sup>th</sup> of July 2023       |
| <b>Routing of AHP Service and Delivery Rounds</b>            | 17 <sup>th</sup> of July 2023 to 4 <sup>th</sup> of August 2023     |
| <b>Allocate / Agree Resources for AHP Container Delivery</b> | July 2023                                                           |
| <b>Container Delivery to Households Tranche 1</b>            | 7 <sup>th</sup> of August 2023 to 8 <sup>th</sup> of September 2023 |
| <b>Tranche 1 Go Live</b>                                     | 11 <sup>th</sup> of September 2023                                  |
| <b>AHP Service Review of Roll Out / Lessons Learnt</b>       | 25 <sup>th</sup> September to 29 <sup>th</sup> of September 2023    |
| <b>Tranche 2 Launch</b>                                      | October 2023                                                        |

The new AHP service will go live on the **11<sup>th</sup> of September 2023**. In June and July 2023, the first tranche of applications will open for residents to sign up to the AHP service. The first tranche will close in July, this allows the service the required time frame to route the AHP service and to deliver the caddies and liners to the households that have signed up. The first tranche of applications will be capped at 1,500 households.

The 1,500-household cap is subject to a permit amendment being obtained for Lon Parcwr. If the alternative option, which is a direct tip each day to Parc Adfer, has to be used in the event the permit amendment cannot be achieved the cap will need to reduce to approximately 1,000 households as the rounds would not be manageable with daily direct tips.

If initial applications are over 1,500 then the applicant will be informed that they will receive AHP from a later date once the service has bedded in. Residents will be automatically signed up for two years, they will be informed and need to reapply at the end of the two years to continue receiving the service. Non responders will be removed from the AHP collection rounds.

Initially from September 2023 the AHP service will use a spare RCV to collect the AHP waste, in some rural areas in the South of the County a split cage vehicle will be utilised. Households eligible for AHP collection will be provided with a standard 40-litre caddy bin and liners Households can also apply for a 140-litre bin dependent on need. Should there be a proven need a second caddy may be provided by the service. The caddies are required to be 40-litre due to the manual handling element of the waste collection.

### **Permit Amendment**

There are permit constraints on the treatment of AHP waste, for DCC to launch the new AHP service in September 2023 a permit amendment for Lon Parcwr will be required. A permit amendment can incur a cost, however without the correct permit the AHP cannot be collected and disposed of by DCC. The other option is for a direct tip to Parc Adfer, this again would incur a cost. DCC are pursuing the option to have a permit amendment to treat AHP waste. Approval of the permit is a constraint and risk to the AHP work stream and will be closely monitored. Once the new depot is operational the AHP waste will be treated at the Denbigh WTS as the activity will be included within the permit.

### **Vehicles**

3 vehicles have been purchased in 2021 for AHP collections, these vehicles are currently being used for collection of food waste. If the service is rolled out earlier these vehicles are not available. The service has confirmed a spare RCV from September 2023 to Spring 2024. Once the main service change takes place in Spring 2024 food waste will be collected on

RRVs, therefore the 3 vehicles purchased specifically for AHP will become available to collect AHP and the new model has allowed for 2 AHP collection teams from the point of the service change.

### **Waste Disposal**

During the interim period of introducing the new AHP service in September, the preferred option will be to tip AHP waste at Ruthin or Kinmel depots, this is pending a permit variation with NRW. If this cannot be done in time, waste will be directly tipped to Parc Adfer with a reduced number of households able to sign up during the first tranche. Once the new depot is operational the AHP waste will be treated at the Denbigh WTS as the activity will be included within the permit.

### **Communications**

The AHP service will be a sign-up service, a communications campaign will be required in June / July 2023 to raise awareness of the new service and to publicise the sign-up process. It is recommended, as reflected in the project plan, that there is a cut-off date for residents to apply whilst the first tranche is rolled out. Once that is complete and the service is live the applications can restart. This is to minimise risk to the roll out and for the service to bed in the process. The pause period would be minimal but would allow a period to iron out any issues.

## **6. Container Procurement, Delivery and Storage**

Procurement of the required containers for the service change (including recycling, residual, AHP and associated items such as liners) is a significant undertaking. The table below provides an overview of the core items to be procured and the current procurement status:

| <b>Item</b>                 | <b>Quantity</b> | <b>Status</b> |
|-----------------------------|-----------------|---------------|
| 240L Residual               | 31,000          | Delivered     |
| Trolleyboxes                | 47,000          | Procured      |
| 45L Paper Box               | 3,500           | Procured      |
| 55L Glass Box               | 3,500           | Procured      |
| 70L Plastic/Cans Box        | 3,500           | Procured      |
| Flaps                       | 5,000           | Procured      |
| Lids                        | 3,500           | Procured      |
| Wheels                      | 1000            | Procured      |
| Communal Bins               | 3,414           | Not Procured  |
| Cardboard Sack              | 50,000          | Not Procured  |
| Gull Proof Recycling Sacks  | 15,000          | Not Procured  |
| Gull Proof Residual Sacks   | 5,000           | Not Procured  |
| AHP Caddies 40Litre         | 8,299           | Not Procured  |
| AHP Liners                  | 10,000          | Not Procured  |
| Food Waste Caddies          | 12,000          | Delivered     |
| Food Waste Caddies Internal | 12,000          | Delivered     |
| Food Waste Liners           | 1248000         | Delivered     |
| Textile Sacks               | 200,000         | Not Procured  |
| Pink Residual Liners        | 10,000          | Not Procured  |
| Battery Pouch               | 45,000          | Delivered     |

There is a total budget of £3.4million for all containers and related items for the service change. It is imperative that due to the current climate and inflationary costs that the outstanding items are procured. There are storage issues with some of the bulky items however some suppliers have longer lead-in times meaning delivery of items can be staggered wherever possible.

There is a saving to be made with the re-purposing of the blue bins for residual collections, a budget of £125k was reserved for the purchase of a further 5,000 240litre black bins which are no longer required.

It is expected the depot programme of works will complete in Autumn 2023. The site could then be used as the central dispersal location for the new containers, avoiding the need for renting an alternative site / unit for the assembly and dispersal of the trolley box units. Due to the service change not taking place until March 2024 it is proposed that the trolley box deliveries are made to the new depot in Denbigh. An area can be made available for the assembly and collection of trolley boxes to be assembled and delivered across the county.

Current planning indicates a presumed date of assembly in November 2023, the delivery and assembly area will need to be ready by this date, any preparatory works need to be completed by the 10<sup>th</sup> of November 2023. This will include sourcing any additional items needed to support the assembly such as fold up tables etc.

## **7. Disposal of Redundant Containers**

As outlined in the earlier section for residual, the project team is proposing that residents utilise their existing 240-litre blue bin instead of receiving a 240-litre black bin. The 180-litre black bins will be rolled in and sold to the market. This is the only roll in exercise that is required. The redundant bins have formed a discount for the trolley box items and have consequently been sold back to the market.

## **8. Monitoring and Reporting: Roll Out**

The Mobilisation Lead will be responsible for the daily monitoring and reporting of the roll out, this will include developing and issuing the timetables, and the subsequent monitoring of the daily progress. This is to ensure issues arising are dealt with in a timely manner, additionally the project team and board are provided with assurances as to the progress of the roll out.

'Sprint' calls should be held twice daily in the first few days of the roll out (AM and PM) with key project and service team members. A dashboard should be developed based on the roll out programme to update the team daily. The monitoring must be inclusive of the delivery rates by area, issues raised, issues rectified and call / email correspondence via the Customer Call Centre.

A detailed implementation / go live plan is to be developed with WRAP as part of the detailed planning for the roll out.

## **9. Textile Collection**

Co-options currently collect textiles from some areas of the County, this offer to be extended as part of the main service change. Co-options have received DCC funding for vehicles so can extend the offer, but they are concerned about their ability to deliver a county wide service. Initial discussions have taken place; a further meeting is due Jan 2023 to explore the possibility of a county wide service This is DCC's preference as the kerbside RRVs will not have a specific compartment for textiles. For co-options to have any chance of collecting at the south of the county, a new system will have to be looked at to optimise collections. This may be in the form of booking rather than a timed collection round.

## **10. In-Cab System Implementation**

The In-Cab system is vital to the success of the roll out of the new waste containers as well as for all the new waste collection rounds. Owing to the removal of the north-south divide within Denbighshire, we have been able to maximise the efficiency of the collection rounds. Owing to this, all collection rounds have changed. The use of the in-cab system will not only allow drivers/operatives to be guided on the rounds, it will also show real-time traffic management for the rounds, and will show the most fuel and time efficient route, based on the current road conditions. This not only will save time, but also reduce the carbon impact of the council, for diesel vehicles.

Furthermore, the functionality of the in-cab system will greatly improve the information sharing between the Waste and Recycling Team, (Operatives, Managers and back-office staff), but also other council services, such as; Customer Services (for queries), and Fleet Services (when a vehicle has a break down).

Operatives will be able to report issues from the collection rounds in real-time, such as damaged or missing containers, contamination of bins/boxes and road traffic issues, which can alert other collection rounds of hazards or adverse conditions, all which is shared with Team Leaders/Supervisors, who can also track the progress of the rounds and divert Operatives where needed.

The in-cab system implementation has been delayed due to resource changes within the Waste and Recycling Team, however from November 2022 i back on track. The building of the in-cab database is set to take place in December 2022-January 2023 and be in test in February 2023 by the service. The in-cab unit tests will take place in March 2023. It is now envisaged that due to the integration requirements of Civica's C360 system (CRM) that the full test phase of the in-cab across back office and operational teams, will now take place in June-August 2023, being used for roll out of trolley boxes in November 2023 – March 2024. The system will go fully live across all of Waste and Recycling in March 2024 with the introduction of the new recycling rounds.

## **11. Trade and Communal**

Trade and communal waste services has been included as part of the main service change project, however following project team workshops it has been decided that the trade and

communal work will form its own discreet project outside of the main recycling and residual service change.

This is due to legislative change that is due in 2023 / 2024 (Welsh Government are yet to confirm a firm date for implementation). The issue of trade and communals are interlinked, the service is exploring the option to tender both the trade (not including micro trade sites) and communal collections. The waste service does not have the infrastructure or resource to meet the requirements for single stream collection as set out in the new legislation, it would result in increased costs for the service. There is the option for the depot at Lon Parcwr to be repurposed once the new Denbigh Depot has opened, however this would require investment.

## 12. Workforce and Recruitment

A new staffing structure model is required to support both the operational and back office activities of the new service. Initial modelling was undertaken at the outset of the project in 2018, however with the development of detail as part of the mobilisation work streams this has been revisited during 2022.

There are currently 63.40 collections operatives, this is a mix of Grade 5 and Grade 4 drivers and Grade 2 loaders. There are also 2 Grade 4 depot operatives. The new model requires 86 operatives in total. The new staffing model is as follows (including depot staffing):

| Role                | Grade   | FTE |
|---------------------|---------|-----|
| Driver (over 7.5t)  | Grade 5 | 22  |
| Driver (under 7.5t) | Grade 4 | 15  |
| Loader              | Grade 2 | 49  |
| Depot Supervisor    | Grade 6 | 2   |
| Plant Drivers       | Grade 4 | 4   |
| Pickers             | Grade 2 | 2   |

As a result, there is a requirement to recruit 28.60 new staff to support the new model. The table below proposes a high-level recruitment plan for these new recruits who will need to be phased into their roles prior to the main service change in March 2024. Until March 2024 the newly recruited posts to support the roll out of the new containers will be funded via the projects Mobilisation budget. The new recruits will be phased in as follows:

| Role                  | Grade | No. | Months Recruited prior to March 2024* | Cost       |
|-----------------------|-------|-----|---------------------------------------|------------|
| Loader (Tranche 1)    | G2    | 6   | 6                                     | £82,581.60 |
| Loader (Tranche 2)    | G2    | 7   | 4                                     | £64,230.13 |
| Loader (Tranche 3)    | G2    | 9   | 2                                     | £41,290.80 |
| Pickers (depot)       | G2    | 2   | 1                                     | £4,587.87  |
| Plant Drivers (depot) | G4    | 2   | 4                                     | £20,163.19 |

|                       |    |   |   |             |
|-----------------------|----|---|---|-------------|
| Supervisors / Haulage | G6 | 2 | 4 | £26,305.56  |
| <b>Total</b>          |    |   |   | £239,159.15 |

*\*These start dates are to be preceded by other recruitment activities which are outlined in the workforce and recruitment project plan*

Until March 2024 the newly recruited posts to support the roll out of the new containers will be funded via the Mobilisation budget. Following March 2024, the new staff will be part of the core staffing budget.

### 13. Communication and Engagement

The communications strategy and plan underpin the service change programme. The agreement of key decision points set out in this strategy will aid in the planning of the communications work stream. A draft communications plan was produced in spring 2022. It is being revisited to reflect the updates to the planned service changes including the rollout dates, as noted in this document, approved by the Project Board in December 2022.

Essentially, there will be two top-line phases of communications, for both residents and staff.

- **Phase 1 – Absorbent Hygiene Products (AHP) collections service launch**
  - Households affected: 49,609 (44,609 ('standard') and 5,000 ('sacks'))
  - Estimated launch date: September 2023
  - Communications preparation and delivery period: May 2023 (4 months)
  
- **Phase 2 – Kerbside sort container deliveries, new service launch, residual container switch**
  - Households affected: 49,609 (44,609 ('standard') and 5,000 ('sacks'))
  - Estimated launch date: March 2024, with some follow-up comms in June/July 2024 re: the residual container switch
  - Communications preparation and delivery period: September 2023 (6 months)

Messaging has previously been considered for each of the phases and is noted in the draft communications plan, but, as noted above, this is being revisited to reflect the updates to the planned service changes including the rollout dates, as noted in this document, approved in December 2023.

Messaging for all phases will essentially be agreed at the start of Phase 1, to ensure we're 'on point' from the beginning, with no clashes or confusion of messaging as each phased change is rolled out.

A production and delivery schedule will be put in place to ensure timely development and delivery of each communications output.

#### **Phase 1 communications outputs will include:**

- A5 promotional flyer for Council-managed offices and spaces, as well as provided to groups that work with and support target audiences
- Post-registration calendar(s) with collection dates and key information
- Contamination sticker/hanger/tag, to be used by collection crews when:



- incorrect material is found in the AHP container, and
- when AHP is found in the container for non-recyclable waste, promoting the AHP collection service as the correct method for disposal
- Targeted email to residents, if possible
- Targeted email to estate agents and lettings agents, if possible
- Targeted email to groups that work with parents of young children
- Targeted email to groups that work with older people
- Targeted email to groups that work with people with disabilities
- Targeted email to landlords, via Rent Smart Wales
- FAQs, for the website and frontline staff including crews and call centre
- Vehicle livery, for AHP collection vehicles
- Website / My Account
- Social media
- 'County Voice' e-newsletter
- Local PR
- Internal communications

Whilst the communications will be self-contained for the initial AHP collections service launch and registration window, this service will be promoted again to residents in Phase 2 communications.

**Phase 2 communications outputs will include:**

- Direct mail, an information pack to be distributed by crews with the trolley box and other containers, to include:
  - Letters x2: one version for 'standard' service users and one version for 'sacks' service users
  - A5 leaflets x2: one version for 'standard' service users and one version for 'sacks' service users
  - A4/A5 calendars x TBC versions
- Bin labels/stickers and/or sack signage, making clear the material collected in each container type
- Contamination prevention stickers/hangers/tags, to be used by collection crews when incorrect material is found in the various containers. Number of versions TBC
- FAQs, for the website and frontline staff including crews and call centre
- Vehicle livery
- Website / My Account
- Social media
- Targeted emails to residents, landlords / managing agents (via Rent Smart Wales), estate agents and lettings agents, and organisations that support vulnerable members in the area
- 'County Voice' e-newsletter
- Local PR
- Internal communications
- Roadshow events, using posters, pull-ups and trailer boards – TBC by DCC
- Door-knocking in deprived/disadvantaged and high non-recyclable waste areas – TBC by DCC, depending on resource available
- For 'standard' service users only: an animation

WRAP Cymru will lead on communications activity by drafting the updated communications plan, providing planning/scheduling guidance, copy writing, translations, design and

print/production services. WRAP also has funding to cover the costs of all essential 'must have' communications outputs, as well as some 'non-essential' outputs, on DCC's behalf. Welsh Government funding permitting, WRAP should be able to cover all the outputs listed in this section.

WRAP Cymru will also support and guide DCC to deliver the elements of the communications plan WRAP Cymru is unable to deliver directly, including:

- website reviews and updating content, including on My Account,
- scheduling and posting of social media content, and managing (recording and responding to) comments received, although WRAP Cymru can provide a suggested social media content plan/schedule,
- emails to residents that have provided their email address, and have opted-in,
- emails to owners and/or managing agents of residential houses (not flats) that are run as private holiday homes / accommodation, such as Airbnb, where DCC has this information
- emails to landlords / managing agents of residential flats, where DCC has this information and via Rent Smart Wales
- emails to estate agents and lettings agents, where DCC has this information
- emails to organisations that support vulnerable members in the area, such as internally or externally managed groups
- content for local authority-managed publications,
- local PR, including press or radio activity,
- any roadshow, events or exhibitions in community areas, including Council-managed community meetings, and
- door-knocking in deprived/disadvantaged and high non-recyclable waste areas.

### **Wales Recycles' Be Mighty. Recycle. upcoming food waste recycling campaign**

It should also be noted that WRAP Cymru, as part of its national *Wales Recycles* campaign activity, is planning four 'bursts' of its **Be Mighty. Recycle.** campaign to increase citizen participation in their kerbside recycling collections schemes, between January 2023 and March 2024. Whilst 'bursts' two to four are dependent on Welsh Government approval and funding, the first 'burst' has been approved and is currently being developed. The focus will be on food waste, and the whilst the campaign will be accessible to all Welsh citizens, the target audience is mainly citizens that are already using their food waste collection service but who aren't recycling all they can. Two creative concepts were shared with local authorities at the LA Officers' meeting on 9 November 2022, feedback received has been considered, campaign messaging and creatives developed, and Wales Recycles is soon to carry out citizen testing with support from WRAP's Insights Team, with Welsh Government approval.

This campaign should hopefully encourage DCC's residents to move the food waste they might be putting in their residual bin, into their food waste caddy/bin, reducing the amount of residual waste collected and increasing the amount of food waste collected.

Key dates:

- **Campaign launch date:** Monday 6 to Sunday 19 February 2023 (two weeks)
- **Toolkit of assets launch date:** As usual, WRAP Cymru will share with DCC a Toolkit of digital and printed assets, approx. two weeks before the event, or sooner if

possible. This will include the assets authorities have told us they find most useful, engaging and effective for their channels, including a mix of digital and printed assets. WRAP Cymru will customised all statics assets on DCC's behalf.

## 14. Governance and Change Control Procedure

This document has outlined the agreed approach to the service change, many of the elements of the roll out are interdependent and so this document has sought to thread this together to document the delivery of the service change.

The Project Board is the decision-making authority for the project, ultimately the Project Board are required to sign off the overall approach outlined in this document. Any change to the agreed approach and key decisions made within this strategy must be closely managed. This is to ensure that the scope, cost, time and quality of the project is not adversely impacted.

The change control procedure is linked to the overall governance structure of the project, the Project Board will act as the decision-making authority for change control requests that have a significant impact on the scope, cost, time and quality of the project. Requests that are low impact, not impacting on time, cost or quality can be managed within the Steering Group forum.

The high-level process for the change requests is as follows:

- Change request logged
- Change request assessed (cost, time and quality)
- If change is low impact (no impact on cost, time or quality) can be approve, reject or defer the change via Steering Group
- If change request high impact (cost, time or quality) recommendation made to Project Board to approve, reject or defer the change
- Programme of works and plan updated based on decision
- Implementation of any actions arising from above

The following must be considered as part of the evaluation and approval process for any change requests:

| Area of Project                    | Change Impact                                                                                         |
|------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Scope (original objectives)</b> | <i>Does this significantly increase the scope of the project or within scope?</i>                     |
| <b>Timelines</b>                   | <i>Will it impact the delivery or the project and lead to delay?</i>                                  |
| <b>Resources</b>                   | <i>Is there sufficient resource or is additional resource required and is the resource available?</i> |

|                |                                                                                                                                                      |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Costs</b>   | <i>Is this change within budget or can it be absorbed by the contingency? Will there need to be a request for additional funding if significant?</i> |
| <b>Quality</b> | <i>Will it improve quality or will it be the same or worse?</i>                                                                                      |

All requests for change are to be logged within the Change Request Log which will be reviewed at Project Board. Members of the project team who are requesting the change must have completed the above process and undertaken an analysis of the change based on the above areas before formally submitting the request to Board.

## 15. Critical Path and Risk Management

It is imperative to note that there are two critical risks that will require robust monitoring and form the critical path for the project. These are the completion of the depot and the approval of the permit to allow the site to operate. The depot is scheduled for completion in Autumn 2023 and the permit is expected to be approved no later than February 2024. These are the current indicative timescales, issues impacting these key dates could arise.

Resourcing for the project activities to deliver the service change is also key, staff retention and the ability to recruit the number of operatives and depot roles is crucial to the success of the project. In that event the contingency plan for the project would see the service change dates pushed back beyond March and July 2024. The project has a robust risk management procedure, these key risks will be proactively monitored and will be subject to 'Go / No Go' decisions in Summer 2023.





## Appendix 2

# 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<br><div style="text-align: center;">Page 63</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

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overall Impact</b>           | Positive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Justification for impact</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Further actions required</b> | 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:

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A low carbon society</b> | <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 67</p> |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Quality communications, infrastructure and transport</b></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><b>Economic development</b></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><b>Quality skills for the long term</b></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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quality jobs for the long term</b> | <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> |
| <b>Childcare</b>                      | 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:

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A low carbon society</b>                                 | <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>                                                                                 |
| <b>Quality communications, infrastructure and transport</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Economic development</b>                                 | None - the current receiver of comingled recycling would prefer source segregated material, due to higher quality of paper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Quality skills for the long term</b>                     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Quality jobs for the long term</b>                       | 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. |
| <b>Childcare</b>                                            | There are no known increased implications arising from changing from the baseline to Option 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## A resilient Denbighshire

|                       |          |
|-----------------------|----------|
| <b>Overall Impact</b> | Positive |
|-----------------------|----------|

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Justification for impact</b> | 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 |
| <b>Further actions required</b> | 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:**

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Biodiversity and the natural environment</b>               | 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.                                                                                                                                                                                                                                                                        |
| <b>Biodiversity in the built environment</b>                  | 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. |
| <b>Reducing waste, reusing and recycling</b>                  | Option will improve and increase domestic recycling performance and produce cleaner material more suitable for closed loop recycling.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Reduced energy/fuel consumption</b>                        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>People's awareness of the environment and biodiversity</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Flood risk management</b>                                  | 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:**

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Biodiversity and the natural environment</b> | 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. |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Biodiversity in the built environment</b>                  | Development of a waste transfer facility could impact, depending on location, yet to be determined.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Reducing waste, reusing and recycling</b>                  | 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.                                                                                                                                                                                                                                                                                                                          |
| <b>Reduced energy/fuel consumption</b>                        | 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. |
| <b>People's awareness of the environment and biodiversity</b> | May encourage negative behaviour from disgruntled Residents who take against new arrangements and deliberately reduce recycling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Flood risk management</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## A healthier Denbighshire

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

### Positive impacts identified:

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A social and physical environment that encourage and support health and well-being</b> | 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.                                                                                                                                              |
| <b>Access to good quality, healthy food</b>                                               | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>People's emotional and mental well-being</b>                                           | 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. |

|                                               |      |
|-----------------------------------------------|------|
| <b>Access to healthcare</b>                   | NONE |
| <b>Participation in leisure opportunities</b> | NONE |

### Negative impacts identified:

|                                                                                           |                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A social and physical environment that encourage and support health and well-being</b> | 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. |
| <b>Access to good quality, healthy food</b>                                               | NONE                                                                                                                                                                                                                                                                                                                            |
| <b>People's emotional and mental well-being</b>                                           | 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.                                                                             |
| <b>Access to healthcare</b>                                                               | NONE                                                                                                                                                                                                                                                                                                                            |
| <b>Participation in leisure opportunities</b>                                             | NONE                                                                                                                                                                                                                                                                                                                            |

### A more equal Denbighshire

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overall Impact</b>           | Neutral                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Justification for impact</b> | 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.                                                                                           |
| <b>Further actions required</b> | 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><b>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</b></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><b>People who suffer discrimination or disadvantage</b></p>                                                                                                                                                                                                               | <p>NONE</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Areas with poor economic, health or educational outcomes</b></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><b>People in poverty</b></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><b>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</b></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><b>People who suffer discrimination or disadvantage</b></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><b>Areas with poor economic, health or educational outcomes</b></p>                                                                                                                                                                                                       | <p>Recycling rates in areas with poor economic circumstances is often lower than in other areas.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>People in poverty</b></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><b>Overall Impact</b></p> | <p>Neutral</p> |
|------------------------------|----------------|

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Justification for impact</b> | <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> |
| <b>Further actions required</b> | <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:**

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Safe communities and individuals</b>       | <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>                                                                                                                                                                                   |
| <b>Community participation and resilience</b> | <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> |
| <b>The attractiveness of the area</b>         | <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>                                                                                                                     |
| <b>Connected communities</b>                  | <p>Intention to use social norming as a way to promote pro-recycling behaviours and identify recycling champions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |

**Negative impacts identified:**

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Safe communities and individuals</b>       | 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.                                                                                            |
| <b>Community participation and resilience</b> | Many residents will not have actively engaged during the proposal phase and provide resistance as the service is rolled out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>The attractiveness of the area</b>         | 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.<br>There is a perception that a reduced residual collection frequency could attract pests. |
| <b>Connected communities</b>                  | 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

|                                 |                                                                                                                                                                                                                                                                                  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overall Impact</b>           | Neutral                                                                                                                                                                                                                                                                          |
| <b>Justification for impact</b> | 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. |
| <b>Further actions required</b> | There are no identified negatives.                                                                                                                                                                                                                                               |

### Positive impacts identified:

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>People using Welsh</b>           | 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.                                                                                                                                                                                   |
| <b>Promoting the Welsh language</b> | There is an opportunity to display bi-lingual advertisements with simple messages/ catch phrases                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Culture and heritage</b>         | 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...) <b>Page 36</b> |

## Negative impacts identified:

|                                     |      |
|-------------------------------------|------|
| <b>People using Welsh</b>           | NONE |
| <b>Promoting the Welsh language</b> | NONE |
| <b>Culture and heritage</b>         | NONE |

## A globally responsible Denbighshire

|                                 |                                                                                                                                                                                                                                                         |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overall Impact</b>           | Positive                                                                                                                                                                                                                                                |
| <b>Justification for impact</b> | 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.                                                |
| <b>Further actions required</b> | 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:

|                                                                  |                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local, national, international supply chains</b>              | 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.                                    |
| <b>Human rights</b>                                              | NONE                                                                                                                                                                                                                                                   |
| <b>Broader service provision in the local area or the region</b> | 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:

|                                                                  |                                                                                                                                                                                                                                  |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local, national, international supply chains</b>              | 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.                                                       |
| <b>Human rights</b>                                              | 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). |
| <b>Broader service provision in the local area or the region</b> | NONE                                                                                                                                                                                                                             |

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|                        |                                                                  |
|------------------------|------------------------------------------------------------------|
| <b>Report to</b>       | <b>Communities Scrutiny Committee</b>                            |
| <b>Date of meeting</b> | <b>9 March 2023</b>                                              |
| <b>Head of Service</b> | <b>Lisa Jones, Interim Head of Legal and Democratic Services</b> |
| <b>Report author</b>   | <b>Rhian Evans, Scrutiny Co-ordinator</b>                        |
| <b>Title</b>           | <b>Scrutiny Work Programme</b>                                   |

## **1. What is the report about?**

1.1. The report seeks Communities Scrutiny Committee to review its draft forward work programme (see Appendix 1). As part of its review the Committee is asked to reflect on the implications of the focus on business critical operations during the emergency phase of the COVID-19 pandemic and the work underway under the recovery phase, whilst also prioritising matters which the Committee deems important to scrutinise.

## **2. What is the reason for making this report?**

2.1 To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

## **3. What are the Recommendations?**

That the Committee

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate;
- 3.2 appoint a representative to serve on the Capital Scrutiny Group;
- 3.3 appoints representatives to serve on the various Council Service Challenge Groups; and
- 3.4 determines whether any key messages or themes from the current meeting should be publicised via the press and/or social media.

## 4. Report details

- 4.1 Section 7 of Denbighshire County Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, as well as the rules of procedure and debate.
- 4.2 The Constitution stipulates that the Council's scrutiny committees must set, and regularly review, a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The aim of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 In recent years the Welsh Government (WG) and Audit Wales (AW) have highlighted the need to strengthen scrutiny's role across local government and public services in Wales, including utilising scrutiny as a means of engaging with residents and service-users. From now on scrutiny will be expected to engage better and more frequently with the public with a view to securing better decisions which ultimately lead to better outcomes for citizens. AW will measure scrutiny's effectiveness in fulfilling these expectations.
- 4.5 Having regard to the national vision for scrutiny whilst at the same time focussing on local priorities, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) recommended that the Council's scrutiny committees should, when deciding on their work programmes, focus on the following key areas:
- budget savings;
  - achievement of the Corporate Plan themes (with particular emphasis on their deliverability during a period of financial austerity);
  - any other items agreed by the Scrutiny Committee (or the SCVCG) as high priority (based on the PAPER test criteria – see reverse side of the 'Member Proposal Form' at Appendix 2);
  - Urgent, unforeseen or high priority issues; and



- Supporting the Council's recovery work in relation to the effects of the COVID-19 crisis on Council services, the local economy and the county's communities

#### 4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on Scrutiny's business agenda they have to submit a formal request to the SCVCG seeking Scrutiny to consider a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested subjects.

- 4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG decided that members, as well as officers, should complete 'scrutiny proposal forms' outlining the reasons why they think a particular subject would benefit from scrutiny's input. A copy of the 'member's proposal form' can be seen at Appendix 2. The reverse side of this form contains a flowchart listing questions which members should consider when proposing an item for scrutiny, and which committees should ask when determining a topic's suitability for inclusion on a scrutiny forward work programme. If, having followed this process, a topic is not deemed suitable for formal examination by a scrutiny committee, alternative channels for sharing the information or examining the matter can be considered e.g. the provision of an 'information report', or if the matter is of a very local nature examination by the relevant Member Area Group (MAG). No items should be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. Assistance with their completion is available from the Scrutiny Co-ordinator.

## Cabinet Forward Work Programme

- 4.8 When determining their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of work. For this purpose, a copy of the Cabinet's forward work programme is attached at Appendix 3.

## Progress on Committee Resolutions

- 4.9 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

## **5. Scrutiny Chairs and Vice-Chairs Group**

- 5.1 Under the Council's scrutiny arrangements, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group met on 19 January 2023 and considered a number of scrutiny requests. At the conclusion of its deliberations it referred the 'Denbighshire's Moorlands – Fuel Load & Fire Risk Management' item to this Committee for detailed examination. This subject features on the Committee's business agenda for the current meeting.

- 5.2 The Group's next meeting is scheduled for the afternoon of 9 March 2023.

## **6. Committee representation on Council Boards and Groups**

### **Capital Scrutiny Group**

- 6.1 Periodically the Committee will be asked to appoint a representative to serve on various Council Boards or Groups.
- 6.2 At its meeting on 13 December 2022 Cabinet approved a new capital process and supported the draft Terms of Reference for a new Capital Scrutiny Group (CSG) – copy attached at Appendix 5. This Group will meet six times a year. In May, July, September, November, January and March, with all meetings being held virtually.
- 6.3 Each Scrutiny Committee is being asked to appoint a representative to serve on this Group. The appointed representative will be expected to report back to the

Committee on the CSG's work under the standard business item on the Committee's agenda, 'Feedback from Committee Representatives'.

- 6.4 A special meeting of the CSG is expected to be held in April 2023 at which the Group will approve its Terms of Reference. The Committee is therefore requested to appoint its representative.

### **Service Challenge Groups**

- 6.5 Recently, an e-mail was sent to all Committee members seeking expressions of interest to serve as the Committee's representatives on a number of the Council's Service Challenge Groups. In response to that request the individuals listed on Appendix 6 have to date expressed their interest in taking up these appointments. The Committee is asked to consider and confirm the appointments, and to also appoint representatives to serve on the vacant positions.

## **7. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?**

- 7.1 Effective scrutiny will assist the Council to deliver its Corporate Plan in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council to deliver its corporate themes, improve outcomes for residents whilst also managing austere budget and resource pressures.
- 7.2 Whilst the decision on the Committee's forward work programme itself will have a neutral contribution on the Council's aim of becoming Net Carbon Zero and Ecologically Positive by 2030, the Committee by effectively scrutinising all matters examined by it can help support the delivery of this ambition.

## **8. What will it cost and how will it affect other services?**

- 8.1 Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

## **9. What are the main conclusions of the Well-being Impact Assessment?**

9.1. A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny through its work in examining service delivery, policies, procedures and proposals will consider their impact or potential impact on the sustainable development principle and the well-being goals stipulated in the Well-being of Future Generations (Wales) Act 2015.

## **10. What consultations have been carried out with Scrutiny and others?**

10.1. None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

## **11. Chief Finance Officer Statement**

11.1. Not applicable

## **12. What risks are there and is there anything we can do to reduce them?**

12.1. No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

## **13. Power to make the decision**

13.1 Section 21 of the Local Government Act 2000.

13.2 Section 7.11 of the Council's Constitution stipulates that scrutiny committees and/or the Scrutiny Chairs and Vice-Chairs Group will be responsible for setting their own work programmes, taking into account the wishes of Members of the Committee who are not members of the largest political group on the Council.

## Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

| Meeting | Lead Member(s)                | Item (description / title)                                                                                                                                                                         | Purpose of report                                                                                                                                                                                                                                                       | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                                     | Author                                                                     | Date Entered                                                                                                        |
|---------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 4 May   | <b>Cllr. Win Mullen-James</b> | 1. <i>Draft Tourism Signage Strategy for Denbighshire (tbc)</i>                                                                                                                                    | <i>To examine the draft Tourism Signage Strategy for the county developed by the Working Group including potential funding sources and the anticipated timescale for the Strategy's delivery</i>                                                                        | <i>The development of a tourism signage strategy that complements trunk road signage and technological innovations in the field of tourism, takes into account the aims of 'The Wales Way' project, attracts visitors and increases the value of tourism spend in the county in line with the corporate priority relating to the Environment, and in-keeping with the outcomes of Denbighshire's Tourism Strategy</i> | <i>Mike Jones/Peter McDermott</i>                                          | <i>March 2020 (rescheduled due to COVID-19 Sept &amp; Dec 20, Sept 2021 &amp; Jan 2022 by SCVCG &amp; Nov 2022)</i> |
|         | <b>Cllr. Win Mullen-James</b> | 2. <i>Second Homes and Short-term Holiday lets (timing tbc – once the full details of the WG proposals are known (incl. Licensing Scheme proposals) and their impact have been fully assessed)</i> | <i>To report the findings and conclusions of the Welsh Government's study in relation to addressing the impact of second home ownership in Wales, including its proposals for reviewing the regulatory framework and system as they apply to holiday accommodation,</i> | <i>(i) An assessment of the proposals' anticipated impact on Denbighshire County Council, residents, businesses and local economy<br/>(ii) Formulation of recommendations with a view to realising maximum benefits for the Council, residents businesses and the economy, or for mitigating the impact of any risks that may arise from any proposals</i>                                                            | <i>Emlyn Jones/Angela Loftus/Lara Griffiths/Paul Barnes/Gareth Roberts</i> | <i>June 2022 (rescheduled November 2022)</i>                                                                        |

## Communities Scrutiny Committee Forward Work Plan

| Meeting | Lead Member(s)            | Item (description / title) |                                                   | Purpose of report                                                                                                             | Expected Outcomes                                                                                                                                                                                                                                                                                       | Author                                       | Date Entered        |
|---------|---------------------------|----------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------|
|         |                           |                            |                                                   | <i>along with national and local taxation systems (the WG's "three-pronged approach to address [the] second homes crisis"</i> |                                                                                                                                                                                                                                                                                                         |                                              |                     |
| 29 June | <b>Cllr. Barry Mellor</b> | 1.                         | <i>Llangollen Car Park Tariff Pilot Scheme</i>    | <i>To outline the effectiveness of the pilot scheme for varying car park tariffs in Llangollen</i>                            | <i>Identification of lessons learnt from the pilot scheme's implementation and operation in readiness for the introduction of similar schemes in other areas in future</i>                                                                                                                              | <i>Emlyn Jones/Mike Jones/Peter Lea</i>      | <i>January 2021</i> |
|         | <b>Cllr. Barry Mellor</b> | 2.                         | <i>Flood Risk Working Group</i>                   | <i>To consider a report on the work of the multi-agency and riparian landowners information sharing working group</i>         | <i>Ensuring:<br/>(i) all communication channels are open and being used effectively to inform and advise residents and stakeholders alike;<br/>(ii) that all information on relevant developments and proposals are being shared between flood risk authorities and stakeholders in a timely manner</i> | <i>Tony Ward/Tim Towers</i>                  | <i>March 2022</i>   |
|         | <b>Leader</b>             | 3.                         | <i>Rhyl Regeneration Programme and Governance</i> | <i>To examine the effectiveness of the Programme Board's work in delivering the regeneration programme to date</i>            | <i>Identification of any barriers or slippages and the formulation of recommendations to try and address them and sustain the delivery of the programme to secure the regeneration of Rhyl to benefit the economy and the lives of the town's residents and the county in general</i>                   | <i>Emlyn Jones/Nicola Kneale/Lois Lambie</i> | <i>June 2022</i>    |
|         |                           |                            |                                                   |                                                                                                                               |                                                                                                                                                                                                                                                                                                         |                                              |                     |

## Communities Scrutiny Committee Forward Work Plan

| Meeting     | Lead Member(s)    | Item (description / title)                                                 | Purpose of report                                                                                                                                                       | Expected Outcomes                                                                                                                                                                                                                                                       | Author                      | Date Entered          |
|-------------|-------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| 7 September | Cllr. Elen Heaton | 1. Engagement with Care Forum Wales (CFW) & Care Providers in Denbighshire | To examine the progress made in encouraging CFW and local social care providers to engage with the Council in relation to social care provision and the setting of fees | The establishment of open communication channels between care providers, their representative body and local authorities locally and regionally for the purpose of setting realistic and fair fees for social care provision which is based on up to date verified data | Nicola Stubbins/David Soley | By SCVCG January 2023 |
| 19 October  |                   |                                                                            |                                                                                                                                                                         |                                                                                                                                                                                                                                                                         |                             |                       |
| 7 December  |                   |                                                                            |                                                                                                                                                                         |                                                                                                                                                                                                                                                                         |                             |                       |

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## Future Issues

| Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|----------------------------|-------------------|-------------------|--------|--------------|
|                            |                   |                   |        |              |
|                            |                   |                   |        |              |
|                            |                   |                   |        |              |

## For future years

|  |  |  |  |  |
|--|--|--|--|--|
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|--|--|--|--|--|

## Communities Scrutiny Committee Forward Work Plan

**Information/Consultation Reports**

| <b>Information / Consultation</b>                                                               | <b>Item (description / title)</b>                                    | <b>Purpose of report</b>                                                                                                                                            | <b>Author(s)</b>            | <b>Date Entered</b> |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------|
| <b>INFORMATION</b><br>(for circulation early autumn 2023 <i>once work has been undertaken</i> ) | Community Impact Assessment on the communities of Rhewl and Llanynys | To present the findings of the community impact assessment undertaken following the closure of Ysgol Rhewl as agreed as part of the modernising education programme | Geraint Davies/James Curran | December 2020       |

**Note for officers – Committee Report Deadlines**

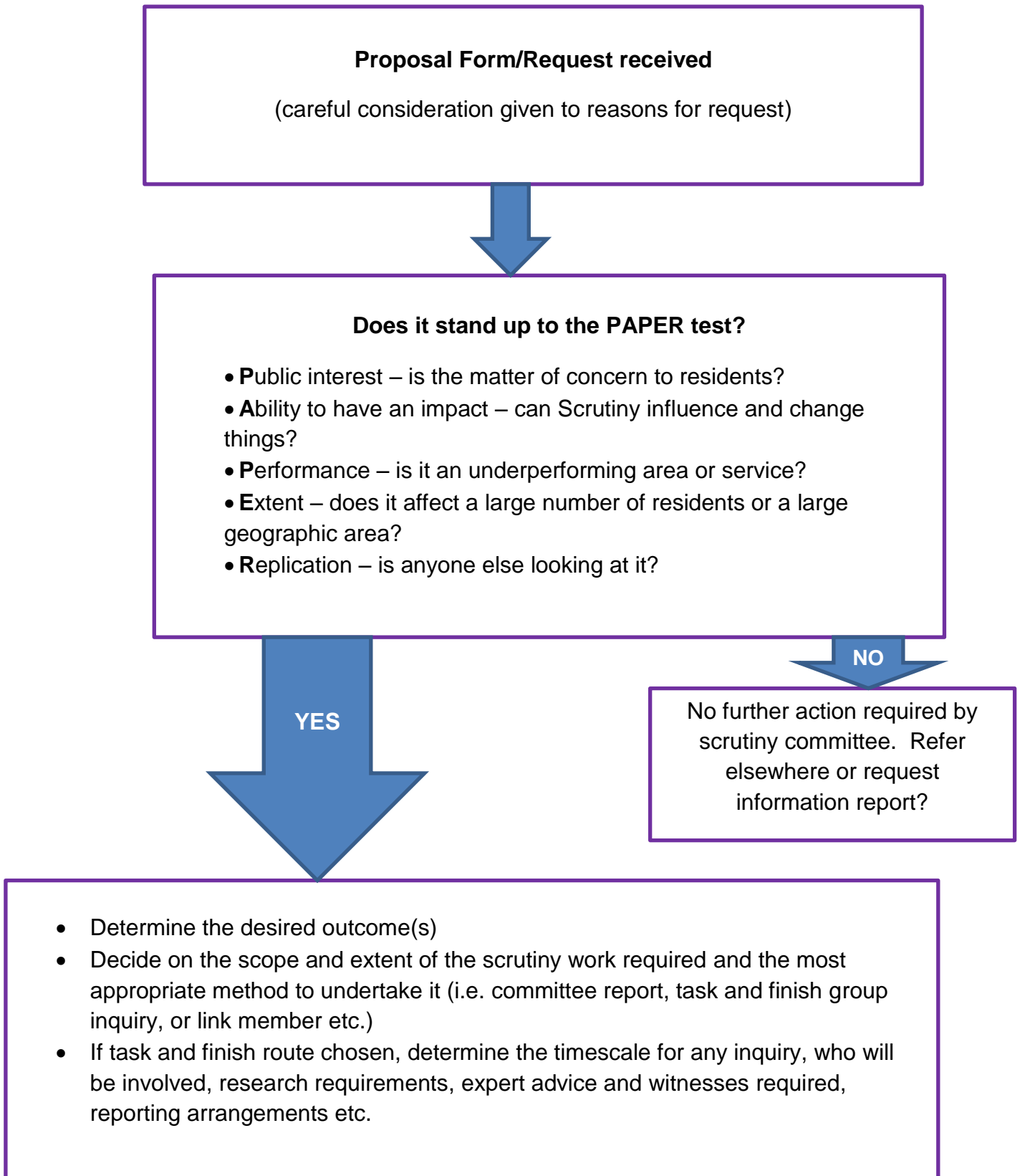
| Meeting | Deadline                     | Meeting | Deadline       | Meeting     | Deadline                      |
|---------|------------------------------|---------|----------------|-------------|-------------------------------|
| 4 May   | <b>19 April (due to B/H)</b> | 29 June | <b>15 June</b> | 7 September | <b>23 August (due to B/H)</b> |

24/02/2023 RhE



| <b>Member Proposal Form for Scrutiny Forward Work Programme</b>                                                                                                                        |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>NAME OF SCRUTINY COMMITTEE</b>                                                                                                                                                      |               |
| <b>TIMESCALE FOR CONSIDERATION</b>                                                                                                                                                     |               |
| <b>TOPIC</b>                                                                                                                                                                           |               |
| <b>What needs to be scrutinised (and why)?</b>                                                                                                                                         |               |
| <b>Is the matter one of concern to residents/local businesses?</b>                                                                                                                     | <b>YES/NO</b> |
| <b>Can Scrutiny influence and change things?</b><br>(if 'yes' please state how you think scrutiny can influence or change things)                                                      | <b>YES/NO</b> |
| <b>Does the matter relate to an underperforming service or area?</b>                                                                                                                   | <b>YES/NO</b> |
| <b>Does the matter affect a large number of residents or a large geographical area of the County</b><br>(if 'yes' please give an indication of the size of the affected group or area) | <b>YES/NO</b> |
| <b>Is the matter linked to the Council's Corporate themes?</b><br>(if 'yes' please state which theme(s))                                                                               | <b>YES/NO</b> |
| <b>To your knowledge is anyone else looking at this matter?</b><br>(If 'yes', please say who is looking at it)                                                                         | <b>YES/NO</b> |
| <b>If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?</b>                                       |               |
| <b>Name of Councillor/Co-opted Member</b>                                                                                                                                              |               |
| <b>Date</b>                                                                                                                                                                            |               |

## Consideration of a topic's suitability for scrutiny



## Cabinet Forward Work Plan

| Meeting         | Item (description / title) |                                                                                   | Purpose of report                                                                                                                                                                                                                                                                              | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                                             |
|-----------------|----------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------|
| <b>28 March</b> | 1                          | Replacement Local Development Plan – Preferred Strategy Consultation              | To report back on the consultation on the LDP Preferred Strategy and seek approval for proposed changes to the Strategy.                                                                                                                                                                       | Tbc                                | Cllr Win Mullen-James<br>Lead Officer – Emlyn Jones<br>Report Author – Angela Loftus |
|                 | 2                          | Provision of Dynamic Procurement System for Delivery of Disabled Facilities Grant | To seek approval to undertake the development and procurement of a Dynamic Procurement System (DPS) in partnership with Flintshire County Council to procure and deliver Mandatory Disabled Facilities Grants (DFGs) in line with Denbighshire County Council's (DCC) Contract Procedure Rules | Yes                                | Cllr Rhys Thomas<br>Lead Officer/Report Author – Angela Loftus / Andrea Fisher       |
|                 | 3                          | Renew the Housing Maintenance Voids Contractor Framework                          | To seek Cabinet approval to re-tender the voids housing maintenance framework                                                                                                                                                                                                                  | Yes                                | Cllr Rhys Thomas<br>Lead Officer – David Lorey<br>Report Author - Mark Cassidy       |
|                 | 4                          | Contract to appoint a main contractor for the Waste Depot Phase 2                 | 1) To confirm that the Corporate Director: Environment and Economy made a decision, under 2.9                                                                                                                                                                                                  | Yes                                | Cllr Barry Mellor<br>Lead Officer – Tony Ward                                        |

## Cabinet Forward Work Plan

| Meeting | Item (description / title) |                                | Purpose of report                                                                                                                                                                                                                                                                                                                                                          | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                       |
|---------|----------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------|
|         |                            |                                | of the Constitution, to terminate the contract between DCC and R L Davies for them to act as the main contractor for the Waste Depot Phase 2 on Colomendy Estate, Denbigh. 2) To confirm the basis for awarding the contract for the Waste Depot Phase 2 to R L Davies. 3) To confirm the plan for ensuring that the Waste Depot Phase 2 Project is successfully delivered |                                    |                                                                |
|         | 5                          | Finance Report                 | To update Cabinet on the current financial position of the Council                                                                                                                                                                                                                                                                                                         | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Steve Gadd |
|         | 6                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention                                                                                                                                                                                                                                                                                                          | Tbc                                | Lead Officer – Scrutiny Coordinator                            |
|         |                            |                                |                                                                                                                                                                                                                                                                                                                                                                            |                                    |                                                                |
|         |                            |                                |                                                                                                                                                                                                                                                                                                                                                                            |                                    |                                                                |

## Cabinet Forward Work Plan

| Meeting         | Item (description / title) |                                                  | Purpose of report                                                     | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                                          |
|-----------------|----------------------------|--------------------------------------------------|-----------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------|
| <b>25 April</b> | 1                          | Shared Prosperity Funding – Investment Proposals | To seek Cabinet approval for spend against the Shared Prosperity Fund | Yes                                | Cllr Jason McLellan<br>Lead Officer – Liz Grieve<br>Report Author – Nicola Kneale |
|                 | 2                          | Finance Report                                   | To update Cabinet on the current financial position of the Council    | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Steve Gadd                    |
|                 | 3                          | Items from Scrutiny Committees                   | To consider any issues raised by Scrutiny for Cabinet's attention     | Tbc                                | Lead Officer – Scrutiny Coordinator                                               |
|                 |                            |                                                  |                                                                       |                                    |                                                                                   |
| <b>23 May</b>   | 1                          | Shared Prosperity Funding – Investment Proposals | To seek Cabinet approval for spend against the Shared Prosperity Fund | Yes                                | Cllr Jason McLellan<br>Lead Officer – Liz Grieve<br>Report Author – Nicola Kneale |
|                 | 2                          | Finance Report                                   | To update Cabinet on the current financial position of the Council    | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Steve Gadd                    |
|                 | 3                          | Items from Scrutiny Committees                   | To consider any issues raised by Scrutiny for Cabinet's attention     | Tbc                                | Lead Officer – Scrutiny Coordinator                                               |
|                 |                            |                                                  |                                                                       |                                    |                                                                                   |

## Cabinet Forward Work Plan

| Meeting        | Item (description / title) |                                                                                  | Purpose of report                                                                                                                                                | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                                          |
|----------------|----------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------|
| <b>27 June</b> | 1                          | Rhyl Business Improvement District (BID): ballot for 2 <sup>nd</sup> 5-year term | To request a decision on whether DCC should vote “yes” or “no” in the ballot to determine whether there should be a 2 <sup>nd</sup> 5-year term for the Rhyl BID | Yes                                | Cllr Jason McLellan<br>Lead Officer – Tony Ward                                   |
|                | 2                          | Council Performance Self-Assessment                                              | To present an update on the council’s performance against its functions, including Corporate Plan and Strategic Equality objectives                              | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer – Nicola Kneale<br>Report Author – Emma Horan  |
|                | 3                          | Shared Prosperity Funding – Investment Proposals                                 | To seek Cabinet approval for spend against the Shared Prosperity Fund                                                                                            | Yes                                | Cllr Jason McLellan<br>Lead Officer – Liz Grieve<br>Report Author – Nicola Kneale |
|                | 4                          | Finance Report                                                                   | To update Cabinet on the current financial position of the Council                                                                                               | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Steve Gadd                    |
|                | 5                          | Items from Scrutiny Committees                                                   | To consider any issues raised by Scrutiny for Cabinet’s attention                                                                                                | Tbc                                | Lead Officer – Scrutiny Coordinator                                               |
|                |                            |                                                                                  |                                                                                                                                                                  |                                    |                                                                                   |
|                |                            |                                                                                  |                                                                                                                                                                  |                                    |                                                                                   |

## Cabinet Forward Work Plan

| Meeting             | Item (description / title) |                                | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                       |
|---------------------|----------------------------|--------------------------------|--------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------|
| <b>18 July</b>      | 1                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Steve Gadd |
|                     | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Lead Officer – Scrutiny Coordinator                            |
|                     |                            |                                |                                                                    |                                    |                                                                |
| <b>19 September</b> | 1                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Steve Gadd |
|                     | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Lead Officer – Scrutiny Coordinator                            |
|                     |                            |                                |                                                                    |                                    |                                                                |
| <b>24 October</b>   | 1                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Steve Gadd |
|                     | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Lead Officer – Scrutiny Coordinator                            |
|                     |                            |                                |                                                                    |                                    |                                                                |

## Cabinet Forward Work Plan

| Meeting     | Item (description / title) |                                                                | Purpose of report                                                                                                                   | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                                         |
|-------------|----------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------|
| 21 November | 1                          | Finance Report                                                 | To update Cabinet on the current financial position of the Council                                                                  | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Steve Gadd                   |
|             | 2                          | Items from Scrutiny Committees                                 | To consider any issues raised by Scrutiny for Cabinet's attention                                                                   | Tbc                                | Lead Officer – Scrutiny Coordinator                                              |
|             | 3                          | Council Performance Self-Assessment Update – July to September | To present an update on the council's performance against its functions, including Corporate Plan and Strategic Equality objectives | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer – Nicola Kneale<br>Report Author – Emma Horan |
|             |                            |                                                                |                                                                                                                                     |                                    |                                                                                  |

Note for officers – Cabinet Report Deadlines

| Meeting  | Deadline | Meeting  | Deadline | Meeting | Deadline |
|----------|----------|----------|----------|---------|----------|
| 28 March | 14 March | 25 April | 11 April | 23 May  | 9 May    |

Updated 23/02/2023 – KEJ

Cabinet Forward Work Programme.doc



## Progress with Committee Resolutions

| Date of Meeting | Item number and title                                                                          | Resolution                                                                                                                                                                                             | Progress                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 19 January 2023 | 5. Review of Cabinet Decision Relating to the Recommendation of the Regional Fee Setting Group | <b><u>Resolved:</u></b> - not to refer the 'Recommendation of the Regional Fee Setting Group' decision, taken by Cabinet on 13 <sup>th</sup> December 2022, back to Cabinet for further consideration. | The Committee's decision was reported by the Monitoring Officer to Cabinet at its meeting on 24 January 2023. |
|                 | 6. Mistreatment of Dogs                                                                        | Presentation of report deferred until the Committee's meeting on 9 March 2023.                                                                                                                         | Report to be discussed at the Committee's meeting on 9 March 2023.                                            |

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## CAPITAL SCRUTINY GROUP

**November 2022**

### **DRAFT TERMS OF REFERENCE.**

The Capital Scrutiny Group (SIG) will provide an independent review of all business case proposals for capital investment other than schemes under £0.250m that are funded 100% by external grant funding. Final decisions will be taken by the following bodies as set out in Appendix 1, but will need to take account of the comments and views of the CSG:

- The council's constitution allows Cabinet to approve individual capital schemes, with the annual Capital Plan requiring approval by the full Council (Chart B).
- Council Executive Team can approve schemes under £1m if CSG has recorded support (Chart C).
- Cabinet are required to make the final decision on all schemes over £1m (Chart C).
- Schemes under £1m, that are not supported by CSG, can be taken by the Head of Service to Cabinet for a final decision if agreement cannot be reached (Chart C)

Quorum membership of CSG is achieved when two cabinet members are in attendance, one of whom is the lead member responsible for Finance and two CET members, one of whom is the S.151 Officer (or is represented by the Deputy S.151 Officer).

Ideally a consensus should be reached on decisions to support or not support individual bids. However the Lead Member with responsibility for Finance (Chair) can choose to take the decision to a vote if required.

CSG membership includes:

- Lead Cabinet member responsible for Finance (Chair)
- Leader of the Council
- Cabinet Member (to be nominated by Cabinet)
- Representative from each scrutiny committee
- Corporate Director for Governance and Business
- Head of Finance (S.151 Officer)
- County Landlord

**Core Functions:**

1. To review and comment on all capital schemes (other than those under £0.250m which are 100% externally funded) and register support if appropriate.
2. The overall decision making process is outlined in Appendix 1. If CSG do not feel that they can support a particular scheme, then CSG can request that any concerns or comments that they wish to record are reported to Cabinet to make the final decision if the Head of Service wishes to pursue.
3. Ensure all bids for capital schemes:
  - Comply with all statutory requirements
  - Have a full Business Case (in the prescribed format)
  - Consider an environmentally enhanced (net carbon zero/ecologically positive compatible) business option.
  - Clearly identify the total funding requirement and potential sources of funding
  - Clearly identify current and future revenue implications, including the whole life cost over 20 years for the preferred business option as well as for the environmentally enhanced business option if it is not selected as the preferred option.
  - Explain the impact on the council's corporate assets, carbon emissions and biodiversity.
  - Support the council's agreed priorities, including Net Carbon Zero and Ecologically Positive Council by 2030 goals.
  - Include an assessment under the Wellbeing of Future Generations Act
4. Review and comment on the Medium Term Capital Strategy and the annual bids to be included in the Capital Budget each year.
5. Review a selection of capital bids previously approved on an annual basis and consider reporting any comments and recommendations to Cabinet as appropriate.
6. The Terms of Reference apply to schemes accounted for within the council's General Fund and the Housing Revenue Account (HRA). However, annual capital expenditure included in the 'block grants' approved as part of the annual Capital Budget approved by Cabinet and Council will not require approval for individual schemes. Also excluded are schemes in support of the maintenance of the council's housing stock and the ad-hoc acquisition of former housing stock disposed of under

the Right to Buy scheme, will be approved annually by Cabinet as part of the HRA revenue and capital budget process and will not routinely require further approval by CSG.

7. CSG will normally be scheduled to meet in the following months (6 times a year).

Also included is an outline of the workload for each meeting:

- May – review any in year bids
- July – review any in year bids and progress on annual capital budget process
- September – formal review of Medium Term Capital Strategy and the annual bids
- November – review any in year bids
- January – review of capital budget process and review any in year business cases
- March – review a selection of capital projects that are complete or part complete and review any in year business cases

However, it is recognised that the nature of some bids or proposals may require additional meetings or, subject to the agreement of the lead member responsible for Finance and the Head of Finance, consideration and approval of proposals via e-mail.

8. CSG will agree a summary of actions, taking into account confidentiality requirements, which will allow representatives of Scrutiny Committees to report back to those committees.
9. Review the training requirements of Members of CSG, SLT, Middle Managers and the wider Council membership on the capital decision making process on an annual basis.

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**COMMUNITIES SCRUTINY COMMITTEE SERVICE CHALLENGE –  
EXPRESSIONS OF INTEREST**

| <b>Service</b>                                     | <b>Councillor</b>                            | <b>Date expression of interest received</b> |
|----------------------------------------------------|----------------------------------------------|---------------------------------------------|
| Highways & Environmental Services                  | Cllr. Jon Harland<br>(Cllr. Pauline Edwards) | 15/02/2023<br>20/02/2023                    |
| Planning, Public Protection & Countryside Services | Cllr. Pauline Edwards                        | 20/02/2023                                  |
| Finance & Audit                                    |                                              |                                             |
| Community Support Services                         |                                              |                                             |
| Education & Children's Services                    | Cllr. Delyth Jones                           | 24/02/2023                                  |
|                                                    |                                              |                                             |
|                                                    |                                              |                                             |
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