

***Delegated Decisions by Deputy Leader of the Council
with Responsibility for Climate Change, Environment &
Future Generations***

***Thursday, 22 February 2024 at 2.00 pm
Room 3 - County Hall, New Road, Oxford OX1 1ND***

If you wish to view proceedings, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on 1 March 2024 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public



Martin Reeves
Chief Executive

February 2024

Committee Officer:

Note: Date of next meeting: 21 March 2024

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declarations of Interest

See guidance below.

2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection. To facilitate 'hybrid' meetings we are asking that requests to speak are submitted by no later than 9.00 a.m. four working days before the meeting. Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that, if the technology fails, your views can still be taken into account. A written copy of your statement can be provided no later than 9.00 a.m. two working days before the meeting. Written submissions should be no longer than one A4 sheet.

4. Cessation of Household Waste Recycling Centre Summer Thursday Late Night Opening (Pages 1 - 50)

Cabinet Member: Deputy Leader of the Council with Responsibility for Climate Change, Environment and Future Generations

Forward Plan Ref: 2023/363

Contact: Steve Burdis – Joint Acting Group Manager – Waste Contracts. Tel 07741 607829

Report by Corporate Director Environment & Place.

The Cabinet Member is recommended to:

- a) To approve the cessation of late-night summer opening at Household Waste Recycling Centres on Thursdays from 1 April 2024.**

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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Divisions Affected – ALL

DELEGATED DECISIONS BY DEPUTY LEADER OF THE COUNCIL WITH RESPONSIBILITY FOR CLIMATE CHANGE, ENVIRONMENT AND FUTURE GENERATIONS.

22 FEBRUARY 2024

KEY DECISION - CESSATION OF HOUSEHOLD WASTE RECYCLING CENTRE SUMMER THURSDAY LATE NIGHT OPENING

Report by Corporate Director Environment and Place

RECOMMENDATION

1. **The Cabinet Member is RECOMMENDED to approve the cessation of late-night summer opening at Household Waste Recycling Centres on Thursdays from 1 April 2024**

Executive Summary

2. Household Waste Recycling Centres (HWRCs) are open 362 days/year (shut Christmas day, Boxing Day, and New Years Day) from 8am to 5pm each day. There has been a long-standing arrangement that during the summer months (April – September) sites will remain open to 8pm on a Thursday. In the context of wider service and usage these extended hours are not well used; repeated communications through a variety of channels have promoted the service, but it remains underutilised. As part of the corporate approach to deliver authority wide savings it is proposed that late night opening is stopped in 2024 and a saving of £27k is used to meet pressures elsewhere in the service.

Background

3. Late night summer opening on a Thursday from 5-8pm at all HWRCs has been a long-standing arrangement, but despite this it is very underused. Traffic telemetry shows that HWRCs receive over 1 million visits each year. Around 2% of these visits are during late night opening, this can be averaged at around 20 visits/hour/site during 5-8pm. However, on a number of weeks some sites have reported single numbers of visits across all hours and most sites most weeks reporting under 20 per hour.
4. Sites have capacity to accept an average of 77 visits/hour, meaning they are only operating at around a quarter capacity even when slightly busier on late night opening but at many times and across some sites very much lower still.

These visits are often condensed into the first 1.5hrs, meaning 6:30-8 is often very quiet.

5. Late night opening is promoted on the 'Waste Wizard' (online look up tool that details how residents can manage their waste) on OCCs website and at site. Through the resident satisfaction survey, we know that up to 90% of those asked use the website to check site opening hours, so we can conclude lack of usage is not due to residents being unaware of the service. In recent years concerted efforts have been made to increase late night usage; a social media campaign has been run for the past two years, with paid posts to promote late night opening on Facebook, X/Twitter and Google ads. These efforts have not resulted in any significant increase in visitors to sites between 5pm and 8pm.
6. As part of the ongoing efforts by the directorate to deliver authority wide savings, it is proposed that late night summer opening (due to start on 1 April 2024) is stopped. This will result in contractual savings of £27k/year which can be used to meet pressures elsewhere in the service (such as costs resulting from the changing legislation around DIY charging).

Corporate Policies and Priorities

7. Opening hours are detailed in Oxfordshire County Councils' 'Waste Acceptance Policy'. This has been updated to reflect the proposed change and is attached in Annex 1. If this proposal is approved, the updated document will be uploaded to the website.
8. As well as changes related to the proposed cessation of summer late night opening, the Waste Acceptance Policy attached has also been updated to reflect legislation changes related to charging for DIY wastes that began on 31 December 2023, and where approved by Cabinet Member Decision in December 2023.

Financial Implications

9. Through consultation with both HWRC Management contracts, £27k/year will be saved by this proposal which can be used to meet pressures elsewhere in the service (such as costs resulting from the changing legislation around DIY charging). This change is based purely on staff savings from opening 3hrs less/week for 6 months of the year. It is anticipated that waste volumes (and therefore costs) will remain the same as residents who were visiting during late night opening will still visit sites to deposit waste at other times.

Reviewed by Prem Salhan - Interim Finance Business Partner

Legal Implications

10. If approved, a contract variation will be needed with both FCC and W+S as OCCs HWRC management contractors. Both Contractors have been consulted as part of developing this proposal and have been supportive of the change and

it is not anticipated that this will result in any issues. The value of the variation is well below the 10% of contract value threshold allowable under Contract Procurement Rules.

Review by: Bede Murtagh – Contracts Solicitor

Staff Implications

11. Management of the HWRCs is contracted out to two contractors. They have both consulted their staff who are very supportive of this proposal.

Equality & Inclusion Implications

12. An EIA has been completed for this proposal (Attached at Annex 2). The cessation of late-night opening may have a minor impact on residents who preferred to use late night Thursdays due to their working pattern, however most residents only visit site 4 times a year, and sites are open 7 days a week, including weekends and bank holidays so it is anticipated that most residents will be able to still find a visit time that is suitable for them.
13. Those who do use sites during late night opening tend to prefer it as sites are very quiet with no queuing, making it a quick and easy visit. However, the overall low use of this service means that the impact of increased visitors between 08:00-17:00 should be minimal.

Sustainability Implications

14. A CIA has been completed for this proposal (Attached at Annex 3). The main impact identified is the increase in visitors during 08:00-17:00 potentially increasing pressure on the transport network – increased queuing can result in poorer air quality etc, and the impact of increased queuing potentially meaning residents do not want to 'waste' time sorting their waste for recycling and instead placing it all in the residual bin, however, the overall low use of this service means that the impact of increased visitors between 08:00-17:00 should be minimal.

Risk Management

15. There are no discernible risks associated with this change in operational hours.

Consultations

16. The two Household Waste Recycling Centre contractors who operate the 7 sites on behalf of the Council have been consulted on this change and are supportive of the change.

Bill Cotton
Corporate Director for Environment and Place

Annexes:

Annex 1: Household Waste Recycling Centre Waste Acceptance Policy

Annex 2: Equalities Impact Assessment

Annex 3: Climate Impact Assessment

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07741607829

February 2024

Oxfordshire County Council
Waste and Circular Economy Team

Household Waste Recycling Centres - Waste Acceptance Policy

| Date | Version number | Summary of update |
|----------------|-----------------------|---|
| May 2011 | 1 | |
| March 2012 | 2 | To reflect Van and Trailer Permit Scheme review |
| December 2012 | 3 | To reflect minor changes to the policy |
| October 2014 | 4 | To reflect periodic policy review, transition to Van and Trailer e-Permit Scheme, Energy Recovery Facility contract |
| November 2016 | 5 | To update the policy for the new HWRC contract starting 01 October 2017 |
| September 2017 | 6 | To update the policy for the new HWRC contract starting 01 October 2017 post procurement |
| February 2024 | 7 | To reflect changing legislation on charging for DIY waste, and to reflect late night opening hours changes |

Alternative formats of this publication are available on request. These include other language, large print, Braille, computer disk or email.

Household Waste Recycling Centres - Waste Acceptance Policy

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i. Introduction

1. Under Section 51 of the Environmental Protection Act, Oxfordshire County Council (OCC) has a legal duty to provide Household Waste Recycling Centres (HWRCs) for Oxfordshire residents.
2. OCC currently provides seven HWRCs across the county which are managed by private contractors (see Annex 1). Any strategy reviews that materially affect this document will be subject to a policy review (periodic or extraordinary).
3. This policy document has been developed for HWRCs with the following aims:
 - To control waste disposal costs to council tax payers by seeking to prevent the illegal use of HWRCs by traders and to prevent the depositing of commercial waste (also known as trade waste) as household waste.
 - To maximise re-use, recycling, composting and recovery.
 - To protect the health and safety of site staff and householders.
 - To maximise operational efficiency at the sites – in order to minimise waiting times and facilitate safe and efficient working practices.
 - To help protect the environment – by complying with all relevant legislation related to the disposal of waste.

ii. Disclaimer

1. The contents of the policy are correct at the time of writing, and document control dates are shown on the front page of this document. However, OCC reserves the right to amend the policy at any time.
2. Where charges apply for the acceptance of certain types of waste (i.e. DIY and tyres), these charges are subject to periodic review.

iii. Household Waste Recycling Centres - Users

1. The primary purpose of HWRCs is to provide a facility for Oxfordshire householders to deposit certain waste materials that may not otherwise be taken by the routine collection services provided by Waste Collection Authorities (WCA).
2. HWRCs are provided for the use of householders resident in Oxfordshire for the re-use, recycling, composting, recovery and disposal of their own household waste.
3. As an exception and at its absolute discretion, OCC may allow the disposal of household waste by an individual depositing on behalf of a friend or neighbour (resident in Oxfordshire), who is unable to transport the waste themselves, and who the depositor is helping on a voluntary basis. In this instance the depositor may be asked to complete a Declaration of Household Waste Form verifying that the waste is not commercial waste.
4. The household waste containers at HWRCs **ARE NOT** provided for the disposal of commercial waste.

5. Commercial waste comprises waste produced by a business or commercial activity even if this takes place within a home. For example, waste is not accepted if its collection and disposal form any part of a business type arrangement as this constitutes a commercial activity and hence commercial waste (see Policy Statement 5).
6. Landlords should note that waste produced from properties that are rented out and disposed of by, or on behalf of the landlord, is classed as commercial waste and as such must be disposed of via a legitimate commercial waste collection/disposal provider.
7. Waste generated by a business operating from home is also viewed as commercial waste and as such individuals must arrange a commercial collection.
8. The HSE guidance recommends that no more than 25kg should be lifted by an individual at a time as this reduces the risk of injury. The onus is on customers to ensure they can lift and carry their own items from their vehicle and place in the containers. Where appropriate, such as helping a customer with a disability, site staff will assess the load based on individual lifting capacity.

iv. Household Waste Recycling Centres – Access

1. There are restrictions on certain types of vehicles that may enter HWRCs for health & safety and operational reasons. Additionally there is a need to restrict access of commercial type vehicles and of trailers of a certain size to prevent unauthorised use of the HWRCs by trade persons or commercial enterprises. Oxfordshire County Council operates a Van and Trailer e-Permit Scheme. The terms and conditions of the scheme are included in Policy Statement 2 of this document.

General access conditions

2. Pedestrian access is not permitted onto any of Oxfordshire's HWRCs. This is because there are currently no segregated walkways to enable pedestrians to safely enter and exit the sites. This may be reviewed in future developments and site refurbishments should opportunities arise.
3. The opening hours of the HWRCs are detailed on the Council's website. The sites may close early on Christmas Eve and New Years Eve by arrangement and the Council's website will be updated accordingly. [Visiting recycling centres | Oxfordshire County Council](#)
4. Householders arriving on site before the closing time will be permitted entry and allowed to deposit their waste. Householders arriving after closing time will not be permitted entry.
5. Depositing waste outside the gates or on the access road to an HWRC site is fly-tipping and as such may be subject to enforcement action.
6. Visitors to the HWRCs must comply with the site rules and this Waste Acceptance Policy. Site rules are detailed later in this policy document.

v. Household Waste Recycling Centres - Types of Waste

1. HWRCs are primarily for the re-use, recycling, composting and recovery and disposal of household waste. Some non-household wastes will also be accepted at an appropriate charge.
2. The Redbridge HWRC also has a privately operated commercial waste recycling and disposal facility. Commercial and other non-household waste is accepted and charged for at this facility.
3. HWRCs will only accept household waste in the household waste containers of the type and amount associated with the conventional production from a household.
4. Individuals attempting to deposit large quantities of materials or items suspected to be commercial or non-household waste will be challenged by site management staff. Site staff may ask the depositor to complete a Declaration of Household Waste Form to confirm that the waste is household waste from their own home.
5. If there are reasonable grounds to believe the depositor is operating in a business capacity or their waste is not household waste, that person may be refused access to deposit their waste in the household waste containers. That person may be able to use the non-household waste containers, at an appropriate charge, given advice or directed to leave the site.
6. Refusing to complete a Declaration of Household Waste Form fully, if requested, may result in an individual being refused access to deposit waste.
7. OCC and its site management contractors share information given on Declaration of Household Waste Form (or any other relevant information taken on site) with Waste Collection Authorities, who may instigate action via the Council Enforcement Officers.
8. A wide range of recyclable materials are collected at Oxfordshire HWRCs. Site staff will encourage customers to separate out their wastes and make full use of the re-use and recycling facilities to minimise the amount of residual waste deposited.

vi. Further Information

1. The Council shall make available to site visitors a range of information on various aspects of Council policy and general recycling advice. Where appropriate, site staff will draw the visitors' attention to the availability of such information.
2. Further information about HWRCs and re-use, recycling, composting, recovery and disposal is also available via the Council's web site at www.oxfordshire.gov.uk/waste, by calling 01865 816043 or by using the online enquiry form [Contact a team or service | Oxfordshire County Council](#)

Policy Statement 1: Maximising Re-use, Recycling, Composting and Recovery

1. Oxfordshire County Council and its contractors are committed to seeking to maximise opportunities for re-use, recycling, composting and recovery at HWRCs through the following means:
 - Provision of separate containers for a wide range of different materials and a re-use area where items for re-use can be placed.
 - Recycling containers and re-use areas will be kept clean, available and accessible at all times.
 - Clear signage showing which materials can be placed in each container to help customers to sort their waste and to ensure the correct material is placed in the correct container.
 - Site staff to provide encouragement and advice about separating materials on site.

Information about recycling is available online at www.oxfordshire.gov.uk/waste or by using the online enquiry form [Contact a team or service | Oxfordshire County Council](#) Offering telephone advice about re-use and recycling on 01865 816043.
2. In order to maximise recycling rates at HWRCs, it is requested that householders sort all waste into the correct containers for recycling on site. Pre-sorting materials before visiting the site will make visits easier and quicker and more effective.
3. In order to recycle as much as possible, and to ensure waste is deposited appropriately in accordance with legislation, site staff may either ask residents to open sacks during their visit, or may open sacks and sort the waste after it has been deposited. Only waste that is not able to be recycled elsewhere on site should be placed in the general waste container.
4. Residual waste collected in the general household waste container at the HWRCs is sent to the Ardley Energy Recovery Facility where it is burnt to generate electricity. Bulky items are collected in the bulky household waste container and this waste is currently sent to landfill. Information on what is accepted in each of these residual waste containers is available at the HWRCs and the deposit of waste will be supervised by site staff.

Policy Statement 2: e-Permit Scheme

Oxfordshire County Council's Van and Trailer e-Permit Scheme.

e-Permits

1. The permit scheme was introduced to control the illegal deposit of trade waste at the Household Waste Recycling Centres (HWRCs) and to help to manage the flow of traffic through the sites.
2. Householders who use a commercial-type vehicle or trailer of a certain bed length to dispose of their household waste will need to apply for a free permit in order to enter a HWRC.
3. The electronic permit (e-Permit) system brings significant benefits to customers and the council as it improves the service offered to the customer and simplifies the operation and administration of the scheme by site staff and council officers.
4. Each e-Permit allows 12 visits in total per 12-month period. A householder can choose when to use the visits, i.e. all in one month or spread over the year.
5. An e-Permit will automatically be renewed on its 'anniversary date' with the visits reset to 12 regardless of how many had been used. This is to remove both the administration burden at the end of the 12 months and the need for e-Permit holders to renew their permit. e-Permits do not automatically expire unless they have not been used for 24 months.
6. The e-Permit applies to vehicle or trailer access to the HWRC and not the type of waste being carried. Therefore, site staff have the right to turn away a vehicle if it is suspected of carrying commercial waste, or to ask for a Declaration of Household Waste form to be completed.
7. Only one e-Permit will be approved per address; if a household has more than one commercial-type vehicle they will have to decide which vehicle is most suitable for their use. There is no distinction made between which householder drives the vehicle. Commercial-type vehicles cannot be used to tow a trailer of any length.
8. Householders may register two vehicles for each trailer application. This will still allow no more than 12 visits per household, but increase the number of cars that can be used. The householder will need to request a second vehicle to be added and a bespoke permit will be issued. The permit will have a note box added for a second registration number.
9. The Council reserves the right to revoke a permit under any circumstances. In particular, the Council may revoke the permit of any vehicle used in connection with any breach of the rules and requirements of this Policy Statement 2 or Policy Statement 12 (Site Rules Enforcement).

Terms and Conditions

10. The terms and conditions of the e-Permit scheme are available on the Council's web site. Permit holders are required to understand, accept and comply with the terms and conditions of the scheme at all times.

Vehicles that require an e-Permit or are not allowed to use the HWRCs due to size constraints

11. Table 1 below details the vehicles that either do not require an e-Permit, require an e-Permit, or are not allowed to use the HWRCs due to size constraints. The scheme will not affect the vast majority of site users who use passenger cars to visit the sites.

12. The HWRC's have vehicle size restrictions in place due to manoeuvrability and health and safety considerations. Please note that we are unable to list each type of vehicle that is required to register for an e-Permit or is able to use the sites. Users of modified or bespoke vehicles, or where it is not clear if an e-Permit is needed or not, should contact the Council to seek clarification.

Table 1: Vehicles that do not require an e-Permit, require an e-Permit or are not allowed access

| Vehicles that will not require an e-Permit | Vehicles that will require an e-Permit |
|---|--|
| Cars | Any van that falls within the size requirements stated below: <ul style="list-style-type: none"> o no larger or longer than a long wheel base transit van – 5.8m o weigh up to and including 3.5 tonnes when fully laden |
| 4X4's (excluding pickup 4x4's with an open back or separate cab) | 4x4 pickup trucks with an open back or separate cab, closed rear sides and no seating throughout. |
| People carriers | Trailers over 1.8 metres or 6 feet but less than 3 metres or 10 feet in length |
| Trailers with a bed length up to 1.8m | Horseboxes: two horse trailers, 1.8 to 3 metres (6 to 10 feet) in total length |
| Mini buses up to and including 3.5 tonnes laden and no longer than 5.8 metres. (Note: Minibuses are not allowed to tow trailers onto the HWRC sites) | |
| Camper vans – camper vans up to 5.8m (Note: Camper vans are not allowed to tow trailers onto the HWRC sites) | |
| Bicycles, motorcycles and quad bikes | |
| Vehicles which are not allowed to use any HWRC site | |
| <ul style="list-style-type: none"> • Vehicles over 3.5 tonnes when fully laden (including mini buses) • Commercial-type vehicles towing trailers • Trailer with a length of over 3 metres or 10 feet • Box and Luton vans | |

- Camper vans longer than 5.8m (the length of a long wheeled based transit van).
- Horseboxes over 3 metres or 10 feet in length/ carry more than 2 horses
- Tractors (there may be some concessions for those that are very small)
- Trailers towed by any vehicle other than a Car or quad bike

Horseboxes and trailers (including hired trailers)

| Length of trailer bed | e-Permit required? |
|------------------------|-----------------------|
| 1.8 metres or less | No |
| 6 feet or less | No |
| 1.8 metres to 3 metres | Yes |
| 6 feet to 10 feet | Yes |
| Over 3 metres | Not allowed onto HWRC |
| Over 10 feet | Not allowed onto HWRC |

13. Householders who use horseboxes or trailers over 1.8 metres (6 feet) in length but less than 3 metres (10 feet) will be encouraged to visit the HWRCs during quieter periods. These are publicised on the Council’s website and promoted during interaction with customers over the telephone, email and in person at HWRCs. Ramps cannot be used; waste should be unloaded via the side door.

Hired commercial-type vehicle or trailers

14. Commercial-type vehicles or trailers, hired by a householder to deposit household waste, for a period of three days or less are permitted to enter the HWRC without an e-Permit. The householder will be required to bring the hire purchase agreement and proof of address such as a current utility bill with them and present them to site staff upon arrival. The restrictions on the vehicle sizes, weight, trailer length and operating of mechanical functions’ still apply.

15. For vehicle or trailer hire periods over 3 days, the vehicle will not be allowed to enter the HWRCs and the customer should apply for an e-Permit.

Towing a trailer with a commercial-type vehicle

16. No trailers (regardless of size) are allowed to be towed onto site by anything other than a Car or quad bike.

17. Certain commercial-type vehicles are available in different models which may be the same size as a commercial-type vehicle as defined within the policy, but would not require an e-Permit under the conditions of the scheme. For example, they will have rear seats and/or windows (unlike a commercial-type vehicle that would require an e-Permit). Due to health and safety considerations around manoeuvrability, these vehicles may not be able to tow a trailer. This will be assessed on a case by case basis and householders will be contacted after applying for an e-Permit.

Householders who arrive at site in a commercial-type vehicle or towing a trailer without having applied for an e-Permit

18. A common sense approach to the scheme will be taken. Householders without an e-Permit registered for their commercial-type vehicle or their trailer who didn't know about the scheme may be granted a 'grace' visit. Site staff will record the registration number, request that the householder complete a Declaration of Household Waste Form and advise the householder to apply for an e-Permit. Upon receipt of the application the system will match up the grace visit to the vehicle and deduct a visit. Should a householder not subsequently apply for an e-Permit and again arrive on site, they will be challenged and may be refused access until they have completed an e-Permit application.

The use of tipping mechanisms, tail lifts or ramps on site

19. The use of ramps and/or tipping mechanisms is banned on site. Any commercial-type vehicle or trailer which falls within the size restrictions (see Policy Statement 2), can use the site with an e-Permit, but cannot operate either a ramp or any mechanical function whilst on site, whether this is tipping or a tail lift mechanism.

Non Oxfordshire residents

20. e-Permits will only be granted to Oxfordshire residential households.

Declaration of Household Waste Forms

21. Declaration of Household Waste Forms will continue to be used where the site staff cannot distinguish whether the waste is the result of commercial or domestic activity. Records will be maintained and will continue to be shared with the City and District Councils in case any future enforcement action is required.

Excess garden waste

22. It is acknowledged by the Council that some properties in Oxfordshire have large gardens.
23. The Council strongly advocates home composting and promotes the use of district council kerbside garden waste collections where available.
24. Where there is a need for additional visits to deposit garden waste, an additional 6 visits will be granted. This would allow up to a once a fortnight visit during the peak gardening season. Residents should contact the council to arrange these additional visits.

Householders who do not have, or choose not to use their kerbside collection provided by the Waste Collection Authority (WCA)

25. Householders would need to provide details of their opt-out from the kerbside collection services. The Council would contact the relevant district council for confirmation. Upon receipt of satisfactory evidence, the Council will provide the equivalent number of visits to the householder as they would have received via a kerbside collection, which for all areas within Oxfordshire would be equivalent to once a fortnight or 26 visits in any 12-month period.
26. Householders would still be required to complete an e-Permit application and to declare it is solely for the disposal of their household waste. The Council would

reserve the right to revoke the e-Permit if it was proven that commercial waste was being deposited.

Tractors and quad bikes

27. The typical size of a tractor does not allow for its safe movement and parking on the HWRCs, especially on smaller sites and it is not reasonably practicable to run the scheme by exception. Therefore tractors are not permitted onto the HWRCs in Oxfordshire. The Council would consider making a concession in cases where the tractor is exceptionally small and is the householder's only vehicle and it would remain the responsibility of the householder to contact us in advance. A tractor would not be allowed to tow a trailer.
28. Quad bikes are allowed onto the HWRC. They can tow a trailer but the same rules governing the use of trailers apply.

Procedure for Ministry of Defence (MOD) bases and property

29. Householders living on a MOD base or property are required to apply for an e-Permit if they own a commercial-type vehicle or a trailer with a bed length between 1.8m - 3m (6ft - 10ft) and wish to visit the HWRCs.
30. In circumstances such as service personnel being sent away on duty on short notice, the council will accommodate this as far as possible and authorise time limited access to a HWRC. Customers should contact the Waste and Circular Economy Team in order to arrange this.

Procedure for Taxis

31. Waste legislation states that as a waste producer you have a duty of care to pass your waste to a suitably licensed carrier, or take it to a permitted site.
32. Therefore, when householders have waste to take to a HWRC they are classed as waste producers and can hire a taxi to take them and their waste to a HWRC. The waste producer then passes the waste to a suitable permitted facility (the HWRC).
33. Householders cannot pass waste to a taxi driver to take to any site (including HWRCs) without travelling in the taxi with the waste themselves. The taxi is not a licensed waste carrier and therefore cannot legitimately be passed the waste by the householder.
34. Taxis are able to access HWRCs without an e-Permit, as long as they have the person who produced the waste (the householder who is paying the fare) in the vehicle with them. If they do not have the waste producer with them, they will be turned away.
35. If the taxi has waste from their own house, (and therefore the taxi driver is the one who has produced the waste, and they are not carrying a passenger) then they will need to complete a Declaration of Household Waste Form on each visit.
36. Larger taxis that have been adapted for disabled use are designed to carry people rather than goods and are not classed by the council under this scheme as commercial-type vehicles. They do not need an exemption letter to enter site, but

need to follow the above guidelines depending on if they have the waste producer with them.

Policy Statement 3: Disposal of Waste by Charities and Other Eligible Organisations at Household Waste Recycling Centres

1. Under the Controlled Waste Regulations a number of organisations (including charities) may be eligible to dispose of household type waste at HWRCs. This may be subject to change in the future.
2. These organisations are still subject to the HWRC vehicle restrictions as set out in Policy Statement 2 and, in addition, need to apply for a charity permit before using the HWRC.
3. Please contact the Council on 01865 816043 or use the online enquiry form [Contact a team or service | Oxfordshire County Council](#) to receive details of how to apply for a permit under this scheme.
4. Charities should also check with the Environment Agency to see if a Waste Carriers License is also required.

Policy Statement 4: Acceptance of chargeable waste

1. Prior to the 31 December 2023, under the Controlled Waste Regulations 2012, waste that is generated through building or renovation work (construction and demolition), including waste arising from preparatory works for such construction or demolition works, was wholly classified as industrial waste, not household waste, even if it was generated by the householder in their own home.
2. This type of waste is known as chargeable waste and is commonly referred to as 'DIY' waste. The Council until the 31 December 2023 had no duty to provide a free disposal point for such waste.
3. However, from 31 December, the Government implemented a change to this legislation meaning that small and limited amounts of residents own non-household DIY waste can be deposited for free.
4. Receipt of this free allowance is subject to an authorised booking and compliance with the following rules and requirements (Shown in blue). The sub-headings for each rule/requirement set out the rules to comply with this change in legislation:
5. PLEASE NOTE:
 - Bookings are only required for free non-household DIY visits; all other visits and materials **DO NOT** require a booking and are unaffected by these legislative changes. The only exception to this is the already established booking system for asbestos.
 - All non-household DIY waste above the thresholds and the rules and requirements set out below will remain chargeable.
 - Commercial or trade waste is not permitted to be deposited at any of our Household Waste Recycling Centres.
 - Where a trades person carries out work at a residential home, and generates waste, this is commercial waste and therefore is not accepted at any of our Household Waste Recycling Centres.

The quantity of non-chargeable waste per visit is no greater than two 50 litre rubble bags or one bulky or fitted item no larger than 2000mm x 750mm x 700mm, such as a bathtub.

- To comply with these changes and keeping with our current adopted approach for DIY wastes, five 20 litre bags will be accepted for free.
- A plasterboard sheet will be deemed a bulky item, under the legislation, and will be deemed as the equivalent of five 20 litre bags.
- Other bulky items (such as a bathtub) will be treated in the same way as a single 20 litre bag of waste. This is an enhanced service to residents which goes above the requirements of the legislation.
- Where mixed loads exceed the threshold, the cheapest items will be accepted first as free. Please refer to our website for practical examples. [Charges for non-household waste \(DIY\) | Oxfordshire County Council](#)

Households will be restricted to no more than four visits to HWRCs to dispose of this type of waste over a four-week period.

- To manage this new legislative approach and prevent misuse of the system, households will need to prebook a free deposit of non-household DIY waste across all sites.
 - Each household will be entitled to one free booking every rolling seven-day period. Example: if for example you book for a Tuesday

- your next free visit will be the following Tuesday.
- Residents will be able to bring non-household DIY waste more often than this without a booking, however, this will be fully chargeable at the published rates.

The waste produced by householders while carrying out small-scale construction or demolition works at their home

- The change in legislation is aimed at very small amounts of DIY waste produced by a householder as part of home improvements they are carrying out themselves and would not justify the use of skip or commercial company to collect the waste provided by this work.

The waste does not arise from activities that generate an income for the person who carried them out (i.e. is not trade waste)

- If a tradesperson carries out the work and produces the waste, it is not considered household DIY waste it is commercial/trade waste and is not acceptable at our sites.

6. CONTINUED CHARGES

7. The Government's legislative changes mean any waste above these thresholds remains as now classified as industrial waste and will continue to incur charges. Also, visits over and above the permitted and booked free visits will also be classed as industrial waste and incur full charges at the advertised rates.
8. Please note that tyres are not included in this legislative change and remain fully chargeable at the advertised rates, with a maximum of 4 tyres being accepted.
9. Full details of the new approach on Chargeable/DIY wastes including practical examples, details of our current charges for materials above the legal free threshold, and how to make a booking for a free allowance visit, are all provided on our website. [Charges for non-household waste \(DIY\) | Oxfordshire County Council](#)

Alternative Disposal Methods:

10. Householders with large quantities of chargeable waste should consider alternative arrangements for disposal. Options may include:
 - Hiring a skip or hippo bag
 - Employing a licenced waste contractor
 - Using a public weighbridge at a commercial waste disposal or recycling facility.
 - Using the weighbridge at Redbridge
 - Enquiring whether their local waste collection authority provide a suitable collection service

11. Householders are reminded of their 'Duty of Care' with regards to disposal of their waste. Householders should note that, if arranging alternative disposal, it is their responsibility to make any necessary arrangements and cover costs of disposal.

Duty of Care (Householders)

If you arrange for someone to take away any of your waste, you are required to take reasonable steps to ensure that the person or company you are handing the waste to is legally authorised to take it, transport it and dispose of it safely.

For this, they need to be registered as a licensed waste carrier. You can check the list of registered waste carriers at: www.environment-agency.gov.uk or by calling 08708 506 506. It is prudent to keep a record of the waste carriers details including vehicle registration.

If your waste is fly tipped and you did not check you could be liable for a fine of up to £5000.

Policy Statement 5: Commercial Waste

1. HWRCs in Oxfordshire are provided for the re-use, recycling, composting, recovery and disposal of waste from Oxfordshire residents own homes.
2. All businesses and commercial operators have a legal responsibility to ensure that business waste is stored, transported and disposed of without harming the environment. This is called a Duty of Care.
3. The Council's HWRC management contractors have a contractual duty to challenge site users to establish the source of waste arriving at a HWRC. Where there is sufficient reason to believe that waste is from a commercial source, site staff may ask for a Declaration of Household Waste Form to be completed and/or not allow that visitor to deposit their waste. The information supplied may be passed to the relevant District Council Enforcement Officers for investigation.
4. The Council's site management contractors may accept commercial waste at any or all HWRCs and make an appropriate charge for this. Information on options for disposing of commercial waste are available on the Council's website.
5. Businesses and commercial operators are able to make their own arrangements for the collection and/or disposal of their waste either through their local Waste Collection Authority or via a legitimate waste management company. Further information to advise businesses and commercial operators of their obligations and possible methods for dealing with their waste can be found online at www.oxfordshire.gov.uk/waste.

Policy Statement 6: Hazardous Waste (Asbestos, Plasterboard and Engine Oil)

Asbestos

1. Ardley, Dix Pit and Redbridge HWRCs are able to accept **sheets of cement bonded asbestos**. Limits and procedures for dealing with this type of waste are in place to protect the health and safety of residents and site operatives. Further information on asbestos is available via the Health Protection Agency website at:
2. <https://www.gov.uk/government/publications/asbestos-properties-incident-management-and-toxicology>
3. A maximum of 8 sheets (size 6' x 4') or equivalent (such as one water tank) are permitted to be disposed of in any one visit. It is deemed that normal waste production rates from a domestic household would not exceed 8 sheets over a one month period. Beyond this a customer may be asked to fill out a Declaration of Household Waste Form, or advised to find alternative disposal routes.
4. Asbestos sheeting must be wrapped in accordance with HSE guidelines which are available on the HSE web site at: <http://www.hse.gov.uk/asbestos/index.htm>
5. A summary of general advice and guidance is provided as follows:
 - wear a dust mask approved for asbestos;
 - wear disposable overalls and gloves;
 - keep other people away from the working area;
 - wet the material well with water containing a little washing up liquid; check that there is no potential for contact with electricity first;
 - always remove whole sheets or components; do not break them up;
 - double wrap all material in thick polythene (1000 gauge) and seal;
 - clean up all dust with a damp cloth and then seal it in a plastic bag whilst damp;
 - do not use a domestic vacuum cleaner as dust may pass through the filter. (This is for guidance **ONLY** and is **NOT** an exhaustive list.)
6. Before visiting a site to dispose of cement bonded asbestos the customer must first telephone giving 24 hours notice to ensure the site is able to accept it, as the containers have limited space. The customer's name, address and telephone number will be required by site staff. Contact numbers are available on our Asbestos webpage at:
 - <https://www.oxfordshire.gov.uk/cms/content/dealing-asbestos>
7. At the HWRC the customer should report to the site office and follow the directions of the site staff.

8. The customer will be responsible for removing the material from the vehicle and placing it in the skip. To avoid bags breaking, material must be placed in the skip carefully and not thrown in. Material cannot be accepted on sites if it is too big and/or cannot fit in the container.
9. If a person has used a contractor or trades person to remove the asbestos material it is the responsibility of that contractor or trades person to dispose of this correctly and as commercial waste (see Policy Statement 5). Before hiring anyone to deal with asbestos, it should have been established that they have the necessary Waste Carriers Licence from the Environment Agency.
10. Further advice may be sought by contacting the Council on 01865 816043 or using the online enquiry form at: [Contact a team or service | Oxfordshire County Council](#)

Plasterboard

11. Plasterboard and other gypsum wastes is considered to be DIY waste, and therefore the charging regime detailed under Policy 4 applies.
12. Plasterboard can be accepted by the contractors at Redbridge, Dix Pit and Ardley HWRCs.. At the HWRC, customers are obliged to observe signage and follow the directions of the site staff to ensure plasterboard is placed into the correct container.

Engine Oil

13. Engine oil should be poured into the marked collection tanks at each HWRC. Used oil filters and oil containers should be deposited in the marked wheelie bins.
14. Oil should be presented at site in no more than 10 litre containers, due to the weight and the manual handling required to pour the oil into the tank.
15. A maximum of 25 litres of engine oil can be deposited per month.

Policy Statement 7: Hazardous Waste (chemicals, solvents etc)

1. Householders bringing chemicals to site must ensure that these are in sealed, undamaged containers. If the chemical is not in the original container and as such is not labelled, householders should clearly label the container according to their knowledge of the contents or the use of the product. In these cases site staff should be consulted before depositing. This is to help maintain the health and safety requirements of the site and aid the contractors in managing materials appropriately.
2. Householders must make site staff aware of any materials that may be considered hazardous. Site staff will then direct householders to the appropriate location for disposal.
3. It should be noted that items with the following symbol abbreviations cannot be accepted: C or “Corrosive”/ E or “Explosive” / F+ or “Extremely Flammable” / F or “Highly Flammable” / O or “Oxidising”. Full descriptions of the symbol abbreviations present on packaging are available at: [Hazard symbols and hazard pictograms - Chemical classification \(hse.gov.uk\)](https://www.hse.gov.uk/pictograms-chemical-classification)
4. Chemicals can only be accepted in the quantities associated with typical use within the home. Where a person is moving into a new home, the clearance of chemicals from garages and sheds is the responsibility of the previous owner.
5. Pharmaceuticals cannot be accepted on sites and should be returned to a pharmacy for safe disposal. Veterinary supplies also cannot be accepted and should be returned to a vets practice for safe disposal.
6. Ammunition, flares and fireworks cannot be accepted at HWRCs. Please contact the following for these wastes:
 - a. Ammunition - Thames Valley Police
 - b. Fireworks – Oxfordshire County Council, Trading Standards
 - c. Flares – Coastguard
7. Fire extinguishers can be accepted at HWRCs; however the following points must be noted:
 - a. All empty extinguishers must have their handles taped together;
 - b. Full/part-full extinguishers must have a safety pin in place;
 - c. CO2 extinguishers require a blanking cap if a swivel horn is not attached;
 - d. Extensively corroded extinguishers will not be accepted.

Policy Statement 8: Paint

1. A ban on liquids entering landfill came into effect in 2007 as part of the Landfill Directive. Liquid waste is also not permitted at the Energy Recovery Facility (ERF). Therefore HWRCs cannot accept the disposal of tins of liquid paint in the general waste container. The following rules must be adhered to depending on the type of paint tins presented:
 - a. Any empty and dry metal paint tins can be placed in the scrap metal container.
 - b. Any empty and dry plastic paint tins can be placed in the general waste container.
 - c. All water-based liquid paint must be made solid before visiting the site. This can be done by leaving the lid off, adding sand, soil, sawdust or paint hardener to the excess paint to ensure that it is not in liquid form. Any solidified tins of water-based paint can then be disposed of in the general waste container.
 - d. All **solvent** based liquid paint must be placed in the hazardous waste cabinets at the HWRC.
2. Householders must “solidify” tins of water-based paint using the above method before arriving at the HWRC. Householders attempting to dispose of tins of liquid paint will be refused permission by site staff with appropriate guidance for their next visit.
3. As paint is a difficult waste stream to dispose of, residents are advised to seek to minimise waste paint where possible. This includes minimising the quantities left over (by following guidance on amounts needed or coverage when purchasing) and seeking to facilitate re-use of any leftover paint in the community before disposal (for example by donating to a school, community group, or paint re-use project).
4. Further clarification can be sought by contacting the Council on 01865 816043 or by using the online enquiry form at: [Contact a team or service | Oxfordshire County Council](#)

Policy Statement 9: Gas Bottles

1. Standard gas bottles (eg 15kg Calor gas bottles) remain the property of the provider and should be returned to a local supplier.
2. Standard gas bottles can be accepted at the HWRCs for re-use. Householders must make site staff aware of any gas bottles they bring to a site. Site staff will then direct householders to the appropriate location for disposal.
3. Gas bottles of any type (including helium, CO2 and LPG) cannot be accepted in the general waste containers at the sites. Contents of the general waste containers are taken to an ERF which cannot process gas bottles.
4. Helium canisters can be accepted in the metal skip **ONLY IF** the seal has been broken and the content discharged.
5. No other gas bottles of any type can be accepted in any of the recycling containers at the sites including the metal containers.

Policy Statement 10: Tyres

1. Tyres are not defined as household waste and therefore OCC are under no legal obligation to accept this material at the HWRCs.
2. Tyres can be accepted by the contractors at the HWRCs and a reasonable charge will be made for this waste.
3. The contractors may apply a restriction on the size of tyre that may be accepted. Details of this will be available on the Council's web site.
4. HWRCs will not accept any commercial, agricultural or industrial type tyres.
5. Tyres from a bicycle will be accepted free of charge.

Policy Statement 11: Exchange of Goods at Sites

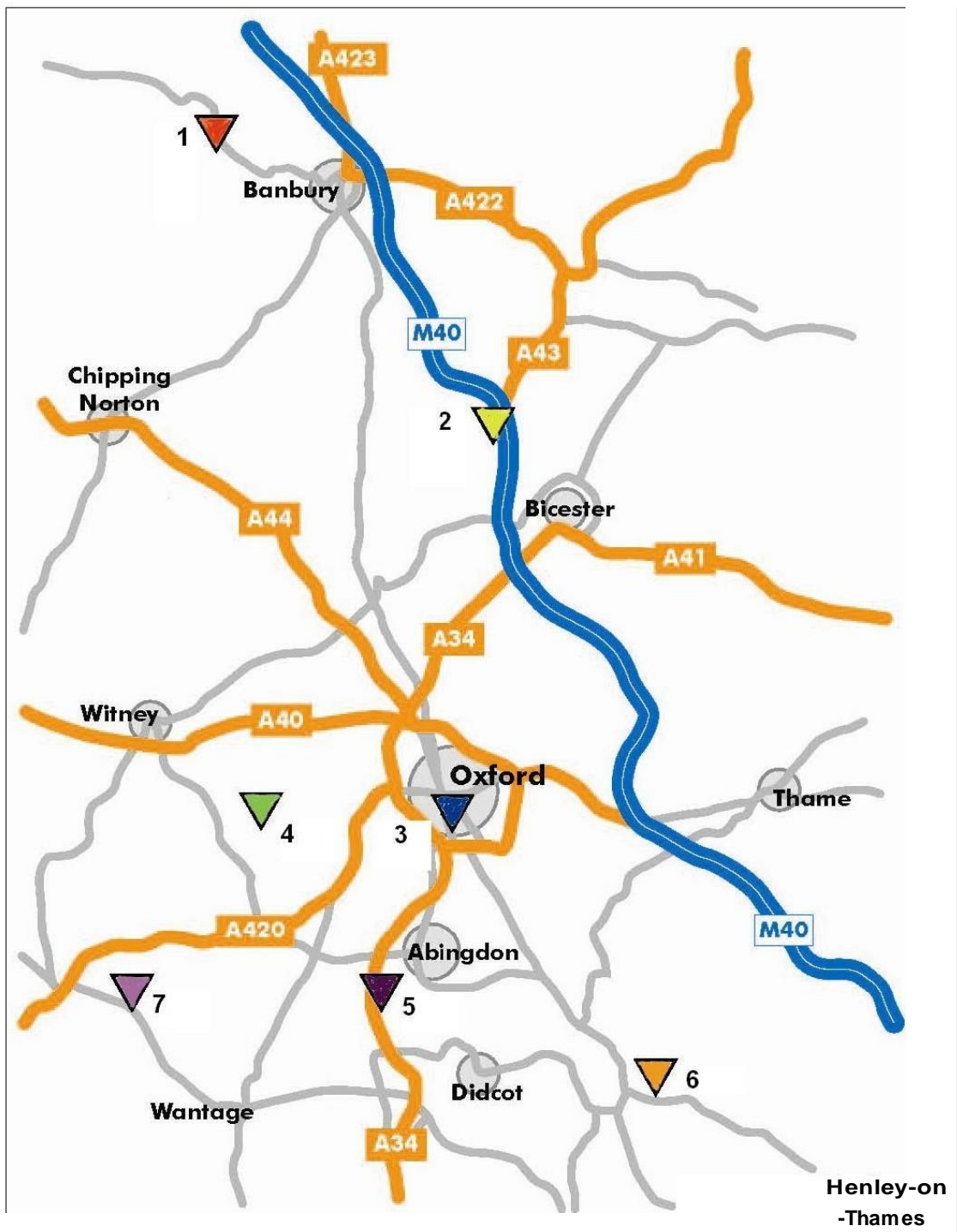
1. OCC supports the principle of re-use and recognises that being able to use items again is a better option than recycling them.
2. For operational efficiency, the exchange or sale of goods on site between individual householders is not permitted.
3. Once goods are placed in the containers or collection areas of the HWRC ownership of these goods passes to the Council's management contractors.
4. The Council encourages residents to consider whether their goods are in good condition and reusable before visiting HWRCs. Good quality and reusable goods can be directed to one of the many re-use organisations or charities located within the County or traded / exchanged privately.
5. Goods and items for re-use should be placed in the re-use area or container.
6. The re-use areas are run by the contractors and they are fully responsible for the items and goods collected for re-use and their onward management including sale. Items and goods may be sold from site where this does not interfere with the safe and efficient operation of the site. Items and goods may also be transported off site for sale at another location. Details of the contractors' arrangements for re-use are available on the Council's website.

Policy Statement 12: Site Rules Enforcement

1. **Health and Safety:** The Council and its site management contractors and staff shall operate the HWRCs in accordance with health and safety requirements, the Council's safety policy, and contractors' own health and safety policy and operational rules.
2. Any visitors to any HWRC must comply with all health and safety requirements, and must follow the directions of site staff in their application of rules. Failure to so comply may result in the person(s) being refused entry or directed to leave the site immediately.
3. One of the main risks to the health and safety of visitors on sites arise from traffic movements. Visitors must pay due care and attention, comply with speed limits and ask site staff if assistance is required when manoeuvring a vehicle. Whilst using the site, visitors should remain on any marked paths or walkways and not cross parking bays.
4. Visitors must follow all instructions from staff and on information signs.
5. Anyone under the age of 14 years and all animals must remain in vehicles at all times whilst on Sites. Any 'child' that is or may in the opinion of the site staff appear to be between the ages of 14 and 16 may accompany a supervising adult whilst that person is utilising the site to deposit waste.
6. No smoking will be permitted within the public areas of any HWRC.
7. Cars are parked at the customers' own risk.
8. Suitable footwear should be worn at all times. Gloves are strongly recommended for handling waste to prevent cuts and injuries.
9. Should a customer require assistance, they should alert a member of staff, either verbally or by sounding their vehicle horn.
10. Waste should be segregated as far as possible and be deposited in the correct container for re-use, recycling or disposal.
11. Verbal or physical abuse of staff is not acceptable and will not be tolerated. Visitors may be asked to moderate behaviour or to leave the site at the discretion of the site manager.
12. CCTV is installed at all HWRCs to help ensure the health and safety of all site users.
13. Further action may be taken in relation to any breach of either the site rules or the Waste Acceptance Policy more generally including reporting incidents to the police, revoking the e-permit for any relevant vehicle or banning abusers and/or the relevant vehicles from all of the HWRCs.

14. The Council shall fully support its contractors in their management of the site in relation to waste being deposited and interactions with site visitors where the actions of site operators have been reasonable and in accordance with the Council policy.
15. **Site Operations:** When any containers on site are being manoeuvred, emptied or compacted, customers may be asked to either wait to access the site or use certain/specific containers. Site staff shall monitor and engage with incoming visitors and where appropriate be proactive in advising waiting visitors of possible delays, requesting patience, and stressing the health and safety requirements on site that from time to time may cause delays in throughput of visitors.
16. **Opening hours:** Site opening hours are displayed on our website at [Visiting recycling centres | Oxfordshire County Council](#)
17. **Exceptional Circumstances:** A site shall only be closed in exceptional circumstances, such as severe weather, serious health and safety risks, formal investigations, emergencies, in consultation with and ultimately with approval of, the Council. Any such closure shall be of as short duration as practicable and necessary and will be notified at the site and on the Council's website at the earliest opportunity.

Annex 1: Location and Addresses of Oxfordshire's HWRCs



| | |
|---|--|
| 1 | <p>Alkerton Household Waste Recycling Centre Stratford Road Alkerton Nr Banbury OX15 6HZ</p> <p>(01295) 670648</p> |
| 2 | <p>Ardley Fields Household Waste Recycling Centre Ardley OX27 7PH</p> <p>(01869) 343468</p> |
| 3 | <p>Redbridge Household Waste Recycling Centre Abingdon Road Oxford OX1 4XG</p> <p>(01865) 721464</p> |
| 4 | <p>Dix Pit Household Waste Recycling Centre Linch Hill Stanton Harcourt OX29 5BB</p> <p>(01865) 880782</p> |
| 5 | <p>Drayton Household Waste Recycling Centre Steventon Road Drayton Nr Abingdon OX14 4LA</p> <p>(01235) 531281</p> |
| 6 | <p>Oakley Wood Household Waste Recycling Centre Old Icknield Way Crowmarsh Nr Wallingford OX10 6PW</p> <p>(01491) 837430</p> |
| 7 | <p>Stanford in the Vale Household Waste Recycling Centre Faringdon Road Stanford in the Vale SN7 8LD</p> <p>(01367) 718804</p> |

For all general enquires please contact Waste and Circular Economy Team on 01865 816043 or use the online enquiry form at:
[Contact a team or service | Oxfordshire County Council](#)

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Oxfordshire County Council
Equalities Impact Assessment

CESSATION OF SUMMER LATE NIGHT HWRC OPENING
DECEMBER 2023

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Section 1: Summary details

| | |
|--|--|
| Directorate and Service Area | Environment and Place, Environment and Circular Economy, Waste Management |
| What is being assessed (e.g. name of policy, procedure, project, service or proposed service change). | <ul style="list-style-type: none"> Cessation of HWRC Summer late night opening (Thursdays April – September 17:00-20:00) |
| Is this a new or existing function or policy? | new |
| Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment). | <p>The cessation of late-night opening may have a minor impact on residents who preferred to use late night Thursdays due to their working pattern, however most residents only visit site 4 times a year, and sites are open 7 days a week, including weekends and bank holidays so it is anticipated that most residents will be able to still find a visit time that is suitable for them.</p> <p>Those who do use sites during late night opening tend to prefer it as sites are very quiet with no queuing, making it a quick and easy visit. However, the overall low use of this service means that the impact of increased visitors between 08:00-17:00 should be minimal.</p> |
| Completed By | Rachel Burns |
| Authorised By | |
| Date of Assessment | 12/12/23 |

Section 2: Detail of proposal

| | |
|--|--|
| <p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p> | <p>OCC currently has 7 Household Waste Recycling Centres (HWRCs) across the county. They cost OCC~£4m/year to run, covering both management fees and transport and gate fees for the processing of the waste. They are currently open 08:00-17:00 362 days /year (shut Christmas day, Boxing day and New Years Day). In Summer (April – September) there is late night opening on a Thursday night till 8 pm.</p> <p>To make revenue savings it is proposed to cease the summer late night opening. This could make staffing/management savings of £27k/year. No savings have been included from loss of waste as it is presumed that residents will still visit at other times.</p> |
| <p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p> | <p>Reducing opening hours is expected to save around £27k/year. While this will have the impact detailed below and summarised above on residents, this will help the council meet its budgetary envelope.</p> |
| <p>Evidence / Intelligence</p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that</p> | <p>Late night summer opening on a Thursday from 5-8pm at all HWRCs has been a long-standing arrangement, but despite this it is very underused. Traffic telemetry shows that HWRCs receive over 1 million visits each year. Around 2% of these visits are during late night opening, this can be averaged at around 20 visits/hour/site during 5-8pm. Sites have capacity to accept an average of 77 visits/hour, meaning they are only operating at around a quarter capacity. These visits are often condensed into the first 1.5hrs, meaning 6:30-8 is often very very quiet.</p> |

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| <p>supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p> | <p>Residents often comment that any changes to HWRC operations may result in an increase in flytipping. Evidence from previous changes, both in Oxfordshire and nationally (not all related to reducing hours, but it is likely that the behaviour carries over) show that there is not a strong correlation. While residents may be unhappy at the changes, they are unlikely to turn immediately to criminal behaviour and blight their local landscape by flytipping.</p> <p>Through the Environmental Protection Act 1990 OCC as Waste Disposal Authority (WDA) are obliged to provide HWRCs for residents to deposit waste. These must be open at all reasonable times. A number of other local authorities across England have reduced their opening hours over recent years, and what OCC are proposing is not out of line with their changes and therefore is expected to be acceptable. Any change will be made with the advice of Legal services</p> <p>51. Functions of waste disposal authorities.</p> <p>(1) It shall be the duty of each waste disposal authority to arrange—</p> <p>(a) for the disposal of the controlled waste collected in its area by the waste collection authorities; and</p> <p>(b) for places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited;</p> <p>(2) The arrangements made by a waste disposal authority under subsection (1)(b) above shall be such as to secure that—</p> <p>(a) each place is situated either within the area of the authority or so as to be reasonably accessible to persons resident in its area;</p> <p>(b) each place is available for the deposit of waste at all reasonable times (including at least one period on the Saturday or following day of each week except a week in which the Saturday is 25th December or 1st January);</p> <p>(c) each place is available for the deposit of waste free of charge by persons resident in the area;</p> |
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| <p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p> | <p>Status quo/do nothing – publicly acceptable but does not help OCC and the waste management service meet the budget pressures currently being faced</p> <p>Reducing hours further :</p> <ul style="list-style-type: none"> • Shutting each sites 1 or 2 days/week • Reducing winter hours to 09:00-15:00 <p>Will result in greater savings but more inconvenience for residents.</p> |

Section 3: Impact Assessment - Protected Characteristics

| Protected Characteristic | No Impact | Positive | Negative | Description of Impact | Any actions or mitigation to reduce negative impacts | Action owner* (*Job Title, Organisation) | Timescale and monitoring arrangements |
|------------------------------|-------------------------------------|--------------------------|-------------------------------------|--|--|--|---|
| Age | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | This may impact those of working age to a greater extent as sites as reduced hours may limit when they are able to visit site. | Sites will still be open 362 days/year so all residents should have an opportunity to visit, even if they are shift workers. Reduced opening hours may make this more inconvenient than currently. Communication to ensure all residents are aware of the new opening hours will help to mitigate the chance of wasted journeys. | HWRC manager Communications team | Before and during launch, ongoing. Monitored via complaint levels |
| Disability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Gender Reassignment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Marriage & Civil Partnership | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Pregnancy & Maternity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Race | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |

| | | | | | | | |
|---------------------------|-------------------------------------|--------------------------|--------------------------|---|--|--|--|
| Sex | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Sexual Orientation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Religion or Belief | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |

Section 3: Impact Assessment - Additional Community Impacts

| Additional community impacts | No Impact | Positive | Negative | Description of impact | Any actions or mitigation to reduce negative impacts | Action owner (*Job Title, Organisation) | Timescale and monitoring arrangements |
|------------------------------|-------------------------------------|--------------------------|-------------------------------------|---|--|--|---------------------------------------|
| Rural communities | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Those who do use sites during late night opening tend to prefer it as sites are very quiet with no queuing, making it a quick and easy visit. However, the overall low use of this service means that the impact of increased visitors between 08:00-17:00 should be minimal. | Good communications to ensure that all residents are aware of the opening hours of their local sites. We can use catchment modelling to ensure that communications can be targeted in relevant areas | | |
| Armed Forces | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Carers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Areas of deprivation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |

Section 3: Impact Assessment - Additional Wider Impacts

| Additional Wider Impacts | No Impact | Positive | Negative | Description of Impact | Any actions or mitigation to reduce negative impacts | Action owner* (*Job Title, Organisation) | Timescale and monitoring arrangements |
|---------------------------|-------------------------------------|--------------------------|-------------------------------------|---|--|--|---------------------------------------|
| Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Other Council Services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |
| Providers | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Reduced opening hours may lead to less staff needed to staff the sites. | Management of the HWRCs is contracted out to two contractors. They have both consulted their staff and supportive of this proposal. Sites are generally short staffed at the moment, so staff will be able work alternative hours to ensure that they do not suffer financially. | Contractor HWRC contract manager | Ongoing |
| Social Value ¹ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No specific impact related to this protected characteristic | | | |

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

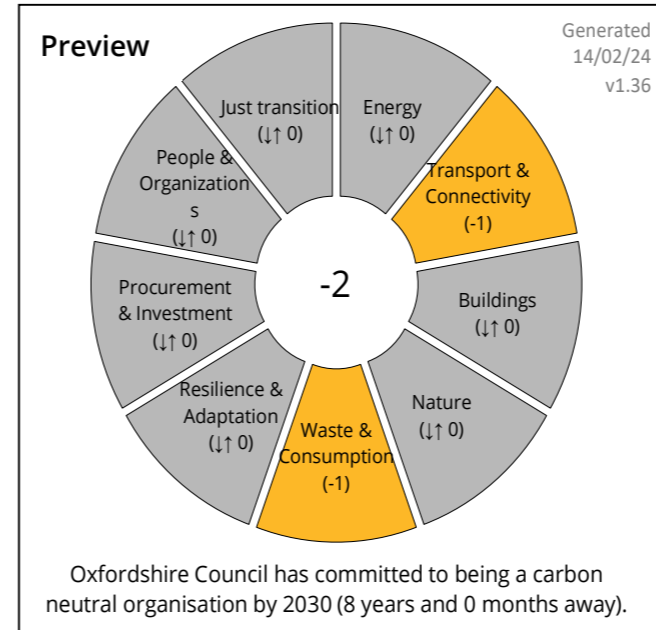
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|--------------------------------------|--------------------|
| Review Date | When policy agreed |
| Person Responsible for Review | |
| Authorised By | |

Climate Impact Assessment

Summary

| | |
|--|--|
| Directorate and Service Area | Environment & Place - Environment and Circular Economy |
| What is being assessed | Cessation of HWRC Summer late night opening (Thursdays April - September 17:00-20:00) |
| Is this a new or existing function or policy? | New - service change |
| Summary of assessment | The main impact identified is the increase in visitors during 08:00-17:00 potentially increasing pressure on the transport network – increased queuing can result in poorer air quality etc, and the impact of increased queuing potentially meaning residents do not want to 'waste' time sorting their waste for recycling and instead placing it all in the residual bin, however, the overall low use of this service means that the impact of increased visitors between 08:00-17:00 should be minimal. |
| Completed by | Rachel Burns |
| Climate action sign off by | |
| Director sign off by | |
| Assessment date | |

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Detail of proposal

| | |
|---|---|
| Context / Background | <p>OCC currently has 7 Household Waste Recycling Centres (HWRCs) across the county. They cost OCC~£4m/year to run, covering both management fees and transport and gate fees for the processing of the waste. They are currently open 08:00-17:00 362 days /year (shut Christmas day. Boxing day and New Years Day). In Summer (April – September) there is late night opening on a Thursday night till 8 pm. To make revenue savings it is proposed to cease the summer late night opening. This could make</p> |
| Proposal | <p>Reducing opening hours is expected to save around £27k/year. While this will have the impact detailed below and summarised above on residents, this will help the council meet its budgetary envelope.</p> |
| Evidence / Intelligence | <p>Late night summer opening on a Thursday from 5-8pm at all HWRCs has been a long-standing arrangement, but despite this it is very underused. Traffic telemetry shows that HWRCs receive over 1 million visits each year. Around 2% of these visits are during late night opening, this can be averaged at around 20 visits/hour/site during 5-8pm. Sites have capacity to accept an average of 77 visits/hour, meaning they are only operating at around a quarter capacity. These visits are often condensed into the first 1.5hrs, meaning 6:30-8 is often very very quiet.</p> <p>Residents often comment that any changes to HWRC operations may result in an increase in flytipping. Evidence from previous changes, both in Oxfordshire and nationally (not all related to reducing hours, but it is likely that the behaviour carries over) show that there is not a strong correlation. While residents may be unhappy at the changes, they are unlikely to turn immediately to criminal behaviour and blight their local landscape by flytipping.</p> |
| Alternatives considered / rejected | <p>Status quo/do nothing – publicly acceptable but does not help OCC and the waste management service meet the budget pressures currently being faced</p> <p>Reducing hours further :</p> <ul style="list-style-type: none"> •Shutting each sites 1 or 2 days/week •Reducing winter hours to 09:00-15:00 <p>Will result in greater savings but more inconvenience for residents.</p> |

| Category | Impact criteria | Score (-3 to +3) | Description of impact | Actions or mitigations to reduce negative impacts | Action owner | Timeline and monitoring arrangements |
|--------------------------|--|------------------|--|--|------------------|---|
| Energy | Increases energy efficiency | N/A | There will be a very small reduction in energy used with the lower hours of operation proposed by this change across the network. | Not applicable | Waste Management | Implementation plan, post implementation monitoring of visit data and complaints. |
| Energy | Promotes a switch to low-carbon or renewable energy | N/A | | | | |
| Energy | Promotes resilient, local, smart energy systems | N/A | | | | |
| Transport & Connectivity | Reduces need to travel and/or the need for private car ownership | | -1 increase in visitors during 08:00-17:00 could potentially increase pressure on the transport network – increased queuing can result in poorer air quality etc, | the overall low use of this service means that the impact of increased visitors between 08:00-17:00 should be minimal. | Waste Management | Implementation plan, post implementation monitoring of visit data and complaints. |
| Transport & Connectivity | Supports active travel | N/A | | | | |
| Transport & Connectivity | Increases use of public transport | N/A | | | | |
| Transport & Connectivity | Accelerates electrification of transport | N/A | | | | |
| Buildings | Promotes net zero new builds and developments | N/A | | | | |
| Buildings | Accelerates retrofitting of existing buildings | N/A | | | | |
| Nature | Protects, restores or enhances biodiversity, landscape and ecosystems | N/A | | | | |
| Nature | Develops blue and green infrastructure | N/A | | | | |
| Nature | Improves access to nature and green spaces | N/A | | | | |
| Waste & Consumption | Reduces overall consumption | N/A | | | | |
| Waste & Consumption | Supports waste prevention and drive reuse and recycling | | -1 The very slight reduction in operational hours <3% annually could be argued to limit the opportunity for residents to recycle their waste. | the overall low use of this service along with the fact that sites are open 9hrs per day 362 days per annum means that the impact will be minimal. | Waste Management | Implementation plan, post implementation monitoring of visit data and complaints. |
| Resilience & Adaptation | Increases resilience to flooding | N/A | | | | |
| Resilience & Adaptation | Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts) | N/A | | | | |
| Resilience & Adaptation | Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains | N/A | | | | |
| Procurement & Investment | Procurement practices prioritise low-carbon options, circular economy and sustainability | N/A | | | | |
| Procurement & Investment | Investment being considered supports climate action/ is consistent with path to net zero | N/A | | | | |
| People & Organizations | Drives behavioural change to address the climate and ecological emergency | N/A | | | | |
| People & Organizations | Drives organizational and systemic change to address the climate and ecological emergency | N/A | | | | |
| Just transition | Promotes green innovation and job creation | N/A | | | | |
| Just transition | Promotes health and wellbeing | N/A | | | | |

Just transition

Reduces poverty and inequality

N/A