

# Draft Scoping Framework

## Title of Review: Waste and Recycling Scrutiny Panel

### PART 1: THE REVIEW

#### Section 1 - Terms of Reference

*To look at how household waste recycling rates in Crawley can be improved.*

The National Waste Strategy will see significant changes to waste and recycling collection arrangements introduced over the next three years. Notably, the mandatory requirement to introduce a separate weekly food waste collection service can be expected to achieve a significant increase in recycling rates albeit with significant financial and operational implications.

This review will examine the proposed roll out arrangements for the introduction of weekly food waste and seek to ensure the preferred mechanism will achieve maximum environmental benefit whilst balancing the financial and operational implications.

#### Section 2 – Reasons for the Review

At the Full Council in October 2023, a [notice of motion](#) was passed requesting that the Chair of the Overview and Scrutiny Commission *look into setting up a cross-party Scrutiny Panel, to look at how household waste recycling rates in Crawley can be improved.*

The Council noted the Local Authority Waste Performance Statistics released by DEFRA in March 2023 (below), which showed the latest available household waste recycling data for the seven District and Borough Councils within West Sussex for three years from 2019/20. This data showed Crawley having the lowest household waste percentage in West Sussex that is sent for recycling.

Percentage of Household Waste Sent for Recycling, Reuse or Composting (NI192)	2019/2020	2020/2021	2021/2022
Adur District Council	36.59%	41.11%	41.43%
Arun District Council	42.84%	42.34%	42.62%
Chichester District Council	44.93%	44.50%	47.01%
Crawley Borough Council	30.27%	31.92%	31.39%
Horsham District Council	53.32%	53.52%	53.09%
Mid Sussex District Council	42.94%	41.75%	42.85%
Worthing Borough Council	39.96%	41.49%	43.63%

It is noted that these figures include tonnages for garden waste. Comparisons with local authority areas with a similar urban makeup are helpful in determining the relative performance for Crawley and will form part of the review.

On 21 October 2023, the Department for Environment Food and Rural Affairs (DEFRA) published the Government response to the “Simpler Recycling” consultation (formerly Consistency in Household and Business Recycling in England). The final consultation for all local authorities closed on 20 November

2023 on additional policies related to “Simpler Recycling” in England and the Council is awaiting the results.

In summary, changes will see:

- More standardised recycling and waste collections across the country, including mandated waste collections as all authorities in England must collect the same waste streams for waste, recycling or composting from households.
- Residual (general, non-recyclable) waste collections to be collected (at least) fortnightly.
- Garden waste will remain a subscription based fee-paying service.
- Co-mingled recycling will continue to be collected on a fortnightly basis.
- A separate weekly food waste and absorbent hygiene products collection will be mandated. Waste collection authorities are required to introduce these arrangements with effect from beginning of April 2026.
- A separate soft plastics collection (crisp packets, cling film) will be required by March 2027.

To implement the above changes to any collection regime, the Council will need to agree a new specification for the new collection arrangements by September 2024 to meet a contract start date 1 April 2026.

It was highlighted at the Overview and Scrutiny Commission in January 2024 the importance of the implementation dates. Consequently, it was agreed the Scrutiny Panel would be a focused review comprising of a few sessions. This will enable findings from the review panel to be considered as part of the specification drafting process for the new contract period.

### **Section 3 – What will be in scope and Objectives of Review**

The Scoping Framework is specific in that the Scrutiny Panel should focus on the activities **where the Council can influence and add value.**

- a) Residential waste and recycling collection arrangements
- b) Implementation of the National Waste Strategy requirements
- c) Balancing environmental benefits with operational and financial implications.

Overall Aims:

- a) To review the proposed arrangements for responding to the National Waste Strategy to ensure these achieve environmental benefits while balancing operational and financial implications for the Council

### **Section 4 - What will not be included in the scope (and why)**

Potentially this could become a huge review, but it is proposed to keep this review more proportionate and concise by focusing on where it can add most value. There are tight timescales which need to be adhered to.

## **PART 2: EVIDENCE GATHERING AND PLANNING**

### **Section 5 - Key Documents and Background Information the Panel may find useful for research.**

- a) Department for Environment Food and Rural Affairs (DEFRA) published the Government response to the “Simpler Recycling” [consultation](#).

- b) Information and evidence from Key CBC Officers.
- c) Potential witness sessions from Cabinet Members.
- d) Potential witness session from external partners.

It will be necessary to take into consideration current and proposed policy documents when undertaking this Panel's work to ensure work is in line with Council policies and priorities.

**Section 6 - Witnesses that may be invited**

*(some initial suggestions listed below – but probably will need to be more focused and selective)*

<u>Organisation</u>	<u>Name/Position</u>
<b>Internal -</b>	
CBC – Cabinet Member	Cllr Noyce – Cabinet Member for Environment, Sustainability and Climate Change
CBC	Nigel Sheehan – Head of Major Projects and Commercial Services
CBC	Paul Baker – Partnership Services Manager
<b>External -</b>	
Ricardo	Waste and Recycling Modelling Consultants.

**Section 7 - Site Visits and Attendance at Events**

<u>Location/Event</u>	<u>Date</u>	<u>Purpose of Visit</u>
TBC by Panel		

**Section 8 - Community Engagement Proposals**

TBC if required

**PART 3: ADMINISTRATIVE CHECKLIST**

**Section 9 – Planning the Panel's Work Programme**

	<u>Date (prov)</u>	<u>Details: (e.g. witnesses, objectives etc.)</u>
Projected start date	Feb 2024	
1 panel meeting	Feb 2024	Background information and scoping framework
2 panel meeting	May 2024	Presentation from Ricardo (Options and implications)
3 panel meeting	June 2024	Conclusions, recommendations and input to contract specification.
4 panel meeting – IF REQ		

<b>Section 10 - Resources and Responsibilities</b>	
Chair of Scrutiny Panel	Cllr Justin Russell
Other Members of Scrutiny Panel	Cllrs Ayling, Charatan, Lanzer, Piggott, Russell
Lead Officer(s)	Nigel Sheehan, Paul Baker, Susan Lawrance
DSO	Heather Girling
Cabinet Member	Cllr Noyce - Cabinet Member for Environment, Sustainability and Climate Change
Head of Service	Head of Major Projects & Commercial Services – Nigel Sheehan

<b>Section 11 - Reporting Arrangements</b>	
<b><u>Committee/Body</u></b>	<b><u>Date (prov.)</u></b>
Final report of Panel to Overview and Scrutiny Commission	TBC
Final report to Cabinet	TBC

<b>Section 12 - Approvals</b>		
<b><u>Details</u></b>	<b><u>By whom</u></b>	<b><u>Date</u></b>
Panel agreed	OSC	29.1.24
Scoping Framework - agreed		