

# Public Document Pack



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7 November 2014

Dear Councillor

## **NOTICE OF DECISION TAKEN BETWEEN MEETINGS: (DPH01 14) RECYCLING REWARD SCHEME**

Please find attached details of a decision taken by Councillor Nicholas Kenton, Portfolio Holder for Environment, Waste and Planning in relation to the submission of a bid to the Department for Communities and Local Government for funding to implement a Recycling Reward Scheme.

This decision is outside the Council's Budgetary and Policy Framework. Moreover, it is a Key Decision which has not been included in the Notice of Forthcoming Key Decisions. The consent of the Chairman of the Scrutiny (Policy and Performance) Committee, Councillor Kevin Mills, has therefore been sought and given.

The deadline for the receipt of the bid is 7 November 2014 and the Chairman of the Council has therefore agreed to suspend call-in.

Members of the public who require further information are asked to contact Kate Batty-Smith on 01304 872303 or by e-mail at [kate.batty-smith@dover.gov.uk](mailto:kate.batty-smith@dover.gov.uk).

Yours sincerely

A handwritten signature in black ink that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Democratic Support Officer

ENCL

1 **DPH01 14 - RECYCLING REWARD SCHEME** (Pages 2 - 8)



COMMITTEE SECTION ONLY	
Decision No:	<u>DPH01</u>
Notification Date:	<u>07/11/14</u>
Implementation Date: (unless called in)	<u>07/11/14</u>
Call-in:	<u>No</u>

**Notice of Decision Taken by Portfolio Holder/Leader of the Council  
Between Meetings of the Cabinet**

*(Please read the attached guidance notes before completing this notice)*

**A. Decision taken by:** Councillor Nicholas Kenton, Portfolio Holder for Environment, Waste and Planning

**B. Part of the Constitution authorising decision:**  
  
Paragraph 4 (Budget and Policy Framework Procedure Rules) of Part 4 (Rules of Procedure) of the Constitution

**C. (a) Subject (including whether it is a Key Decision and included within the Notice of Forthcoming Key Decisions):**  
  
Bid submission to the Department of Communities and Local Government (DCLG) for implementation of a Recycling Reward Scheme.  
  
This is a Key Decision which does not appear in the Notice of Forthcoming Key Decisions.  
  
**(b) Is the decision likely to disclose exempt information?**  
  
No

**D. Decision:**  
  
To apply to the DCLG for funding to implement a Recycling Reward Scheme across the Dover district in partnership with Shepway District Council.

**E. Reason(s) for decision (including why the decision cannot wait until the next meeting of Cabinet (or Council where appropriate)):**  
  
The bid needs to be submitted to DCLG by 5.00 pm on Friday 7 November 2014. Please see attached report.

**F. Details of alternative options considered and rejected:**  
  
To not submit a bid.

**G. Any interest declared by the decision-taker or any Executive Member who is**

**consulted by the decision-taker:**

None.

**H. Where a conflict of interest has been declared, details of any dispensation granted by the Monitoring Officer:**

None.

**I. Background Documents:**

Report (attached).

**J. Decisions within the Budget or Policy Framework taken by the Portfolio Holder (or Leader of the Council) between Meetings of the Cabinet (Part 3, Section 3C, paragraph 13 - General Responsibilities Delegated to All Members of the Executive)**

I confirm that the decision-taker has taken the decision in consultation with me.

Not applicable.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Leader of the Council or Deputy)

**K. Decisions outside the Budget or Policy Framework taken by the Portfolio Holder (or Leader of the Council) between Meetings of the Council (Part 4, paragraph 4 – Budget and Policy Framework Procedure Rules)**

Please give reasons why it is not practical to convene a quorate meeting of the Council or General Purposes Committee to take the decision.

**The deadline for submission of the bid to DCLG is 5.00pm on 7 November 2014.**

I have given my consent to the decision being taken as a matter of urgency.

Signed \_\_\_\_\_ Dated: \_\_\_\_\_  
(Chairman of the relevant Scrutiny Committee)

**L. Urgent decisions not subject to call-in**

I confirm that this decision is an urgent one and should not, therefore, be subject to call-in.

Yes/No

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Decision-taker)

On the advice of the decision-taker, I agree that the decision is reasonable in all the circumstances and, as a matter of urgency, should not be subject to call-in.

Yes/No

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Chairman/Vice-Chairman/Head of Paid Service or their nominee)

(Please note that M-O relate to Key Decisions not in the Notice of Forthcoming Key Decisions (Part 4; Rules 15 and 16 of the Access to Information Procedure Rules))

**M. Reason(s) for General Exception/Special Urgency (i.e. why the decision was not included in the current Notice of Forthcoming Key Decisions and why it would be impracticable to defer the decision until the period covered by the next Notice)**

Due to timescales of submitting the bid to the DCLG the decision was not included in the current Notice of Forthcoming Key Decisions and cannot be deferred as submission needs to be made by 5.00pm on Friday 7 November 2014.

**N. Notice of use of General Exception Procedure (to be followed where at least five clear days will have elapsed between issuing a General Exception Notice and informing the Chairman of the relevant Scrutiny Committee, and the Key Decision being taken)**

I have informed the Chairman of the relevant Scrutiny Committee.

**Not applicable.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**O. Agreement to use of Special Urgency Procedure (to be followed where it is not possible to give five clear days' notice that a Key Decision will be taken)**

I agree that the taking of the decision cannot reasonably be deferred.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

(Chairman of the relevant Scrutiny Committee)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

(Decision-Taker)

## Guidance Notes for Completion of a Notice of Decision Taken by the Portfolio Holder or Leader of the Council between Meetings of the Cabinet

- (1) The Decision Notice should be clear, concise and capable of immediate publication by the Democratic Services Manager.
- (2) It must include the following information:
  - A Details of the decision-taker (i.e. Portfolio Holder or Leader of the Council).
  - B Part of the Constitution authorising decision. Where the decision is one which would normally be taken by the Cabinet, Part 3 (Responsibility for Functions); Section 3C; paragraph 13 (Responsibility for Executive Functions) will apply. Where the decision is outside the Budget or Policy Framework and would therefore normally be taken by the Council, Part 4 (Rules of Procedure); paragraph 4 (Budget and Policy Framework Procedure Rules) will apply.
  - C
    - (a) State the subject of the decision and whether it is a Key Decision (Part 2 (Articles of the Constitution); Article 13.03 – Decision-Making). A Key Decision is defined as any executive (i.e. Cabinet) decision that:
      - results in the Council incurring expenditure which is, or savings which are, significant (£200,000 or more) having regard to the Council's budget for the service or function to which the budget relates;
      - is significant in terms of its effects on communities living or working in an area comprising two or more wards in the District; or
      - has a particularly significant impact on any community as experiencing social exclusion or discrimination, whether geography or interest defines that community and even if that community is only located in one ward in the area of the local authority.
    - (b) If the decision relates to an exempt item, please specify the relevant paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972 which applies. Exempt information is information relating to any individual or organisation, or information which is likely to reveal the identity of an individual, or the financial or business affairs of any person. There are other categories of exempt information and these are described in paragraph 10.4 of Part 4 (Access to Information Procedure Rules) of the Constitution. Advice should be sought from the Monitoring Officer or the Democratic Support Section if you are in doubt about which paragraph of the Local Government Act 1972 applies.
  - D Please provide full details of the decision taken.
  - E Reasons for the decision, including why it cannot wait until the next meeting of Cabinet (or Council where appropriate).
  - F Any alternative options considered and rejected at the time the decision was made.
  - G Details of any interest declared by the decision-taker or any Executive Member consulted.
  - H Details of any dispensation granted by the Monitoring Officer in the event of a conflict of interest having been declared.
  - I Please provide details of report(s) and other documents which disclose any facts or matters on which the report(s) is based, and which have been relied upon to a significant extent to prepare the report(s). These must be made available for

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**Subject:** **BID TO DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT FOR IMPLEMENTATION OF A RECYCLING REWARD SCHEME**

**Meeting and Date:** **Decision Taken Between Meetings by Portfolio Holder**

**Report of:** **Roger Walton, Director of Environment and Corporate Assets**

**Portfolio Holder:** **Cllr Nicholas Kenton, Portfolio Holder for Environment, Waste and Planning**

**Decision Type:** **Key Decision**

**Classification:** **Unrestricted**

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**Purpose of the report:** The Department for Communities and Local Government (DCLG) is making available up to a total of £5 million to English local authorities over one year 2015/16 to support recycling reward schemes which give incentives for residents to recycle their waste. Agreement is required to submit a bid for this funding.

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**Recommendation:**

1. To apply to DCLG for funding to support Recycle on the Go and the Community Reward scheme.
2. To apply in partnership with Shepway District Council, partnership bids are encouraged by DCLG.

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## 1. Summary

The Department for Communities and Local Government (DCLG) is making available up to a total of £5 million to English local authorities over one year 2015/16 to support recycling reward schemes which give incentives for residents to recycle their waste. Recycling reward schemes can take the form of a number of interventions, encouraging residents to recycle more through offering: vouchers, charity donations, cash, and discounts at local shops, community rewards and prize draws.

Any local authority that operates a weekly residual and/or a weekly food waste collection is eligible to apply. Bids must be submitted to DCLG by 5pm on 7<sup>th</sup> November 2014 and must be signed off by the authorities Section 151 Officer. Successful bid applications will be announced in January 2015. Funds can be drawn down in year one 2015/16, but they can also be used to support the scheme in year 2 16/17 and year 3 17/18.

## 2. Introduction and Background

2.1 The Department for Communities and Local Government (DCLG) is making available up to a total of £5 million to English local authorities over one year 2015/16 to support recycling reward schemes which give incentives for residents to recycle their waste.

2.2 Recycling reward schemes can take the form of a number of interventions, encouraging residents to recycle more through offering: vouchers, charity donations, cash, and discounts at local shops, community rewards and prize draws.

- 2.3 Any local authority that operates a weekly residual and/or a weekly food waste collection is eligible to apply. Bids must be submitted to DCLG by 5pm on the 7<sup>th</sup> November 2014 and must be signed off by the authorities section 151 Officer. There is no commitment required by the Council to continue the scheme after the first three years; consideration should be given as to how this scheme is withdrawn if further funding is not available after this time and the impact of this.
- 2.4 Successful bid applications will be announced in January 2015. Funds can be drawn down in year one 2015/16, but they can also be used to support the scheme in year 2 16/17 and year 3 17/18. Submission of an application does not involve any commitment and can be withdrawn at a later date if required.

### 3. Identification of Options

- 3.1 Set up a community reward scheme that through participating in the recycling scheme regularly, residents will receive rewards 'points', for taking green actions. Residents can simply tell our reward partners every week that they have recycled, either by logging onto their website, through a free smartphone application, or by calling their customer care team. Additional rewards can be received for the amount of recycling collected in the community.

The scheme will also reward residents by awarding them for making green pledges and taking part in on-line quizzes. Schemes can be tailored to deliver programmes that meet specific objectives and rewards can be delivered through local business and major retailers. Rewards can be redeemed by the resident in the form of money or vouchers or can be donated to local projects through community donations.

- 3.2 Launch a number of 'reverse vending machines' to enable residents to recycle in particular drink cans and plastic bottles when 'on the go'. These machines can be situated in key positions in the district such as sports facilities where the use of plastic bottles and cans are high therefore ensuring capture. These machines can also be placed outdoors but do require an electricity supply

Providing easy to use, conveniently located recycling facilities in popular public locations can help achieve a higher recycling rate. Standard litter bins do not provide people with the opportunity to separate different types of waste materials for recycling, something which is easy to do and already done by many at home as part of their local kerbside recycling service.

Residents can subscribe to the scheme via an iphone or Andorid app or via the providers website which hosts the scheme. Points would then be rewarded for cans and plastic bottles recycled through the machines and points received by the user.

Rewards for points can be in the same form as those for community reward schemes above.

### 4. Resource Implications

Expenditure in 2014/15, 2015/16 and 2016/17 are covered by DCLG funding.

<i>Revenue Implications</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>On-Going</i>
Expenditure increase/(decrease)	209,386	75,500	75,500	75,500

<i>Revenue Implications</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>On-Going</i>
Income (increase)/decrease				
Net Revenue Implications				
Increase/(decrease) in budget requirement	209,386	75,500	75,500	75,500

5. **Corporate Implications**

5.1 Comment from the Section 151 Officer: Finance have been consulted in the preparation of this report.

5.2 Comment from the Solicitor to the Council: Legal have been consulted in the preparation of this report.

5.3 Comment from the Equalities Officer:

5.4 Other Officers (as appropriate):

6. **Appendices**

None.

Contact Officer:

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