



ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE

10.00 am THURSDAY, 28 JANUARY 2016

COMMITTEE ROOMS A/B - NEATH CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members
2. To receive the Minutes of the Environment and Highways Scrutiny Committee held on 10 December 2015. *(Pages 5 - 8)*
3. To receive the Minutes of the Environment and Highways Scrutiny Committee held on 17 December 2015. *(Pages 9 - 12)*
4. To receive the Scrutiny Forward Work Programme 2014/15. *(Pages 13 - 14)*
5. To scrutinise information and monitoring issues being reported by:

Chair of Environment and Highways Scrutiny Committee

6. Side Waste Policy *(Pages 15 - 32)*

Report of the Head of Head of Streetcare

7. Building Services Report Card *(Pages 33 - 40)*
8. Lighting Services Report Card *(Pages 41 - 48)*
9. To select appropriate items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board reports enclosed for Scrutiny Members).

10. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972
11. Access to Meetings to resolve to exclude the public for the following item(s) pursuant to Section 100A(4) and (5) of the Local Government Act 1972 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the above Act.

PART 2

12. To select appropriate private items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board Reports enclosed for Scrutiny Members).

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Friday, 22 January 2016

Committee Membership:

Chairperson: **Councillor I.D.Williams**

Vice
Chairperson: **Councillor A.J.Siddley**

Councillors: M.Crowley, D.W.Davies, Mrs.R.Davies, S.K.Hunt,
I.B.James, R.James, E.E.Jones, S.Rahaman,
C.Morgan and Mrs.A.Wingrave

Notes:

- (1) *If Committee Members or non-Committee Members wish to have relevant items put on the agenda for future meetings, then please notify the Chief Executive/Chair eight days before the meeting.*

- (2) *If non-Committee Members wish to attend for an item of interest, then prior notification needs to be given (by 12.00 noon on the day before the meeting). Non-Committee Members may speak but not vote, or move or second any motion.*
- (3) *For pre scrutiny arrangements, the Chair will normally recommend forthcoming executive items for discussion/challenge. It is also open to Committee Members to request items to be raised - though Members are asked to be selective here in regard to important issues.*
- (4) *The relevant Cabinet Board Members will also be invited to be present at the meeting for Scrutiny/ Consultation purposes.*
- (5) *Would the Scrutiny Committee Members please bring the Cabinet Board papers with them to the meeting.*

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ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE

(Committee Rooms A/B - Neath Civic Centre)

Members Present:

10 December 2015

Chairperson: Councillor I.D.Williams

Councillors: D.W.Davies and S.K.Hunt

Officers In Attendance Mrs.N.Pearce, M.Roberts, D.Griffiths, H.Hasan, K. Lewis and S. Owen

Cabinet Invitees: Councillors Mrs.S.Miller and P.D.Richards

1. **TO RECEIVE THE MINUTES OF THE ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE HELD ON 29 OCTOBER 2015**

Noted by the Committee

2. **TO RECEIVE THE MINUTES OF THE ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE HELD ON 6 NOVEMBER 2015**

Members were informed that in relation to the discussions on bulk waste collections the Contact Centre Manager had confirmed that the correct advice was provided by the staff in the contact centre.

Members raised further concern in relation to advice that had been given previously in relation to where bulky waste items should be placed for collection. Members highlighted that on occasions constituents had been advised to place their items at the front of the properties even though the normal collection point for normal waste was the rear of the property. It was agreed that this should be checked by officers.

Following scrutiny the minutes were noted.

3. **TO RECEIVE THE SCRUTINY FORWARD WORK PROGRAMME 2014/15.**

Noted by the Committee.

5. **HIGHWAY AND DRAINAGE SERVICES REPORT CARD**

Members considered the Highway and Drainage Service Report Card that summarised the service priorities, key measures and key actions for the service.

Members were advised that part of the service involved Section 72 failed reinstatement notices. This is where utility companies fail to reinstate the high highways to their former standard once they have undertaken works. The Council fines the company and also insists that the reinstatement works are undertaken to a satisfactory standard.

Concern was raised in relation to the sickness absence figures and the fact that it was above the Council average. Clarification was sought on the number of staff within the service. It was confirmed that there was around 100 members of staff within the service and the service manager confirmed that he manages the sickness absence issues personally and follows the corporate policy for managing sickness absence.

Members asked whether the figures were a mix of short and long term sickness absence issues. It was confirmed that this was the case and in the previous year if there was no long term sickness absence issues then the figures for the service would have been around the 5 days per employee.

Following Scrutiny the report was noted.

6. **PRE SCRUTINY**

The Committee scrutinised the following matters:

Cabinet Board Proposals

- i. **Air Quality Updating and Screening Assessment 2015 – 2021**

Members considered a report on Air Quality that was a snapshot of a larger report that contains a large amount of data which would be made available to Members if they wished to read it.

Officers stated that the most common problems are due to PM 10 pollution. Members were informed that part of the County Borough was subject to an air quality management plan. Within this area there is a limit on how many breaches of pollution level. The current limit on breaches allowed in a calendar year is 35 and current figures are 25 breaches so the Council is on target.

However, officers stated that they would like to reduce the breaches significantly before contemplating undeclaring the air quality management area.

Members were advised that there was a particular specific problem in one area of Neath due to traffic pollution. It was confirmed that one of the houses within the management area was closer to the road than other properties and this caused the high levels that could potentially cause future health problems.

Following scrutiny the report was noted.

ii. Fleet Asset Register

Members asked whether any surplus equipment could be sold to community groups particularly given that the groups were now possibly undertaking maintenance of facilities themselves.

Officers noted that the general rule was that the equipment was sold at auction to ensure that the best value price was achieved. Members asked whether the Officers could identify a residual value and then sell to the Community. Officers saw problems with this approach but information could certainly be provided detailing where items are placed for auction so groups could bid for equipment if desired..

Following scrutiny the report was noted.

iii. Highways Structures Asset Protection and Maintenance

Members considered a report on the progress on the County Bridge Assessment, Strengthening and Maintenance Programme and the

Implementation of the Code of Practice for the Management of highway structures, footbridges and other public rights of way.

All of the assets are part of a backlog and now the Council is concentrating on the critical structures so that communities remain open.

With regards land slips Members were advised that some of it is outside of the Council's due restriction but it is the Council's duty to keep the highways open. Members were advised that this is a very complex process which results in significant costs.

Following scrutiny the committee was supportive of the proposals to be considered by the Cabinet Board.

iv. Installation and Accreditation of MOT Class 4, 5 & 7 Testing Facility at Tregelles Court Vehicle Maintenance Workshops

Members considered a report that sought approval to install a vehicle test station. Officers stated that the main purpose was to allow the Council to bring back the testing in house as tests are currently being undertaken at three different sites.

Members were advised that there would be minimal start-up costs and it would provide far more benefits including job security for the staff.

Officers stated that whilst also being a financial benefit it would also save time. The facility could also generate income by allowing the public to pay for an MOT test.

Following scrutiny the committee was supportive of the proposals to be considered by the Cabinet Board.

The meeting was subsequently abandoned as Members left the meeting and was not quorate.

CHAIRPERSON

ENVIRONMENT AND HIGHWAYS SCRUTINY COMMITTEE

(Committee Rooms 1/2 - Port Talbot Civic Centre)

Members Present:

17 December 2015

Chairperson: Councillor I.D.Williams

Vice Chairperson: Councillor A.J.Siddley

Councillors: D.W.Davies, Mrs.R.Davies, S.K.Hunt and E.E.Jones

Officers In Attendance M.Roberts, S. Owen, M. Llewellyn and N.Evans

Cabinet Invitees: Councillors E.V.Latham and P.D.Richards

1. **PRE SCRUTINY**

The Committee scrutinised the following matters:

Cabinet Board Proposals

i. **Highway Asset Management Plan**

Members considered an update report on the ongoing development of the Highway Asset Management Plan.

Members were advised that this was a 3 year document but it is also fluid so that any problems can be included and addressed. Officers stated that they consider all products when undertaking any works contained within the plan. One of the most cost effective ways of resurfacing was to have a layer of tar which seals the surface which stops the rain and frost causing any further damage. Then a layer of chippings is added which provides skid resistance.

Members raised concerns in relation to the works of contractors on behalf of utility companies and the fact that on occasions the reinstatement works were sub standard. Officers stated that once

works have been completed they undertake random samples of the reinstatement works and have found a failure rate of 84%. Members were advised that where a failure is found the utility company is fined and the works are redone to the required standard.

Members stated they wished to include a note within the plan concerning congestion on the local road network caused by traffic conditions at Sunnycroft and Baglan roundabouts for which the Welsh Government are responsible.

Following scrutiny the committee were supportive of the proposal to be considered by the Cabinet Board.

ii. Flood Risk Management Plan 2015 – 2021

Members considered a report on the Council's draft Flood Risk Management Plan that had been produced as part of fulfilling the Council's role as a Lead Local Flood Authority.

Officers stated that the plan covered surface water and normal watercourses and not the sea or rivers. This was a live document and another plan would be presented for agreement in five years.

Members noted that the Welsh Government had recently announced additional funding for flood management and asked whether the Council could access this funding. Officers stated that the Council had submitted expressions of interest and officers were working on feasibility studies.

Following scrutiny the committee were supportive of the proposals to be considered by the Cabinet board.

iii. Missed Bin Policy

Members considered a report that sought approval to adopt a policy in relation to 'missed' waste collections.

Officers advised that the document before Members was the current standard customer practice that was now being documented in line with the Digital by Design policy of the Council. The document had been developed through consultation with waste collection staff and officers from the contact centre.

Members raised concern that the policy before them would be in contradiction to the side waste policy that was due before committee at a later date. Members felt that where a collection was missed and residents had to keep it for another two weeks this could result in the resident having excess side waste which may result in non-collection.

Members stated that if it was the Council's fault that a collection was missed then we should not expect the residents to keep their rubbish and we should collect. Officers advised that every effort is made to collect waste following a missed collection and the number of times in a year that it was not possible is extremely low.

Members asked about Friday collections and what happens when these are missed. Officers confirmed that as there were collections on Saturday for commercial waste and these are used to collect the missed residential waste so does not cost the Council any additional money from overtime payments.

Members stated that they were not comfortable with supporting a policy as they felt that it would remove the flexibility and could leave the Council vulnerable to potential problems. The Cabinet Member suggested that the word policy be changed to guidelines. Members welcomed this suggestion.

Following scrutiny the Committee stated that they would accept the recommendation to be considered by the Cabinet Board if the Missed Bin Policy was renamed the Missed Bin Guidelines.

CHAIRPERSON

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**Environment and Highways Scrutiny Committee
Forward Work Programme**

Date of Meeting	Agenda Item
28 th January 2016	Side Waste Inquiry Report
	Building Services Report Card
	Lighting Services Report Card
	Pre-Scrutiny – Cabinet Board Items
3 rd March 2016	Pre-scrutiny - Cabinet Board Items
	Quarterly Performance Reporting
14 th April 2016	Pre-scrutiny - Cabinet Board Items

26 th May 2016	Pre-scrutiny - Cabinet Board Items

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Scrutiny Committee

28th January 2016

Report of the Chair of Environment and Highways Scrutiny – Cllr. I D Williams

Matter for Decision

Wards Affected:

All Wards

No Side Waste Policy

Purpose of the Report

1. To seek Members approval to introduce a no side waste policy for the Council with an associated exemption scheme that will assist the Council in meeting the recycling targets set by the Welsh Government.

Executive Summary

2. A Member Enquiry Group held a number of meetings to consider side waste and the issues are summarised below.
3. The Council is on course to achieve the next recycling target of 58% in 2015/2016 however there are future targets of 64% in 2019/2020 and 70% in 2024/2025.
4. There is currently no limit to the amount of refuse that may be presented by householders for disposal.
5. A recent analysis of the waste shows there are still significant quantities of recyclable and compostable waste being presented in refuse containers.

Background

6. On 23rd April 2015 the Environment and Highways Scrutiny agreed that a Member Enquiry Group (to be made up of a small number of Members of the Environment and Highways Scrutiny Committee) consider 'side waste' policy and the needs of larger families.
7. Members were unanimous that the amount of refuse that is presented should be restricted by limiting the number of bags in bag collection areas and restricting side waste in wheeled bin areas. Furthermore, that households with more non-recyclable waste than the allowed capacity would need to apply for an exemption to put out additional amounts.
8. A limit on the amount of refuse that householders can present will help maximise the amount of recyclables and organic waste presented for recycling and composting, and assist the Council with the aim of meeting future statutory recycling performance targets.
9. Members considered the phased introduction of a restriction on black bag / wheeled bin collections. A phased introduction allows for a more gradual behavioural change, particularly for households that are not currently recycling.
10. The Council is currently rolling out its improved kerbside recycling service "Recycling+". Phase 1 of the roll out has been completed and Phase 2 is programmed to be completed by the end of the current financial year (2015/2016).
11. The roll out of the final Phase 3 is subject to funding being confirmed, however, taking account of the current vehicle renewal programme completion of Phase 3 is hoped for by Spring 2017.
12. It was recognised that there may be certain circumstances where householders require additional capacity for non-recyclable waste, such circumstances may include households that:
 - a. have larger families;
 - b. present large quantities of disposable nappies;
 - c. present large quantities of ashes; or
 - d. present large quantities of pet litter.

13. The Council should make provision to enable these households to present all of their non-recyclable waste for collection.
14. Where households are able to demonstrate the nature and quantity of their non-recyclable waste then householders could be issued with a number of "exemption" stickers for a 12 month period, similar to the system which has been used in the City and County of Swansea.
15. Households will then be able to present all of their non-recyclable waste for collection, with larger quantities of waste presented in black bags (not provided by the Council) labelled with the "exemption" stickers. If however any waste receptacle presented from a household with an exemption is found to contain recyclable waste it will not be collected other than in the collection immediately after Christmas when no limit will apply generally.
16. Details on the exemption scheme are set out in Appendix 1.

Financial Impact

17. The sticker scheme has no inherent additional container costs; nor container delivery/collection costs; and the renewal obligation for exemptions lies with the householder.
18. The City and County of Swansea operates an exemption scheme and of approximately 110,000 households, there are approximately 1,000 households that have been issued with exemptions, albeit they have also been trialling a separate nappy collection service (but the sustainability of that part of the service is not certain).
19. Pro-rata this Council could anticipate issuing exemptions to approximately 600 households excluding those households presenting large numbers of nappies. In respect of households presenting nappies, census information shows that there are 7,600 households with children aged 0-4 and it is estimated that half of these households present nappies for collection.
20. The Council might anticipate issuing around 4,000 households with exemption stickers at an estimated annual cost of £13,500. There will also be an additional cost to administer the exemption scheme, although experience in Swansea is that these are very modest.
21. It should be noted that this Council currently collects all black bag / wheeled bin waste presented at the kerbside. The Council is moving in the direction of a contractual arrangement where the cost of disposal of

residual waste will be calculated on a price per tonne in place of a fixed fee as present. Therefore, savings from moving waste from disposal to recycling and composting should more than compensate for the administration of the exemption scheme, and it can be stated with some certainty that the scheme can be implemented within existing resources.

Sustainable Development

22. Increasing recycling and composting has a positive impact in relation to the environment and sustainable development.
23. In their Collections Blueprint, for affordable and sustainable local authority collection services, Welsh Government consider that a "no side waste" policy can help reduce the overall amount of waste put out by householders for collection and increases the amount separated out for recycling.

Equality Impact Assessment

24. A Screening Assessment has been undertaken to assist the Authority in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment, it has been determined that this function does not require an Equality Impact Assessment.

Workforce Impacts

25. The only workforce impacts are likely to be operational support in administering the exemption scheme.

Legal Impacts

26. The introduction of the no side waste policy and exemption scheme will assist the Council with the aim of achieving statutory recycling targets set by the Welsh Government

Risk Management

27. Failure to implement the recommendations will see the Council at risk of not meeting its recycling targets which would result in financial penalties. Those households not taking part in recycling need to be persuaded to do so.

Consultation

28. There is no requirement under the Constitution for external consultation on this item.

Recommendations

29. Members approve the following policy decisions:
30. As an interim measure to be introduced in April 2016, black bag / wheeled bin waste collections should be restricted to one 140 litre wheeled bin plus one black bag per household (in areas on the wheeled bin service) or 4 black bags per household in all other areas.
31. The Council introduce an exemption scheme for households that produce larger quantities of non-recyclable waste based, in the first instance, on a sticker scheme as described in the report while the service monitors applications for exemptions which may show an alternative method would be more appropriate e.g. a larger wheeled bin.
32. Subsequently, black bag / wheeled bin waste collections should be restricted to one 140 litre wheeled bin per household (in areas on the wheeled bin service), or 3 black bags per household in all other areas, and these restrictions should be introduced after the Recycling + Phase 3 has been completed, that is spring 2017 at the earliest.
33. Furthermore that Members approve:
34. That the scrutiny committee receive regular monitoring reports to monitor the effects of the new policy.
35. Further recycling education schemes are developed and rolled out with a view to increasing recycling in the County Borough.
36. The Council writes to the Welsh Government and the Minister for Natural Resources requesting that they continue to lobby retailers in relation to the packaging of products and to inform the Council of what discussions have been held so far.

Reasons for Proposed Decision

37. To implement a no side waste policy and appropriate exemption scheme to assist the Council with the aim of achieving future recycling targets set by the Welsh Government.

Implementation of Decision

38. The decision is proposed for implementation after the three day call in period.

Appendices

Exemption Scheme

List of Background Papers

39. Environment and Highways Cabinet Board 23 April 2015 - Waste Strategy Update Report.

Contact

40. Cllr. David Williams

Chair of Environment and Highways Scrutiny Committee

Cllr.i.d.williams@npt.gov.uk

Neil Evans

Senior Scrutiny and Member Development Officer

01639 763747

g.n.evans@npt.gov.uk

No side waste policy

Exemption Scheme

(refer to, Environment and Highways Scrutiny Committee Report 28th January 2016 for no side waste policy)

Summary

A letter (1) will be issued to all households to introduce the no side waste policy (which includes an exemption scheme). Where a household recycles and still produce larger amounts of non-recyclable waste, then residents may request an exemption. Residents will be able to complete an application form online (2) and view the scheme's terms and conditions (3). Alternatively, residents can request a paper copy of the application form which will be issued together with the terms and conditions. Where an application is successful, residents will need to adhere to the scheme's terms and conditions and will be issued with exemption stickers (4). Where households continually present waste in excess of the no side waste policy limits, subject to the exemption scheme, then the Council will not collect the waste. If the waste is not collected, then the Council will stick an excess waste sticker (5) on the bags not collected, and deliver an excess waste letter (6).

1. Letter to Residents

2. Example Exemption Scheme Application Form

3. Exemption Scheme Terms and Conditions

4. Exemption Sticker

5. Excess Waste Sticker

6. Excess Waste Letter

Note: the literature included in this appendix describes the position as at April 2016 and will be amended to meet the situation in Spring 2017 at that time.

1. Letter to Residents

(Welsh Language Letter will also be available)

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

NO SIDE WASTE POLICY

Background

In 2014/15 with the support of residents Neath Port Talbot was the 7th best recycling performer in Wales and managed to achieve 58% recycling, one year ahead of the target set by Welsh Government.

But the next targets require even greater effort. We need to achieve 64% in 2019/20 and 70% in 2024/25.

A close look at the contents of the wheeled bins and black bags shows that, on average, there is still a significant amount of recyclable material being thrown out.

We need to get the recyclable material out of the wheeled bins and black bags and into the recycling containers.

There are a number of ways to encourage this change.

Residents will be aware that the Council has moved from weekly to fortnightly collections of the non-recyclable waste and has reduced the size of the wheeled bins.*

All the while recycling collections including food waste continue to be made every week** and householders can have as many recycling containers as needed. To request recycling containers please go on line www.npt.gov.uk/ordermyitems or call [01639 686868](tel:01639686868).

No Side Waste

The Council has now approved the use of a “no side waste” policy as the next step to further encourage residents to put out recyclable material for recycling.

It has been agreed that the no side waste policy will be introduced progressively:

From April 2016 householders should present not more than one wheeled bin plus one black bag for disposal from each house (or the equivalent in houses without wheeled bins is a total of not more than 4 black bags).

Then from the spring of 2017 when the Council’s improved Recycle+ service is expected to be in place across the County Borough, this will reduce to not more than one wheeled bin from each house (or not more than 3 black bags).

There is no restriction on waste in the collection immediately after Christmas and no exemption is therefore required at that time.

Where households continually put out more than the allowed amount and do not have an exemption, then the extra waste will not be collected.

Exemption Scheme

Most household waste can be recycled and can be collected every week.

The Council recognises that there are reasons why some households will produce a greater volume of non-recyclable waste so, at the same time as the no side waste policy is introduced, it will also operate an exemption scheme.

If you recycle and you still put out more than one wheeled bin plus up to 1 bag of non-recyclable waste (or more than 4 black bags in bag collection areas), then you can contact the Council to arrange an exemption.

You will need to demonstrate that you are only presenting non-recyclable waste for disposal, for example: nappies, coal ash, animal bedding.

You can complete an exemption application form on line at '*web address to be inserted*' or request a paper copy by phoning 01639 686868.

If you are granted an exemption, then you will receive a year's worth of exemption stickers. These stickers should be stuck to your extra black bag waste and the collection crews will collect it for disposal.

The exemption will be valid for 1 year and your waste may be monitored to ensure that no recyclables are presented for disposal.

If recyclable materials are presented for disposal, then the extra waste may not be collected.

Please note that exemptions are not needed for occasional additional black bags such as after Christmas.

Enforcement

The Council will be monitoring collections and advising residents how they can recycle more and reduce the amount of waste put out for disposal.

As a last resort, where residents continue to put out more than the allowed amount and do not have an exemption, or have an exemption and continually put out recyclable material for disposal, then the Council may take enforcement action.

* In areas where the Council operates a wheeled bin collection service.

** In some areas of the borough plastics are currently collected fortnightly, however the Council is rolling out its Recycle+ service where plastics are collected weekly.

2. Example Exemption Scheme Application Form

(Welsh Language Form will also be available)

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

NO SIDE WASTE POLICY EXEMPTION SCHEME

Application Form

Complete this form to apply for an exemption from the Council's no side waste policy (please refer to the exemption scheme terms and conditions).

Name:

Address:

.....

Post Code:

Home Phone:

Email:

1. Do you put any of the following materials into your wheeled bin or black bags? (tick as appropriate)

Paper	Card	Glass	Cans	Foil
Food	Garden waste	Cardboard	Plastics	

2. What non-recyclable materials take up a large amount of space in your wheeled bin or black bag? (list as many as appropriate)

.....
.....
.....

3. How many black bags do you normally put out for collection once you have recycled all you can*?

*If you have a wheeled bin collection please tick here and in your answer to question 3 only count black bags that do not fit in your wheeled bin.

WB

Certification by applicant: I hereby certify that the above information is true and correct and I agree to abide by the terms and conditions of the exemption scheme, if this entitlement is granted.

Signed: Dated:

3. Exemption Scheme Terms and Conditions

(Welsh Language Terms and Conditions will also be available)

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

NO SIDE WASTE POLICY EXEMPTION SCHEME

Terms and Conditions

1.0 Definitions

“You” means the person whose name and address is on the Application Form

“The Council” means Neath Port Talbot County Borough Council

“Exemption Scheme” means this scheme for an exemption from the Council’s no side waste policy

“Exemption Period” is the 12 month period from the date the Council notifies you that your application has been successful (this may be by issuing to you exemption stickers)

2.0 General

The Council has a “no side waste policy” to limit the amount of waste put out for disposal and encourage greater recycling

The Council collects non-recyclable waste from households in either wheeled bins or black bags, as determined by the Council

The following limits apply to non-recyclable waste presented for disposal:

- not more than one wheeled bin plus up to 1 additional black bag for disposal from each house; or
- in bag collection areas not more than a total of 4 black bags for disposal from each house

There is no limit on the amount of recyclable material that can be put out for recycling

This Exemption Scheme is for non-recyclable waste only

To apply for an exemption you are required to use the Council’s kerbside recycling service to present your recyclables for collection

The Exemption Scheme is available for households that recycle but still have more non-recyclable waste than the specified limit

There is no restriction on waste in the refuse collection immediately after Christmas and therefore exemptions are not required at that time

The Council may change, alter, or cancel the Exemption Scheme

3.0 Application

You are required to:

- complete the application form and declare that the information provided is true and correct
- only submit one application per household

Applications can be made via our website (*Website to be inserted*) but where completing a paper application form, please complete and return Your application to:

No Side Waste Exemption Scheme
Neath Port Talbot County Borough Council
SRC
The Quays
Brunel Way
SA11 2GG

The Council will then:

- consider your application
[or may contact or visit you for further information and assess whether the Council can help your household recycle more]
- only issue an exemption if you can demonstrate that your household only puts out non-recyclable waste in your wheeled bin or black bags.

4.0 The Exemption Scheme

If your application is successful, then you will be required to:

- continue to not put out recyclable material in your wheeled bin or black bags
- supply your own extra black bags for any additional waste
- stick one exemption sticker on each extra black bag above the limit put out for collection
- not pass on your exemption stickers to any other property or person
- inform the Council if you move house
- take your stickers with you if you move house
- re-apply for a further exemption if you continue to produce large volumes of non-recyclable waste and require an exemption after the end of your current exemption
- re-apply not more than one month before the end of your current exemption

And the Council will:

- give you a number of exemption stickers (the number of stickers you will be equal to the number of extra black bags you will need to present over a 12 month period, the Exemption Period),

- not give you any additional exemption stickers, nor replace lost or stolen exemption stickers (the number of exemption stickers supplied must last you for the full 12 month period)
- not collect excess waste that does not have an exemption sticker
- may check wheeled bins and black bags for compliance with the Exemption Scheme (in particular, that no recyclables are put out for disposal) and may not collect excess waste if wheeled bins or black bags contain recyclables
- reserve the right to cancel your exemption
- consider any re-application not more than one month before the end of any current exemption (and any new exemption will begin not earlier than the end of the current exemption)

4. Exemption Sticker



5. Excess Waste Sticker

(Welsh translation to be confirmed)

EXCESS WASTE

1 WHEELED BIN PLUS
1 BAG ONLY

You have put out too much waste

**PLEASE REMOVE THIS BAG
FROM THE STREET**

Please recycle what you can as this
WILL reduce the amount of waste
you put out

***GORMOD
WASTRAFF***

1 WHD BIN A 1 SACH
YN UNIG

Rydych chi wedi rhoi ormod o wastraff

**SYMUDWCH Y SACH HON
O'R STRYD**

Ailgylchwch yr hyn y gallwch
oherwydd **BYDD** hyn yn lleihau nifer
y sachau du sydd l'w casglu



recycle for Neath Port Talbot
ailgylchu dros Castell-nedd Port Talbot
www.wasteawarenesswales.org.uk



www.npt.gov.uk/recycle

EXCESS WASTE

4 BAGS ONLY

You have put out too much waste

**PLEASE REMOVE THIS BAG
FROM THE STREET**

Please recycle what you can as this
WILL reduce the amount of waste
you put out

***GORMOD
WASTRAFF***

4 SACH YN UNIG

Rydych chi wedi rhoi ormod o wastraff

**SYMUDWCH Y SACH HON
O'R STRYD**

Ailgylchwch yr hyn y gallwch
oherwydd **BYDD** hyn yn lleihau nifer
y sachau du sydd l'w casglu



recycle for Neath Port Talbot
ailgylchu dros Castell-nedd Port Talbot
www.wasteawarenesswales.org.uk



www.npt.gov.uk/recycle

6. Excess Waste Letter

(Welsh Language Letter will also be available)

Dear Resident

No Side Waste Policy

The Council has a “no side waste policy” to limit the amount of waste put out for disposal and encourage greater recycling.

Residents should put out not more than one wheeled bin plus up to 1 additional black sack from each house (or more than a total of four black bags in sack collection areas)

It appears that you put out too much waste and on this occasion we have not collected your excess waste.

Please remove the excess bags from the street and either:

- sort the contents and recycle what you can using all of the Council’s recycling services;
- take them to your nearest Household Waste and Recycling Centre; or
- put the bags out on your next refuse collection day (please do not put out more than the allowed limit)

You can find further advice on recycling at: www.npt.gov.uk/recycle

If your household produces more non-recyclable waste than the allowed limit you can apply for an exemption, details of which are available via the Council’s website.

As a last resort, where residents continue to put out more than the allowed limit, then the Council may take enforcement action.

Most household waste can be recycled and can be collected every week. You can reduce the amount of waste you put out for disposal by using all of the Council’s recycling services.

If you require any further information regarding the Council’s recycling services or would like to order recycling kit then please visit www.npt.gov.uk/recycle or phone (01639) 686868.

Yours sincerely

WASTE AND NEIGHBOURHOOD SERVICES MANAGER

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Scrutiny Committee

28th January 2016

Report of the Head of Streetcare

M. Roberts

Matter for Monitoring

Wards Affected: All Wards

Streetcare Services – Building Services Report Card

Purpose of Report

- 1 To present for Scrutiny the Report Card from the Operational Business Plan for Building Services

Background

- 2 Every Division/Business Unit within the Authority is required to complete an OBP for each financial year, outlining the following:-
 - Performance against last year's Action Plan and Targets.
 - The challenges and opportunities faced in the short and medium term.
 - The actions and targets for the 12 months from April 2015 to March 2016.
- 3 All business plans were approved by the Environment and Highways Cabinet Board on the 9th June 2015.
- 4 The Report Card summarises the service priorities, key measures and key actions for Building Services and is given as Appendix A.

Financial Impact

- 5 None

Equality Impact Assessment

6 Not applicable

Workforce Impact

7 Not applicable

Legal Impact

8 None

Risk Management

9 This forms part of the service business planning and performance management process to which this report relates

Consultation

10 Employees within the individual services and external customers where relevant have been consulted in the development of the Action Plan.

Sustainable Development

11 The activities of the Environment Directorate have an impact on all themes in the Single Integrated Plan. Operational Business Plans contribute to service improvement by setting out service specific priorities for the next 12 months and how they will be met. Managers are required to consider Corporate policies such as those that relate to sustainable development when

Appendices

12 Building Services Report Card

List of Background Papers

- 13 Streetcare Operational Business Plans – Environment and Highways Cabinet Board – 9th June 2015

Officer Contact

- 31 Mr Mike Key, Lighting and Building Services Manager. Tel: 01639 686442 or e-mail:m.key@npt.gov.uk

Building Services Report Card April 2015

Brief Description of the Service

The activities of Building Services encompass all aspects of building maintenance and improvement work, it provides an in-house solution for building work that is responsive to the needs of the Council and is accountable. The scope of work undertaken is as follows:

- General Building Maintenance including, Carpentry, Bricklaying, Plastering, Glazing and Painting;
- Mechanical Services e.g. Heating Systems Commercial, Plumbing, Gas Services;
- Electrical Services including Installation testing and inspection, Fire alarms, emergency lighting and Portable appliance testing
- Emergency Services for all trades 24 hours/day/365/year

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Service Specific Key Priorities for 2015/16

1. To deliver the savings contribution allocated within the Council's Forward Financial Plan.
2. To maximise attendance at work and minimise sickness absence.
3. To ensure performance management arrangements in the Service are effective and in line with the Council's Corporate framework, including the completion of Employment Development Reviews.
4. To continue to develop systems to deliver what matters to our customers.
5. To continue to invest in our staff taking account of succession planning.
6. To continue to develop collaborative work internally and with contractors where beneficial, and to measure customer satisfaction.
7. To maintain effective business continuity and emergency response plans.
8. To maintain high standards of Health and Safety at Work

Building Services Report Card April 2015

How Are We Doing

1. Delivered a balance budget for 2014/15
2. Continued the systems review of the service
3. It is recognised that Building Services operations are conducted in a higher risk industry, in relation to accident incidences and occupational health concerns. Therefore, Building Services is “committed to ensuring that the highest standards of health, safety and welfare are maintained in all of its activities
4. Work has progressed to develop and maintain work load in relation to Service and testing and the provision of Building maintenance Log books.
5. 14/15 Average Sickness Absence 3.5days. Regular monthly monitoring/action points carried out.
6. Building Services Policy document has been drafted to comply with internal audit recommendations

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Service Measures – How much did we do / How well did we do it (e.g. efficiency, customer satisfaction etc.):

No	Performance Measure	Actual 12/13	Actual 13/14	Actual 14/15
L1	Average number of FTE days due to sickness.	3.1	2.9	3.5

Building Services Report Card April 2015

Page 38	L2	4 hour Emergency attended or completed within 4hours	2052 jobs 85% (92% within 2 days)	1612 jobs 89% (95% within 2 days)	1399 jobs 87% (95% within 2 days)
	L3	24 hour Emergency attended or completed within 24hours	2355 jobs 73%	2188 jobs 78%	1758 jobs 75%
	L4	7 day Urgent completed within timescale	929 jobs 59%	934 jobs 48%	607 jobs 54%
	L5	Measure Customer Service Satisfaction	NA	NA	*

***No data available to date, satisfaction surveys to be carried out as Corporate Measure and is therefore contained within priority actions**

Story Behind the Performance:

- In relation to average sickness absence the 3.5 figure 48% was due to two employees with long term absences (both now back in work) but when they occur, have a significant effect on the percentage in comparison to the overall number of employee's in the section.

Building Services Report Card April 2015

Next Key Actions for 2015/2016

What	Who	By When
• Develop handheld device to manage Servicing work	AJ/MK/MD	Ongoing
• Reinstate scheduled safety audits (say every 3 months) to confirm safety culture	AJ/MK/MD	Dec 2015
• Discussions with Comprehensive School Group on business development to be conducted	MK/MD	Dec 2015
• Roll out Property log books to Primary schools	AJ/MK/MD	July 2015
• Monthly sickness monitoring and implementation of new pilot long term absence procedure	AJ/MK/MD	Ongoing
• Develop succession planning /training strategy	AJ/MK	Dec 2015
• Mentoring and structured hand over of accountable Managers duties	AJ/MK	July 2015

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Environment and Highways Scrutiny Committee

28th January 2016

Report of the Head of Streetcare

M. Roberts

Matter for Monitoring

Wards Affected: All Wards

Streetcare Services – Lighting Services Report Card

Purpose of Report

- 1 To present for Scrutiny the Report Card from the Operational Business Plan for Lighting Services

Background

- 2 Every Division/Business Unit within the Authority is required to complete an OBP for each financial year, outlining the following:-
 - Performance against last year's Action Plan and Targets.
 - The challenges and opportunities faced in the short and medium term.
 - The actions and targets for the 12 months from April 2015 to March 2016.
- 3 All business plans were approved by the Environment and Highways Cabinet Board on the 9th June 2015.
- 4 The Report Card summarises the service priorities, key measures and key actions for Lighting Services and is given as Appendix A.

Financial Impact

- 5 None

Equality Impact Assessment

6 Not applicable

Workforce Impact

7 Not applicable

Legal Impact

8 None

Risk Management

9 This forms part of the service business planning and performance management process to which this report relates

Consultation

10 Employees within the individual services and external customers where relevant have been consulted in the development of the Action Plan.

Sustainable Development

11 The activities of the Environment Directorate have an impact on all themes in the Single Integrated Plan. Operational Business Plans contribute to service improvement by setting out service specific priorities for the next 12 months and how they will be met. Managers are required to consider Corporate policies such as those that relate to sustainable development when

Appendices

12 Lighting Services Report Card

List of Background Papers

- 13 Streetcare Operational Business Plans – Environment and Highways Cabinet Board – 9th June 2015

Officer Contact

- 31 Mr Mike Key, Lighting and Building Services Manager. Tel: 01639 686442 or e-mail:m.key@npt.gov.uk

Lighting Services Report Card April 2015

Brief Description of the Service	Key Priorities for 2015/16
<p data-bbox="98 193 766 228">_The service is responsible for the following:</p> <ul data-bbox="98 284 1106 1209" style="list-style-type: none"><li data-bbox="98 284 1106 368">• Undertaking capital and revenue schemes with regards to public lighting and traffic signal schemes (Telematics).<li data-bbox="98 375 1106 459">• Completing Major/Minor works as in-house contractor as appropriate.<li data-bbox="98 466 1106 509">• Construction of Public Lighting infrastructure renewals<li data-bbox="98 515 1106 558">• Maintaining public lighting.<li data-bbox="98 564 1106 691">• Administration of the Service Level Agreement for traffic signal equipment maintenance with the City and County of Swansea.<li data-bbox="98 697 1106 782">• To provide Public lighting design and installation service to internal teams.<li data-bbox="98 788 1106 882">• The provision of 'out of hours 'emergency call-out services for Lighting.<li data-bbox="98 888 1106 932">• Responding to public correspondence and enquiries.<li data-bbox="98 938 1106 981">• Installation and renewal of traffic signal equipment.<li data-bbox="98 987 1106 1072">• To collect and maintain information for the Welsh Assembly Government.<li data-bbox="98 1078 1106 1209">• Analysis of technical and condition survey data and recommend maintenance schemes for inclusion in annual programmes of planned maintenance.	<p data-bbox="1137 236 1375 271">Service Specific</p> <ul data-bbox="1137 317 2145 1007" style="list-style-type: none"><li data-bbox="1137 317 2145 443">• To manage resources within budget and deliver efficiency savings as part of meeting the Council's ongoing savings requirements.<li data-bbox="1137 450 2145 544">• To ensure that the Phase 3 lighting programme is delivered on time and to budget.<li data-bbox="1137 550 2145 635">• To deliver the lighting and telematics maintenance and capital programme on time and within budget.<li data-bbox="1137 641 2145 767">• To make greater use of technical data where appropriate in the allocation of resources to increase the benefits from maintenance funding.<li data-bbox="1137 774 2145 817">• Maintain and improve Health and Safety in the workplace.<li data-bbox="1137 823 2145 866">• To actively manage sickness absence<li data-bbox="1137 873 2145 967">• To ensure all employee development reviews are completed<li data-bbox="1137 973 2145 1007">• To measure customer satisfaction

How Are We Doing

- Successful delivery of the lighting capital programme of works.
- Reviewed maintenance regime and adopted bulk lamp change.
- Delivered cost reduction in the partnership contract for traffic signal maintenance with City and County of Swansea.
- Delivered required efficiency savings for the financial year 14/15.
- Managed a process to resolve the disputed two line wire issue with Western Power Distribution and implemented design and build schemes for those designated as high priority requirements.
- Completed Phase 2 and tendered the 3rd and final phase of the lighting project which is now on site.
- APSE 2014 National Award Runner up - Most Improved Lighting Service.

Service Measures – How much did we do / How well did we do it (e.g. efficiency, customer satisfaction etc):

No	Performance Measure	Actual	Actual	Actual
		12/13	13/14	14/15
L3	Mail responded to within 8 working days.	77%	84%	71%
L4	Average number of FTE days due to sickness.	1.1	3.2	3.3
L5	Average cost of maintaining street lamps excluding energy.	£55.02	£51.30	TBA
THS/009	The average number of calendar days taken to repair all Street Lamp failures during the year.	1.94	1.65	TBA

Story Behind the Performance:

In relation to average sickness 12/13 fell considerably this was due to the effect of very few long term sickness absences, which when they occur, have a significant effect on the percentage in comparison to the overall number of employee's in the section. During 14/15 49% of the sickness absence was due to one employee who underwent post-operative recovery (Now back in work).

Next Key Actions For 2015/2016

What	Who	By When
Deliver firm alternative proposals for the delivery of FFP £50k energy budget cut, in light of Cimla trial.	AJ/MK/DS	Dec 2015
Assess LED trial and make recommendations whether to change specification for the remaining portion of the 3 rd phase contract.	MK/DS	Sept 2015
Monitor performance of contractor to deliver phase 3 specifically re profile monthly spend to ensure match to capital budget.	AJ/MK/DS	Ongoing
Produce with other sections prioritised outline works programmes for 15/16.	DS/PDF/IC	Sept 2015
Develop with IT potential reporting tool (apex?) to enable greater extraction/manipulation of data from Telensa/Mayrise.	DS	Mar 2016
Work to reduce sickness absence levels.	DS/SUP	Ongoing
Maintain, improve Health and safety in the workplace.	DS/SUP/PDF	Ongoing
Structured hand over of Accountable Managers duties.	AJ/MK/DS	June 2015
Hold discussions with Town Councils and Chamber of Trade with regard to funding of Christmas decoration provision.	AJ/DS	Sept 2014

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