

Democratic Services

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5 June 2019

SUMMONS TO ATTEND

MEETING: ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE

PLACE: COMMITTEE ROOM 1, COUNCIL OFFICES, WOODGREEN, WITNEY

DATE: THURSDAY 13 JUNE 2019

TIME: 2.00pm

Members of the Committee:

Councillors: David Harvey (Chairman); Alaa Al-Yousuf (Vice-Chairman);
Richard Bishop, Jill Bull, Mike Cahill, Andrew Coles, Owen Collins, Harry Eaglestone,
Ted Fenton, Liz Leffman, Martin McBride, Kieran Mullins, Elizabeth Poskitt and
Alex Postan

RECORDING OF MEETINGS

The law allows the council's public meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Officer know before the start of the meeting.

A G E N D A

1. Minutes of the meeting held on 11 April (previously circulated) and 15 May (copy attached)

2. Apologies for Absence and Temporary Appointments

3. Declarations of Interest

To receive any declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Council's Local Code of Conduct, and any from Officers.

4. Participation of the Public

Purpose:

To receive any submissions from members of the public, in accordance with the Council's Rules of Procedure.

5. Committee Work Programme 2019/2020 (Report of the Head of Democratic Services – copy attached)

Purpose:

To assist the Committee in considering its Work Programme for 2019/2020.

Recommendation:

That the Committee determines its Work Programme for 2019/2020 having regard to the information contained in this report and the recommendations agreed by Council.

6. Cabinet Work Programme (Report of the Head of Democratic Services – copy attached)

Purpose:

To give the Committee the opportunity to comment on the Cabinet Work Programme published on 21 May 2019.

Recommendation:

That the Committee decides whether to express a view to the Cabinet on relevant issues in its Work Programme.

7. Air Quality Management

Purpose:

To receive a presentation on air quality management issues as requested by the Committee at its last meeting.

Recommendation:

That the information provided be noted.

8. Joint Municipal Waste Management Strategy for Oxfordshire (Report of the Environmental Services Manager)

Purpose:

To consider the adoption of the Joint Municipal Waste Management Strategy for Oxfordshire.

Recommendation:

That the Cabinet be recommended to adopt the Joint Municipal Waste Management Strategy for Oxfordshire.

9. Single Use Plastics Action Plan (Report of the Group Manager-Commissioning – copy attached)

Purpose:

To provide an update on the single use plastics action plan from the Members Working Group.

Recommendation:

That the report be noted.

That the Committee agrees the start time of its meetings for the remainder of the 2019/2020 municipal year.

10. Notice of Motion – Equality and the Environment (Report of the Head of Democratic Services – copy attached)

Purpose:

To consider the Notice of Motion regarding equality and the environment referred to the Economic and Social and Environment Overview and Scrutiny Committees by the Council and to make recommendations accordingly.

Recommendation:

That the Committee agrees the start time of its meetings for the remainder of the 2019/2020 municipal year.

11. Performance Indicators 2018/2019 (Report of the Group Manager Strategic Support – copy attached)

Purpose:

To provide information on the Council's performance as at the end of 2018/2019.

Recommendation:

That the report be noted.

12. Start Time of Meetings (Report of the Head of Democratic Services – copy attached)

Purpose:

To consider the start time for meetings of the Committee for the remainder of the 2019/2020 municipal year.

Recommendation:

That the report be noted.

13. Members' Questions

Purpose:

To receive questions from Members relating to the work of the Environment Overview and Scrutiny Committee. In order to ensure that appropriate information is to hand at the meeting, Members may wish to give notice of any questions through the Committee Officer.

Recommendation:

That Members' questions be dealt with as appropriate.



Giles Hughes
Head of Paid Service

This agenda is being dealt with by Amy Barnes, Tel: (01993) 861522;
Email: amy.barnes@westoxon.gov.uk

WEST OXFORDSHIRE DISTRICT COUNCIL
ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE
WEDNESDAY 13 JUNE 2019

COMMITTEE WORK PROGRAMME 2019/2020
REPORT OF THE HEAD OF DEMOCRATIC SERVICES

(Contact: Keith Butler, Tel: (01993) 861521)

(The decisions on this matter will be resolutions)

1. PURPOSE

To assist the Committee in considering its Work Programme for 2019/2020.

2. RECOMMENDATION

That the Committee determines its Work Programme for 2019/2020 having regard to the information contained in this report and the recommendations agreed by Council.

3. BACKGROUND

3.1. At the first meeting of the Committee in the new municipal year initial consideration is given to the Work Programme for the year having regard to the approach to scrutiny work adopted by Council on 22 October 2008, the intention of which was that work programmes should comprise fewer more strategic issues. These would probably be key policy areas either reviewing implemented policies or input to future policy development which the Committee would investigate over several meetings with the aim of adding value.

3.2. At that time it was agreed to adopt a “toolkit” approach in deciding whether a major review or Working Party should be implemented. This would initially be completed by the relevant Chairman, Vice Chairman and Strategic Director so as to ensure that all suggested reviews would be subject to a series of criteria before they could proceed. A copy of the “toolkit” is attached as Appendix A.

3.3. It is not intended that the ‘Toolkit’ approach be used for small reviews requiring only a brief report. There will still be the opportunity to bring forward one-off reports/papers on particular issues of interest to the Committee outside of the normal Work Programme but it will also be necessary to maintain a general overview of the ways in which external agencies are responding to community concerns including when necessary inviting representatives to attend meetings of the Committee. The inclusion of a standing agenda item for Members questions also provides the opportunity for Members to raise ‘hot topics’.

3.4. The Committee is invited to consider which topics are considered the priorities for a strategic review in line with the agreed approach to scrutiny for inclusion in the 2018/2019 Work Programme. A draft programme incorporating items rolled forward from last year is attached at Appendix B.

4. ALTERNATIVES/OPTIONS

In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Executive or any other Committee or Sub-Committee of the Council as it sees fit.

5. FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

6. REASONS

To enable the Committee to review its Work Programme.

Keith Butler
Head of Democratic Services

(Author: Paul Cracknell, Tel: (01993) 861523; Email: paul.cracknell@westoxon.gov.uk)
Date: 10 April 2019

Background Papers
None

SCRUTINY TOOLKIT/ASSESSMENT CRITERIA

The potential scrutiny issue should:

- Be of local and preferably current concern
- Have a clear purpose
- Be linked to the Council's corporate objectives
- Be capable of being influenced by the Committee
- Be of manageable scope – focussed rather than too wide ranging
- Be of sufficient scope to warrant a scrutiny review – not something that can easily be fixed by meeting with the service provider or, for example, a future officer presentation or report
- Not be being scrutinised by another Scrutiny Committee"

In addition, the following should be considered:

- Is there a minimum of, say, four councillors who wish to participate in the review (where a working group is to be established) or who wish to
- Does it require any financial resources?
- How much Officer time would be required?
- Does the concern on the issue extend to the public?

Once a matter has been agreed for inclusion in the work programme, the following considerations should form the basis of the planning of the review:

- How long should the review be scheduled to take?
- How will we judge whether the review was successful?
- Will there be distinct stages to the review?
- What documentation/evidence/research may be needed and why?
- Will there be a need for site visits, where and why?
- Who might be called as witnesses and why?
- How might the cabinet/executive be called to account?
- What challenges might this raise for scrutiny members?
- What support will be required from officers?
- How will we deal with public relations/media interest?
- How will we engage with the public?
- What other issues or barriers need to be addressed?

Appendix B

	Work Area	Comments	Meeting / Anticipated Completion Date	Originator
1	Thames Water Flood Prevention and Infrastructure Issues	<p>The Committee has already undertaken significant work in respect of flooding issues.</p> <p>Thames Water has agreed to keep the Committee updated on progress with the strategies.</p> <p>At the meetings in June and July discussion took place about representatives of Thames Water and the Environment Agency being invited to attend an event to respond to Members' concerns regarding sewage treatment infrastructure and water quality in rivers in the District.</p> <p>This is took place on Thursday 4 October.</p> <p>At the last meeting it was agreed that a similar event would be held later in the year.</p>	October 2019	Environment O&S
2	Open Space Grass Cutting	<p>Following the County Council's withdrawal of funding, West Oxfordshire had agreed to supplement the resultant shortfall in grass cutting.</p> <p>The Council has also been looking at options for a more coherent approach including collaborative working with town/parish councils but has found it difficult to make progress.</p>	Adjourned for the present to be revisited when resources allow.	Environment O&S
3	Implementation of Car Parking Strategy	<p>At the June meeting it was noted that the Cabinet was to give consideration to the implementation of the Car Parking Strategy and agreed that this item be added to the Work Programme.</p> <p>At the July meeting there was discussion around the enforcement of on-street parking and the adequacy of bay markings, which are the responsibility of the County Council and the Group Manager undertook to establish whether other districts enforced on-street parking on behalf of the county.</p>	Further updates will be provided as appropriate.	Environment O&S

4	Low Carbon and Environmental Plan - Biodiversity	<p>The WODC Low Carbon and Environmental Plan was approved in February 2014.</p> <p>Members receive regular updates on progress with actions in the plan.</p> <p>In considering a report on 12 July, the Committee agreed to request an update from planning officers on biodiversity and how it is integrated with the planning function.</p> <p>The Cabinet is due to consider a report in June 2019.</p>	On-going	Environment O&S
5	Environmental Regulations	At its meeting held on 21 July 2016 the Committee agreed to monitor the aftermath of Brexit and the dismantling of the Department for Energy and Climate Change in relation to environmental laws and regulations and, in particular, two issues with a direct bearing on West Oxfordshire; air quality and flood alleviation measures.	On-going	Environment O&S
6	Oxfordshire Energy Strategy	A report on the Oxfordshire Energy Strategy will be submitted to this Committee prior to its consideration by Cabinet – this has been deferred until July 2019.	July/August 2019	
7	Single Use Plastics	Update report from the working party & officers	Update to June 2019 meeting & Ongoing	Environment O&S
8	Waste Collection Data	Waste Team to provide tonnage data for plastics and other waste streams e.g glass for comparison	Ongoing / Rolling item to each meeting	Environment O&S
9	Notice of Motion – Equality and the Environment	At its meeting held on 24 April the Council referred the Notice of Motion on Equality and the Environment to this Committee and the Economic and Social Overview and Scrutiny Committee.	A report appears as Agenda Item No. 10	Council

WEST OXFORDSHIRE DISTRICT COUNCIL
ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE
THURSDAY 13 JUNE 2019

CABINET WORK PROGRAMME
REPORT OF THE HEAD OF DEMOCRATIC SERVICES

(Contact: Paul Cracknell, Tel: (01993) 861523)

(The report is for noting or for comment to Cabinet)

1. PURPOSE

To give the Committee the opportunity to comment on the Cabinet Work Programme published on 21 May 2019.

2. RECOMMENDATION

That the Committee decides whether to express a view to Cabinet on relevant issues in the Work Programme for the period.

3. BACKGROUND

3.1. The Cabinet Work Programme is produced on a monthly basis in accordance with the requirements of the Local Government Act 2000, the Council's Constitution and the Regulations relating to publicity for Cabinet decisions that came into force on 10 September 2012. The programme sets out the Cabinet's work programme for the following three months, as applicable.

3.2. The programme published on 21 May, covering the period to August 2019 is included in the [Appendix](#) to this report, for comment.

4. ALTERNATIVES/OPTIONS

None applicable

5. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report.

6. REASONS

The report is presented to ensure awareness within the Overview and Scrutiny Committees of matters which are going to be the subject of Cabinet consideration, to enable any comment, consideration and input which the Committee decides.

Keith Butler
Head of Democratic Services

(Author: Paul Cracknell, Tel: (01993) 861523; email: paul.cracknell@westoxon.gov.uk)
Date: 21 May 2019

Background Papers:
None

Cabinet Work Programme published 21 May 2019

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
1.	To adopt an Action Plan to reduce the Council's use of Single Use Plastics	No	No	Cabinet then Council	19 June 2019	None	Will first be considered by Environment Overview and Scrutiny Committee
2.	Consideration and approval of applications for Community Facilities Grants	Yes	No	Cabinet	19 June 2019	None	
3.	Approval of Oxfordshire Joint Municipal Waste Strategy, including waste reduction targets	Yes	No	Cabinet	19 June 2019	None	Will first be considered by Environment Overview and Scrutiny Committee
4.	Community Infrastructure Levy: decision as to whether consultation on a revised charging schedule is needed, or whether the previously approved schedule can be put forward for examination	Yes	No	Cabinet	19 June 2019	None	
5.	Consideration and approval of legislative and minor updates to the Homeseeker Plus Policy	No	No	Cabinet	19 June 2019	None	
6.	Consideration of request from the Environment Overview and Scrutiny Committee for a review and update of the Low Carbon and Environmental Plan	No	No	Cabinet	19 June 2019	None	

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
7.	Approval of proposals for expenditure using the Flexible Homelessness Support Grant	Yes	No	Cabinet	19 June 2019	None	Will first be considered by Finance and Management Overview and Scrutiny Committee
8.	Approval of revenue outturn and performance report 2018/19	No	No	Cabinet then Council	19 June 2019	None	
9.	Approval of rent reviews of Units 4 and 6, Talisman Business Centre, Bicester Proposed to be considered in private because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person".	Yes	Yes	Cabinet	19 June 2019	None	
10.	Approval of revised Contaminated Land Strategy	Yes	No	Cabinet	19 June 2019 / 24 July 2019	None	

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
11.	Consideration of bids for the provision of an Electric Vehicle Charging Points Framework Agreement It is anticipated that there will be an Appendix to the report which will contain information which will not be published because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person".	Yes	No	Cabinet	24 July 2019	None	
12.	Approval of Oxfordshire Cotswolds Garden Village Area Action Plan (AAP) preferred options for consultation	Yes	No	Cabinet	24 July 2019	Consultation draft	Provisional date.
13.	Approval of West Eynsham Development Framework Supplementary Planning Document (SPD) following consultation	Yes	No	Cabinet	24 July 2019	Consultation draft	Provisional date.
14.	Adoption of the Oxfordshire Energy Strategy Delivery Plan	No	No	Cabinet	24 July 2019	None	Will first be considered by Environment Overview and Scrutiny Committee
15.	Approval of revised Council Plan, following consideration by the Overview and Scrutiny Committees	No	No	Cabinet then Council	24 July 2019 / 21 August 2019	None	

No.	Proposed Decision and (if applicable) reason(s) the matter is proposed to be considered in private	Key Decision (Yes/No)	Likely to be considered in private (Yes/No)	Decision-maker	Date of Decision	Documents	Notes
16.	Approval of award of contract for the enhanced play facilities at Madley Park, WitneyIt is anticipated that there will be an Appendix to the report which will contain information which will not be published because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 - "information relating to the financial or business affairs of any particular person"	Yes	No	Cabinet	24 July 2019 /21 August 2019		
17.	Approval of Developer Contributions Supplementary Planning Document (SPD) Issues Paper	No	No	Cabinet	21 August 2019	None	

WEST OXFORDSHIRE DISTRICT COUNCIL
ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

THURSDAY, 13 JUNE 2019

JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY FOR OXFORDSHIRE

REPORT OF THE ENVIRONMENTAL SERVICES MANAGER

(Contact: Nasreen Ullah, Tel: (01993) 861337)

The Committee's decision will be a recommendation to the Cabinet.

1. PURPOSE

To consider the adoption of the Joint Municipal Waste Management Strategy for Oxfordshire.

2. RECOMMENDATION

That the Cabinet be recommended to adopt the Joint Municipal Waste Management Strategy for Oxfordshire.

3. BACKGROUND

- 3.1. Oxfordshire Environment Partnership represents the City, District and County Council's in Oxfordshire and works with other groups with responsibility for the environment to share best practice and ideas and discuss policy.
- 3.2. Between April 2007 and March 2014, the partnership operated as the Oxfordshire Waste Partnership and agreed the first Joint Municipal Waste Management Strategy (JMWMS) for Oxfordshire in 2007. The strategy is updated every 5 years and is due for its second review.
- 3.3. The draft JMWMS for Oxfordshire (Appendix 1) sets out how the Council's will work together to deliver sustainable waste management services. It runs from 2018-2023 and focuses on local authority collected waste.
- 3.4. The draft JMWMS is bold and ambitious. Some targets are aspirational and may be challenging to achieve. Its overarching aims are :
 - 3.4.1. Keep household waste growth to zero (per person per year)
 - 3.4.2. Increase the amount of household waste we recycle to 70% by 2030
 - 3.4.3. Send less than 3% of our household rubbish to landfill by 2020

4. ALTERNATIVES/OPTIONS

- 4.1. None; under the Waste and Emissions Trading Act 2003, authorities in two tier areas have a duty to create and update a shared waste strategy.

5. FINANCIAL IMPLICATIONS

- 5.1. At present there is no existing budgetary allocation for the delivery of the strategy. Once the strategy is adopted, officers will develop an action plan which identifies the activities which should be carried out in order to achieve the aims of the strategy as well as the funding requirements. This will be presented to Environment ONS and Cabinet for consideration.

6. RISKS

- 6.1. Changes to the quantity of recycling material collected and how it is measured as an outcome of the consultations to support the delivery of DEFRA's Resources and Waste Strategy may make the arching aims more challenging to achieve.

7. REASONS

- 7.1. To maintain and enhance West Oxfordshire as one of the best places to live, work and visit in Great Britain, to protect the environment, meet the current and future needs of residents and to provide efficient, value for money services.

Claire Locke
Group Manager – Commissioning

(Author: Nasreen Ullah, Tel: (01993) 861337; EMail: Nasreen.Ullah@westoxon.gov.uk)
Date: 19 February, 2019

Background Papers:

None

Oxfordshire's Resources and Waste Strategy



2018-2023

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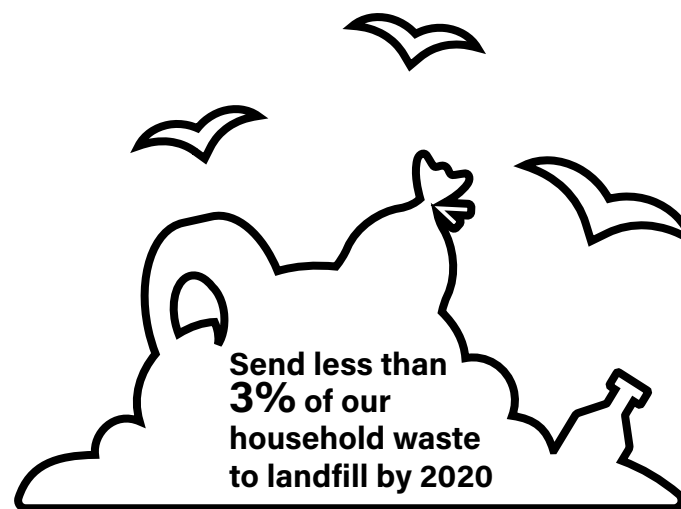
Summary

Oxfordshire's Resources and Waste strategy has been developed on behalf of all Oxfordshire local authorities through the Oxfordshire Environment Partnership (OEP). It runs from 2018-2023 and focuses on Local Authority Collected Waste.

The next 25 years will see rapid change for Oxfordshire in population and housing growth. The types of waste and the way in which we collect and manage waste are expected to change over time as technology innovation transforms society and organisations. Attitudes towards global and local waste issues will evolve and manufacturers will adapt by seeking to make their products more sustainable.

OEP has agreed a strategy which is bold and ambitious. We want to continue to be amongst the very best in the country, helping economic and population growth while using our resources sustainably. We realise that some targets are aspirational and may be challenging to achieve, but we want to push for the change, working with Government, our contractors, manufactures, retailers and residents to make it as easy as possible to produce less waste and recycle more.

We aim to:



This strategy helps us all put in place some objectives, targets and practical measures to show how we will deliver our strategy. These will be further developed into a yearly action plan that will available on our website.

What is meant by waste?



Within this document we use several terms:

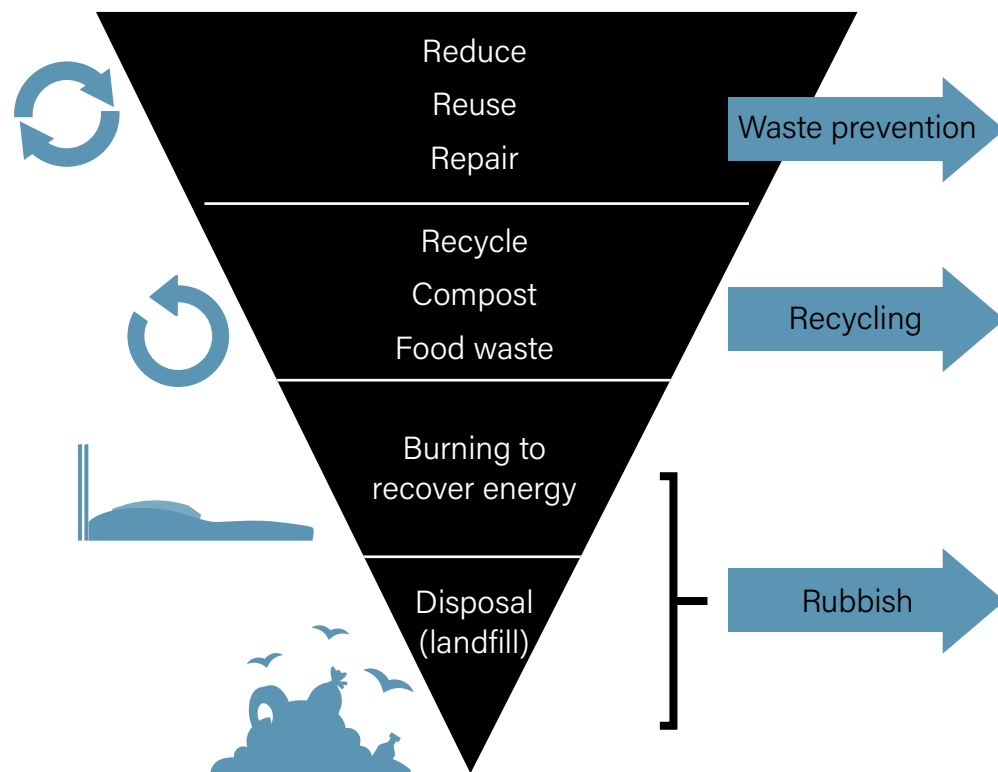
- **Anaerobic Digestion (AD)** – the process by which food waste is broken down to produce biogas for electricity and digestate, a fertiliser.
- **Circular Economy** – a concept which aims to keep resources in use for much longer, extracting the maximum value from them whilst in use, and ensuring that they can be recovered and recycled easily at the end of life.
- **Commercial waste** – waste generated by businesses who need to pay for collection and management
- **Composting** – the process by which garden waste is broken down to create a soil fertiliser
- **Deposit Return Scheme (DRS)** – where customers pay an upfront deposit on a product (such as a drinks bottle) which can be redeemed on return of the product.
- **Extended Producer Responsibility (EPR)** – where producers are given significant responsibility (financial or physical) for the recycling or disposal of products at the end of their life
- **Household waste** – waste generated by householders, of which the cost of disposal or reprocessing is included within council tax payments
- **InVessel Composting (IVC)** – the enclosed process by which garden and food waste can be broken down to create a soil fertiliser. Temperature and air flow are monitored to ensure complete degradation
- **Local Authority Collected Waste (LACW)** – waste produced within Oxfordshire by householders, commercial waste collected by district councils, waste deposited at HWRCs, street sweepings, litter and fly tipped materials.
- **Municipal solid waste (MSW)** – Household waste, and waste from other sources, such as businesses, whose waste is similar in nature and composition to household waste (ie paper, card, plastic, glass, food waste etc) (MSW does not include liquid waste)
- **Recycling** – everything that needs reprocessing before it can be used again, for example glass, paper, card, plastics, food waste, garden waste, and metals
- **Resources** – a new way of looking at waste, not as something that we no longer need, but as resources for other processes.

- **Rubbish** – anything that cannot be recycled. In Oxfordshire this can be managed in one of two ways:
 - **Energy Recovery** – Burnt to generate energy which is fed back in to the National Grid
 - **Landfill** – buried in the ground
- **Single use** - any disposable item which is designed to be used only once
- **Waste** – refers to everything that is thrown away, recyclables and rubbish
- **Waste Collection Authority (WCA)** – Responsible for collecting all household waste and arranging for the recyclables to be processed. Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council.
- **Waste Disposal Authority (WDA)** – responsible for providing Household Waste Recycling Centres (HWRCs), and managing any rubbish collected. Oxfordshire County Council holds contracts for processing food waste, garden waste, hazardous waste, rubbish for energy recovery and landfill.
- **Waste prevention** – activity that minimises the amount thrown away, including
 - **Reduction** – Changing behaviour so waste isn't generated in the first place – for example buying loose fruit and veg rather than packaged,
 - **Reuse** – using an item straight away without any processing - for example refilling a water bottle, using a bag for life, or passing on items when you have finished with them.
 - **Repair** – mending items such as clothes or electricals so that they can continue to be used



Ardley Energy Recovery Facility

Waste hierarchy



For example:

- Reusing water bottles and coffee cups
- Passing on items for free, or selling them (for example on Ebay or Gumtree)
- Repairing clothes or electricals
- Paper, card, plastics, glass, metal, grass cuttings, hedge trimmings food waste.
- Anything that can't be recycled

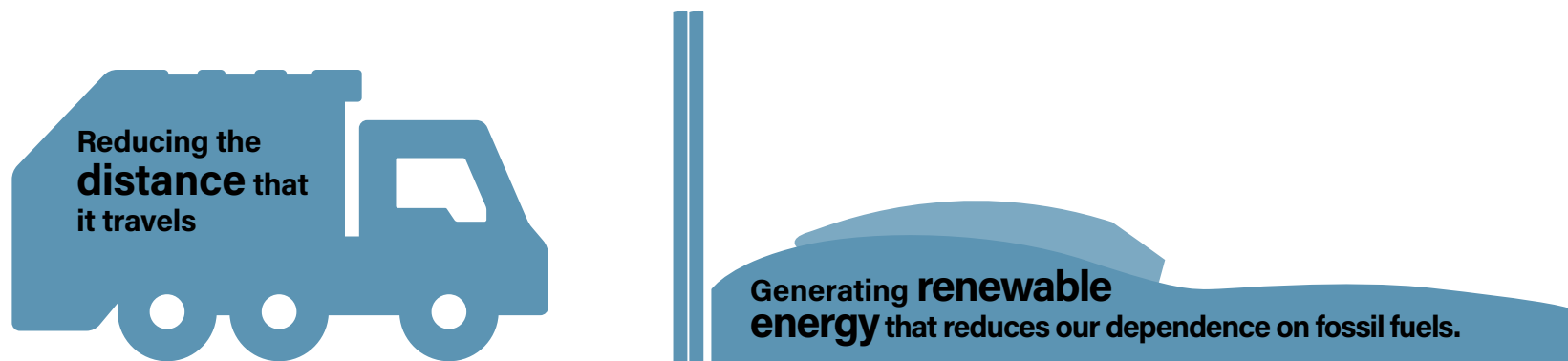
Waste is managed in accordance with the waste hierarchy; top priority is given to preventing waste, and when waste is created, it gives priority to preparing it for re-use, then recycling, then recovery and last of all disposal.

Introduction

Oxfordshire has made great improvements in waste reduction and recycling since its first joint strategy in 2007. The County is one of the best at recycling in England, recycling around 58% of household waste, exceeding the current English Government target of 50% by 2020. In addition, residents produce around 1 tonne of waste per household each year, one of the lowest in the country, but still equivalent in weight to a small family car.

The County, City and District Councils have worked together through OEP to improve kerbside collection services for residents, ensuring that all householders have access to a kerbside service that collects a wide range of materials.

We have developed comprehensive local infrastructure so that where possible, waste is managed within county:



Our vision is for everyone in Oxfordshire, residents and businesses, to take ownership for the waste they generate. We want to work together to ensure items and materials are seen as a valuable resource to be used again, recycled for further manufacturing or sent for energy recovery.

As local authorities we will encourage and help residents and businesses to embrace the principles of waste as a resource and be part of our vision to think and act differently.

We want to help residents to reduce the amount of waste that they produce and will develop a Waste Prevention Strategy identifying the key areas we will focus on.

Activities may include:



We want to make it as easy as possible for residents to recycle, providing a comprehensive, accessible service for a wide range of materials. We will ensure that we recover energy from non-recyclable materials, landfilling as little as possible.

Why is waste important?

Reducing rubbish and increasing recycling benefits the environment; less raw materials are required, saving energy, emissions and protecting natural resources. On a local scale, waste collection, management and disposal is a universal service used, and paid for, by all residents. Around £42million/year is spent on collecting, managing and processing waste county wide. By increasing the amount we reuse and recycle we could reduce the amount spent on disposing of waste by millions of pounds which could then be spent on other council services. It is easy to 'get rid' of things that we no longer want, but many things that are thrown away could be reused or repaired to be used again. As consumers and producers of waste we need to challenge our attitudes and change behaviours.

National policy

The Government has set national recycling targets of 50% by 2020 for household waste, and 65% by 2035 for municipal solid waste in the Resources and Waste Strategy (December 18). The national strategy sets out Government plans to minimise waste, promote resource efficiency and protect the natural environment by managing waste safely. It addresses some well-known issues in the waste industry and embraces the circular economy approach of keeping products in use for as long as possible, and making it easier to reuse, repair, refurbish, or recycle them.

It also embraces circular economy principals throughout and proposes:

- Renewed action on plastics including ensuring that producers pay the full costs of disposal for packaging that they place on the market, a tax on plastic packaging that contains less than 30% recycled plastic, the phasing out of single use unrecyclable packaging and bans on other items such as drinking straws

- Incentivised recycling through the introduction of deposit return schemes
- Standardising recycling collections from businesses and households, including ensuring that each household and business has a weekly separate food waste collection
- Improving working arrangements and performance between local authorities
- A focus on the quality of material collected for recycling to ensure it can be used in the manufacture of new products
- Develop the UK reprocessing industry to reduce the amount of recyclables sent abroad
- Increased producer responsibility - requiring manufacturers and producers to consider what will happen to their product at the end of its life at design stage
- A change on how performance is measured, possibly moving away from weight based targets that incentivise collection of heavier materials
- Mandatory food waste prevention targets for food businesses and ensuring that surplus food is redistributed to those who need it before it goes to waste

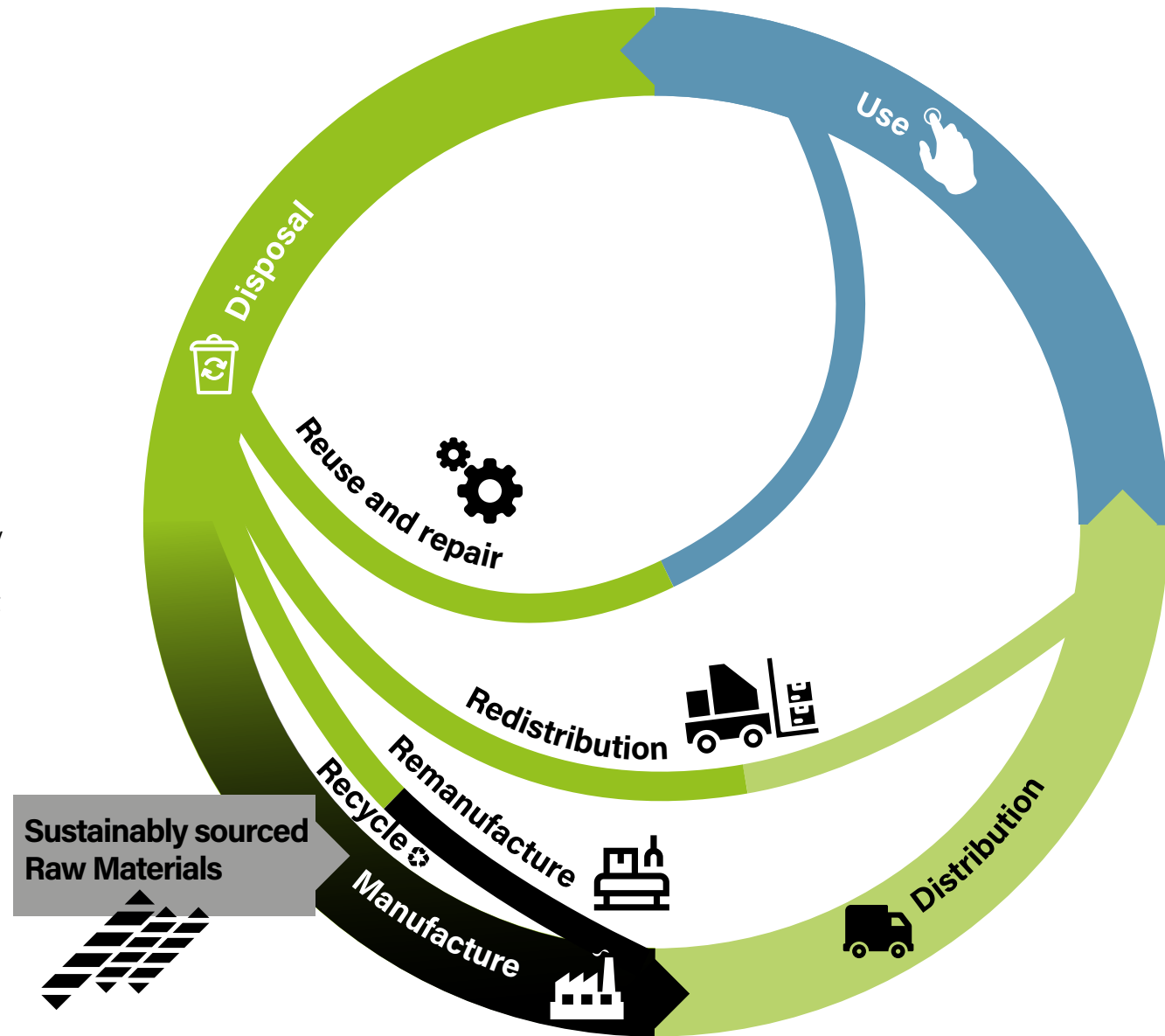
These proposals have the potential to fundamentally change how Local Authorities collect and manage waste. OEP councils will proactively engage with Government through industry bodies and consultations to ensure our voice is heard as the detail of these changes are established.

The circular economy

The circular economy is a new way of thinking that is being increasingly adopted by Governments and organisations across the world. It aims to keep resources in use for much longer, extracting the maximum value from them whilst in use, and ensuring that they can be recovered and recycled easily at the end of life.

The circular economy creates opportunities for growth and jobs, whilst also reducing waste, saving natural resources, protecting the UK from resource scarcity/security issues, and reducing the environmental impacts of our activities. By embedding circular economy principles into council activities (such as specifying recycled goods in our procurement strategies and ensuring that goods are reused and repaired where possible), and helping residents make changes in their lives (such as repairing broken items, donating and buying second hand) we can assist in the transition to the new model.

OEP welcomes national action and policy on the circular economy and waste reduction and recycling initiatives. Behaviour change on a large scale is needed to address the issues that we all face, and only by working together with manufactures, retailers and residents will we view waste as a resource and not as a problem.



As well as national policy changes, there are other factors that may influence our activities over the next few years:

- Recyclables are traded on a global market and China's decision in 2017 to reduce the amount of contaminated recycling arriving in the country has put pressure on the UK, and other countries, to seek new markets. This infrastructure gap is yet to be fully filled.
- Changing shopping habits are altering the waste that people are looking to dispose of. The decline of newsprint and rise of online shopping is altering the amount of paper and card collected. Home delivery of groceries and menu boxes open up opportunities for 'take back schemes' where reusable and refillable packaging is used rather than disposable. Deposit return schemes for bottles and other packaging may reduce the amount placed in household bins. This is a rapid growth area, and it is possible that the composition of both recycling and rubbish bins will look quite different in a few years' time. This would be excellent progress towards the circular economy and reducing the amount of waste, and is fully supported by OEP. However the changing composition of waste will impact the reprocessing contracts we have in place, potentially leading to increased contract costs.
- There are several changes to legislation that have been raised, including the potential of an incineration tax, and a tightening of the standards that composted green waste needs to meet. These would have an operational and budgetary impact on the way that waste is managed within Oxfordshire.

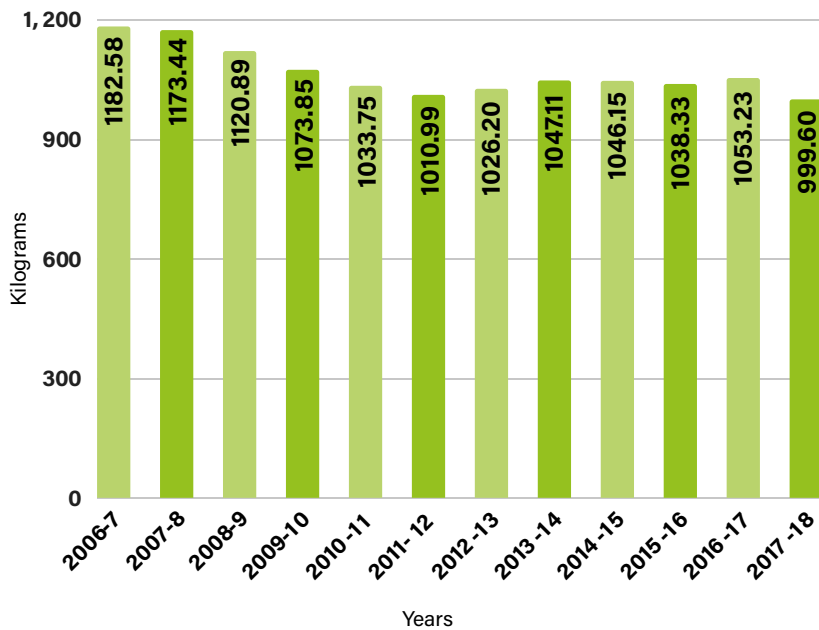


Materials Recycling Facility

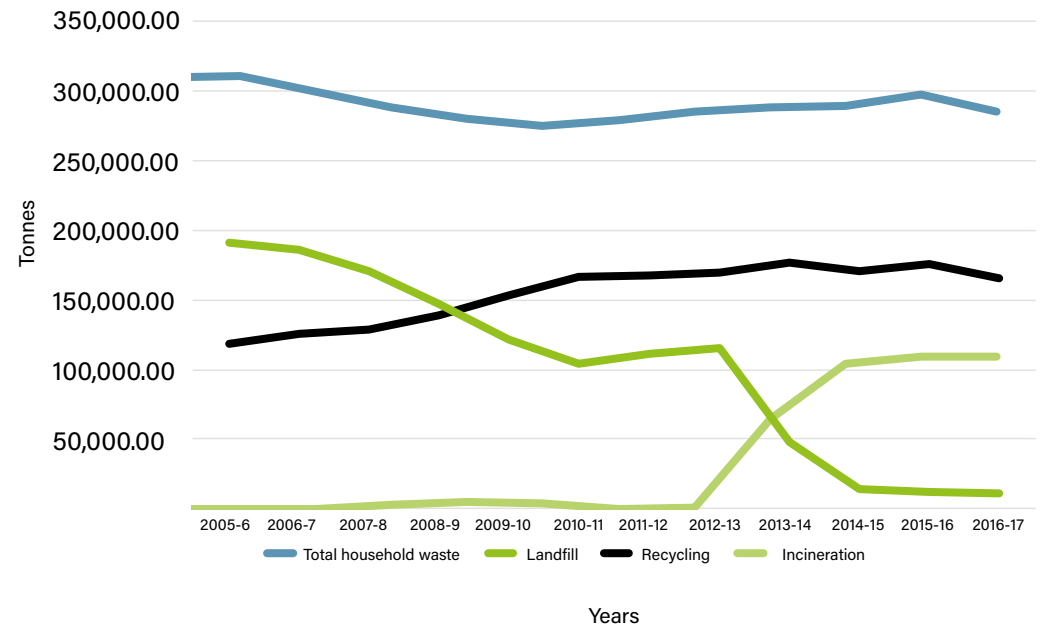
What we are currently doing with our waste

The good news is that countywide the amount of waste we produce has gone down per person (Graph 1) and the proportion that is recycled has gone up (Graph 2).

Graph 1 HOUSEHOLD WASTE PER HOUSEHOLD 2006-07 to 2017-18



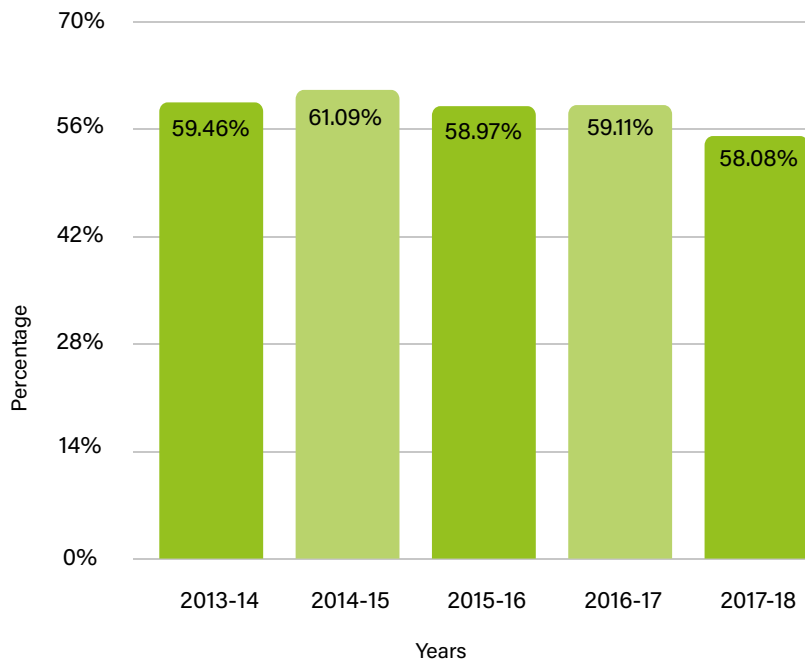
Graph 2 TONNAGE RECYCLED, RECOVERED, AND LANDFILLED 2006-2018



We send less to landfill and generate energy from what we can; however, our recycling levels in recent years have started to fall (Graph 3). This follows the national trend of stagnating recycling rates.

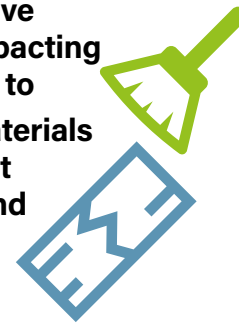
OXFORDSHIRE RECYCLING RATE

Graph 3



There are several reasons suggested for this;

Standards have tightened impacting on our ability to **recycle** materials such as street sweepings and wood



Reprocessors are focused on **quality**, not quantity, and are demanding material with less contamination;



Changing habits, such as accessing news and information online rather than through print media












Improvements in technology mean that materials such as packaging or glass bottles are lighter.



What happens to your rubbish and recycling?



% of waste processed in:

	Oxfordshire	69.0%
	UK	80.5%
	Netherlands	3.0%
	India	5.3%
	Indonesia	5.3%
	China	5.3%
	France	0.4%
	Turkey	0.4%
	Germany	0.1%

Waste also processed in: ▪ Thailand ▪ Vietnam ▪ Italy ▪ Taiwan ▪ Norway ▪ Portugal

This is a snapshot based upon data gathered October to December 2018. Materials are sent to different destinations each month based upon market forces

How we compare with other areas?

OEP was one of the first partnerships to introduce such comprehensive kerbside collection schemes, and as such has had one of the best recycling and composting rates in England for a number of years. Other counties are now catching us up and we can learn from them to improve our services to residents.

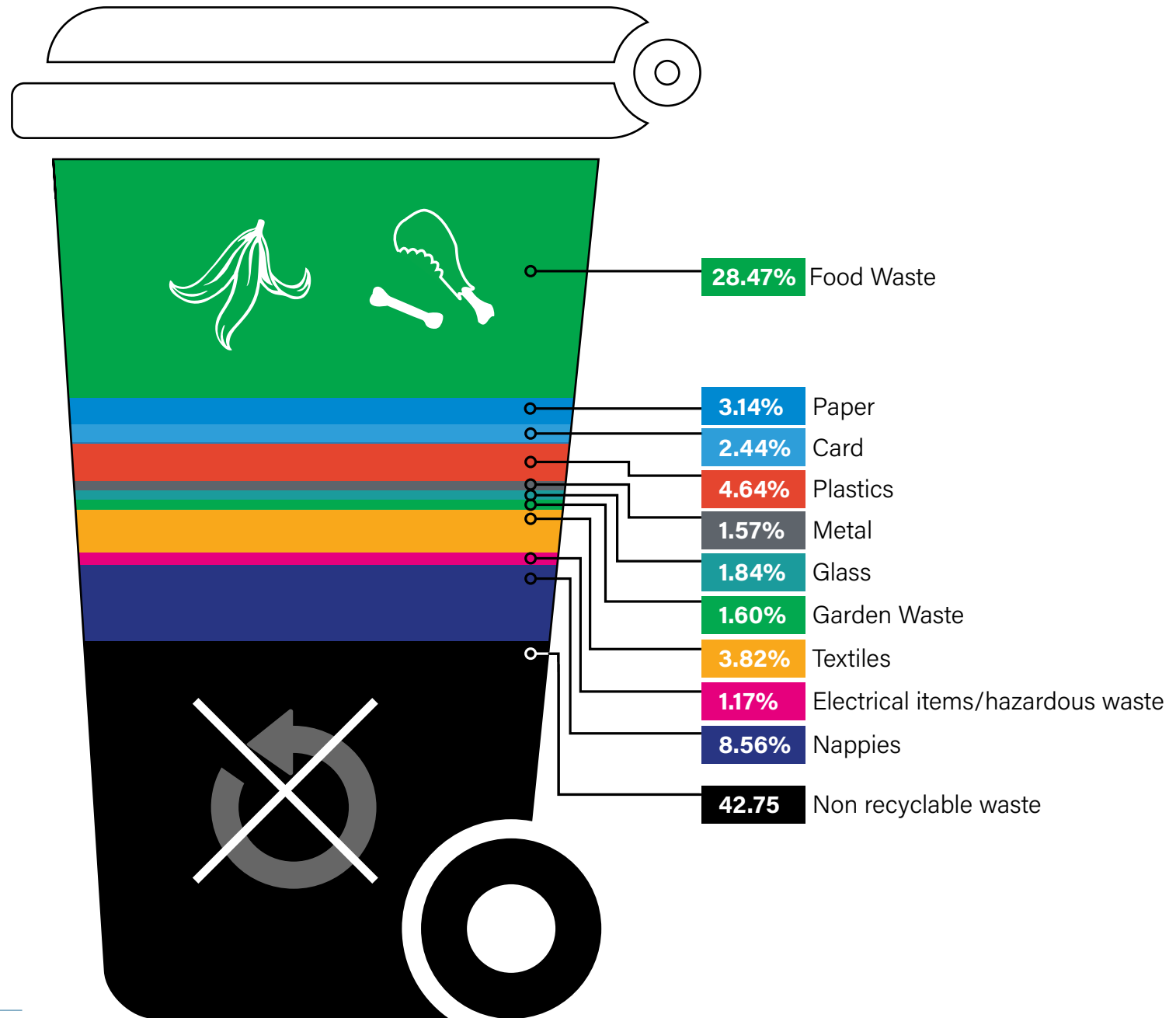
Despite having such historically good recycling rates, there is still a lot more that we can do. Although residents in Oxfordshire can recycle a wide range of materials at the kerbside, analysis shows that not all waste generated is separated for reuse and recycling. Authorities in Scotland and Wales have been set ambitious targets by their devolved administrations and are starting to pull away from England. In Oxfordshire we could achieve recycling rates of up to 80% by ensuring our current systems are properly used, and bigger increases may be achieved by looking at further collection changes.

Authority	% Reuse, recycling or composting rate	Position in league table 2017/18	Position in league table 2016/17
Disposal Only Authorities			
Oxfordshire County Council	57.2%	1	1
Collection Only Authorities			
Cherwell District Council	55.60%	25	23
Oxford City District Council	50.80%	50	66
South Oxfordshire District Council	63%	1 (joint)	2
Vale of White Horse District Council	60.40%	7	4
West Oxfordshire District Council	59.60%	10	3



What's left in Oxfordshire's rubbish bins?

The image below shows what's in an average Oxfordshire rubbish bin. Much of this could have been recycled instead of disposed of.



Why change is needed

We must rethink how we prevent and deal with waste in the long term to minimise the environmental and financial costs of waste and move towards sustainability. A change in attitudes is needed across the whole of the country so that we consider our purchases, making smarter choices of products that have been responsibly made, and that will last longer. Amongst local authorities we may need to consider greater alignment of our services and how and when we collect rubbish if more recycling is to be achieved. Higher recycling rates may be able to be achieved by retaining weekly and fortnightly recycling collections, whilst reducing the frequency of rubbish collections.

There is a lot more recycling that we could collect. As well as being better for the environment, this would help save around £3 million each year, money that could be spent on other council services. Helping residents to make the most of existing services will be key to achieving our goals.

We want to improve the quality of the material we collect, reducing unwanted materials in the recycling, increasing the quality of acceptable materials and thus providing a better quality of feedstock to producers making new products from recycled materials. In 2017/18 4,500 tonnes material sent for recycling in Oxfordshire were deemed unrecyclable by the processor and rejected.

Oxfordshire is growing and pressure for housing growth creates additional demands for waste collection and street cleansing services. Oxfordshire currently has a population of around 677,000.

By 2040 Oxfordshire's population is expected to grow to 944,700 with over 123,500 new houses constructed. This will mean around 130,000 tonnes more waste generated from residents, at an additional cost of £16 million/year to collect, recycle, compost and dispose of the waste generated (see Graph 5 on page 20)

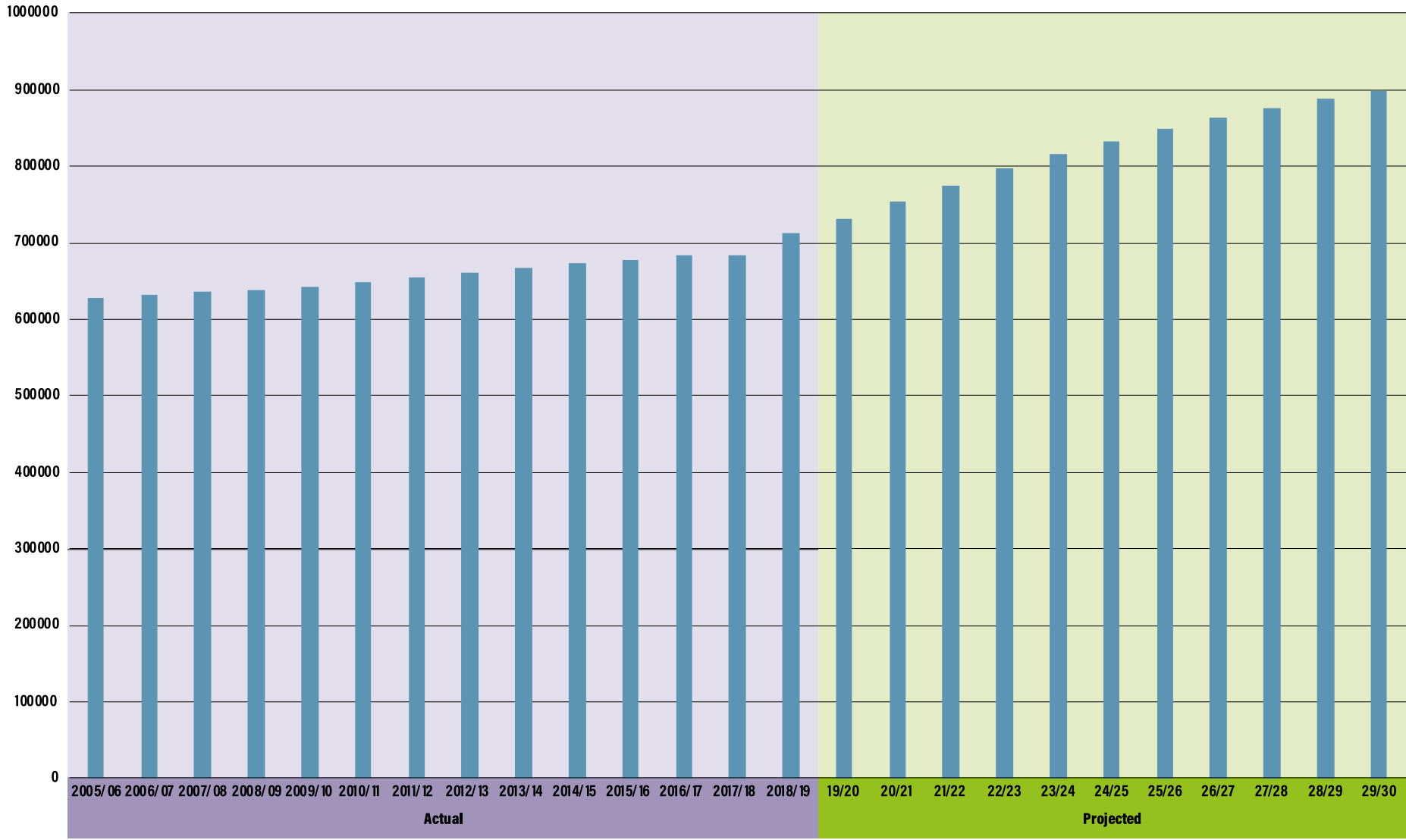
We need to:

- ensure that new households have easy access to information and services to minimise waste generation and increase recycling
- be adaptable to reflect changes in national policy and wider changes in governance such as the introduction of deposit recovery schemes, Extended producer responsibility, Brexit and Chinese import decisions,
- respond to public pressure on issues such as single use plastic.
- ensure waste collection and disposal services are efficient to reflect increasing financial pressure on councils and any changes surrounding available funding in the future. Funding provided to local government has changed and reduced over recent years, the Capitalise National Audit Office found that local authorities experienced a 49.1% real term reduction in funding between 2010/11 and 2017/18.



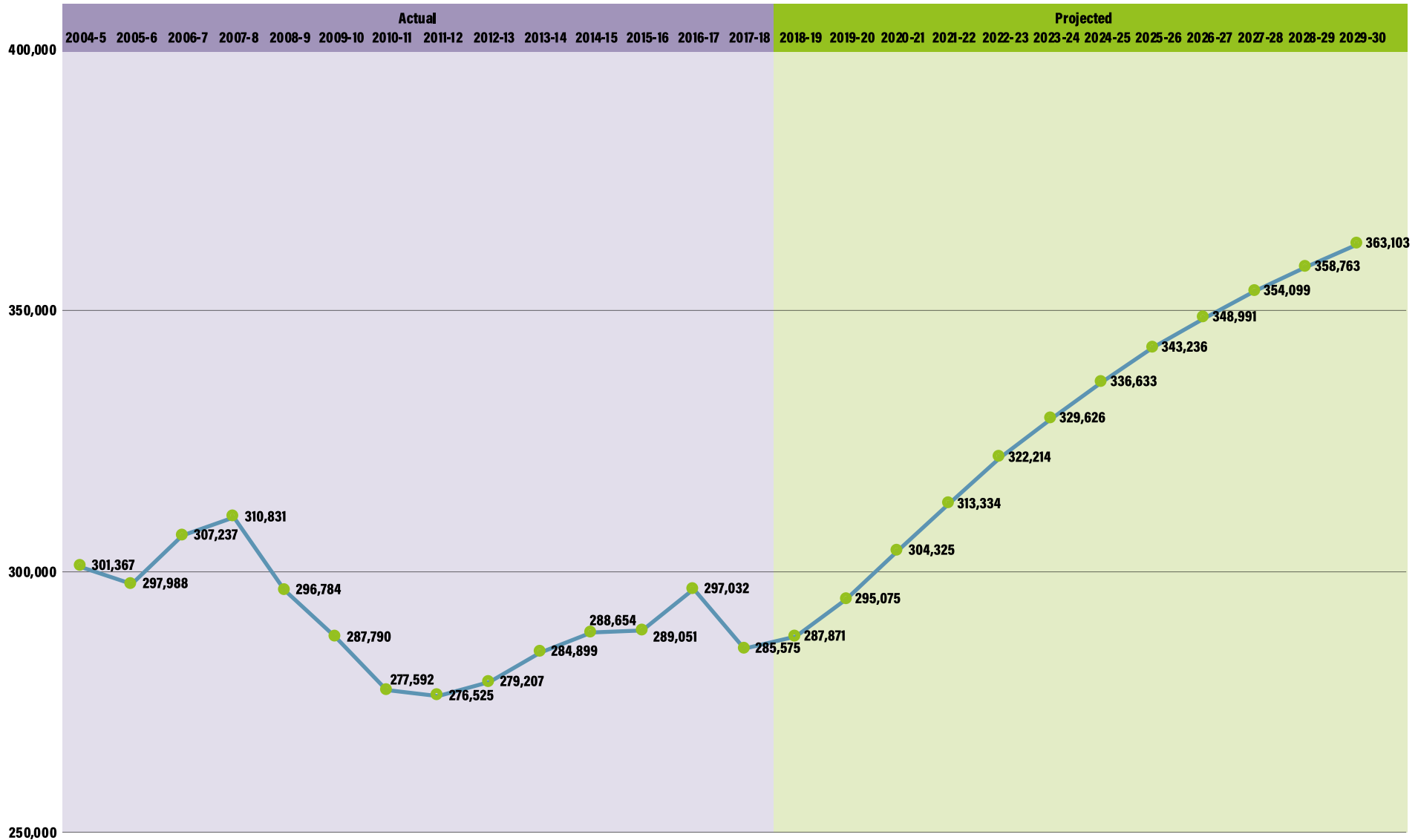
Total Oxfordshire population

Graph 4

TOTAL HOUSEHOLD WASTE ARISING 2005-2030

Graph 5



What we have done since 2013

OEP's last strategy was published in 2013. Since then we have:

- **Improved recycling collections so residents can recycle more** – batteries, textiles and small electricals can now be collected at kerbside for recycling.
- **Invested in new contracts, fleet, and technology** – to improve the service to residents and help increase recycling as well as reducing the costs and impacts of transport on the local environment.
- **Made it easier to recycle food waste** – including collections from flats in most districts. Where food waste is processed at an anaerobic digestion plant, residents can dispose of cooking oil and line their food waste caddy with plastic bags rather than compostable liners making it easier, cheaper and cleaner for residents to recycle their food waste. We have stickered thousands of rubbish bins to remind residents that food waste can be recycled in their food caddy, and delivered Love Food Hate Waste training to interested residents across the County.
- **Supported around 60 community groups** – to take local action on environmental issues, helping residents to save waste and energy in their homes, improve the natural environment, tackle fuel and food poverty and raised over £800,000 funding for various projects across the county.
- **Procured a new Household Waste Recycling Centre (HWRC) contract** that allows us to keep as many sites open as possible. Despite budget cuts, in 2017 we were successful in procuring a HWRC contract that keeps all sites open at the existing opening days and times. The new contract also allows hard plastics to be recycled at all sites for the first time.
- **Charging for some waste streams** – local authorities are not obliged to accept all waste streams for free, however we understand that residents want a quick and easy way to dispose of their materials. Charging a small amount for the collection of garden waste, or for disposing of DIY waste at the HWRCs allows us to cover the costs of providing these services, and ensure that residents still have easy access to disposal routes.

-
- The Community Action Group (CAG) Project Oxfordshire consists of over **65 groups across Oxfordshire**, at the forefront of community-led climate change action, organising events and projects on issues including waste, transport, food, energy, biodiversity and social justice.

Initiated in 2001 by Resource Futures and funded by Oxfordshire County Council, **the network is the largest of its kind in the UK**, running 3,200 events per year, attended by around 105,000 local residents and contributing over 32,000 volunteer hours to the county.

The CAG Project team provide free support to the network members, including mentoring and expertise to set up and maintain groups, develop projects, events and activities, free insurance, fundraising support, training, skill sharing events and collaborative networking opportunities.

- **Tried a recycling reward scheme** – Oxford City’s scheme offers a reward to communities who improve their recycling rates to identify if this results in sustained increases in recycling rates.
- **Taken enforcement action against flytippers** – working closely with enforcement and environmental health teams to prosecute offenders who flytip, drop litter, graffiti or do not remove their dog foul from the streets
- **Reduced the amount of waste landfilled to less than 5%** – the Ardley Energy Recovery Facility began operations in 2014 and now takes almost all of Oxfordshire’s rubbish (non-recyclable waste), burning it to create enough energy to power over 54,000 homes.
- **Increased recycling rates by reducing contamination** – The wrong materials in the wrong bins can cause whole loads of recycling to be rejected. Batteries and gas bottles placed in the wrong bins can cause fires and explosions. All councils have improved their communication and education programmes to help residents, and South and Vale recently introduced a clear sack policy, enabling collection crews to better see what they are collecting to avoid contamination.



Oxford City Council's mascot Felicity Food Caddy

- **Published a list of where all our recycling goes** – making it easier for residents to find out what happens to their waste after it is picked up (Infographic/link to webpage?)
- **Increased the number of commercial collection services** – providing a cost-effective service to local businesses with recycling and rubbish collections that match those from residential sites.
- **Improved our own waste management** – introduced better recycling systems at all council offices, including food waste, to help people recycle as well at work as they do at home. We also encourage the reuse of furniture and electricals to reduce the number of new products bought.



Oakley Wood Household Waste Recycling Centre

What residents say

To find out what residents thought about their waste services, and to explore thoughts on how we could help them to reduce waste and recycle more, we ran a consultation in January and February 2018, and held 3 focus groups. Over 2,200 people replied to the consultation, and 30 people attended the focus groups.

Respondents wanted to recycle more and waste less, but felt we needed to be realistic about people's busy lifestyles and make it as easy as possible to 'do the right thing.'

Consider providing bigger recycling bins or more frequent recycling collections

Provide frequent, easy to understand, communications telling residents what can and can't be recycled and why, using leaflets, social media, and other forms of communication.

Increase the number of materials recycled at the kerbside and the HWRCs

Promote places where second hand furniture can be bought and donated

Work with schools and other groups to develop skills and reduce waste.

Provide more information on what types of plastic are recyclable

Catch and prosecute those caught flytipping, littering or allowing their dog to foul the area

Work with government and manufacturers to reduce the amount of packaging used, and to make it more easily recyclable.

Provide information, hints and tips on

- Home composting
- Repairing electrical items
- Cooking to reduce waste and save money
- Repairing clothing

Provide information on where waste goes

Improve the reuse facilities available at the HWRCs

Our strategy

OEP's strategy is ambitious; some targets are aspirational and will be challenging to achieve. However we believe it is crucial that we continue to work together to reduce the amount of waste we generate and manage resources sustainably.

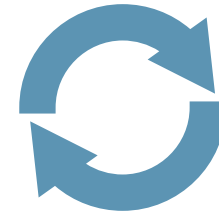
1. We will work with residents to reduce the waste produced by each household and maximise the amount of waste reused

Reduce

Our aim: to stop waste growth per person per year by encouraging people to think about the products that they buy and how materials can be reused, recycled and composted.

We will:

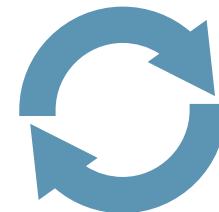
- 1.1** work with residents to reduce the amount of food waste generated; making the most of the food they buy, encouraging smarter shopping, planning meals and using up leftovers
- 1.2** support efforts to reduce the amount of single use packaging produced and used by retailers
- 1.3** promote activity and provide advice and support to those composting at home, repairing electrical items and clothing, and using real nappies



Reuse

We will:

- 1.4** work to increase reuse at the Household Waste Recycling Centres
- 1.5** encourage and promote the donation and purchase of reusable items across the county.
- 1.6** continue to support local community action on waste reduction through the Community Action Group Project.
- 1.7** focus activities on electrical items and bulky waste reuse through an A-Z listing of all the goods and materials that can be reused and recycled in Oxfordshire.



2. We will maximise the amount of waste that is recycled or composted and we will recover energy from the remainder in order to minimise the amount sent to landfill

Recycle

Our aim:

- Recycle or compost at least 65% of household waste by 31 March 2025
- Recycle or compost at least 70% of household waste by 31 March 2030

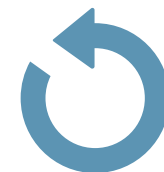
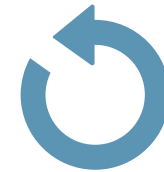
We will:

- 2.1** ensure that recycling facilities and services are available to all residents
- 2.2** monitor recycling rates and target communications on areas where additional support would be beneficial
- 2.3** work with our reprocessors to ensure we have secure markets for the materials we collect.
- 2.4** promote what can and can't be accepted for recycling; reducing contamination and increasing the amount of materials recycled
- 2.5** work to increase the amount and quality of recycling collected through litter bins
- 2.6** keep residents informed of our recycling performance and where their waste goes
- 2.7** promote and encourage food waste recycling collections
- 2.8** continue to investigate recycling opportunities for new material streams, both at the Household Waste Recycling Centres and the kerbside where reliable markets are available
- 2.9** recycle more waste from council offices

Compost

We will:

- 2.10** continue to provide advice and support to those composting at home to reduce the amount of garden waste generated
- 2.11** continue to offer garden waste collections from households
- 2.12** ensure that more of the garden waste from our own operations is composted



Recover and Dispose

Our aim: to landfill no more than 3% of household rubbish

We will:

- 2.13** pick up and dispose of flytipped hazardous waste quickly and in accordance with the waste hierarchy
- 2.14** ensure that all clinical waste produced in homes is correctly segregated for appropriate management
- 2.15** work with residents to ensure batteries and gas bottles are disposed of correctly so that they do not cause fires or explosions
- 2.16** work with contractors and the wider industry to find the best possible practices and technology to collect, manage and process new and existing waste streams

3. We will work together, with local communities and service providers, to improve waste management services across the county ensuring that we become more economic, efficient, effective and that waste is managed in accordance with the waste hierarchy

We will:

- 3.1** work to increase reuse capacity in the county through partnerships
- 3.2** work with the waste planning authority, Oxfordshire County Council, to ensure that waste facilities are suitably sized and distributed with the aim of minimising the transport of waste
- 3.3** Investigate potential new reprocessors for our materials we will encourage local facilities to tender for our business
- 3.4** look to introduce additional material streams to commercial waste collections making it easier for companies to increase their recycling rate and reduce waste that they produce
- 3.5** apply appropriate and affordable charges for household waste in order to ensure sustainability and protect council services where necessary.



4. We will prepare for population growth by embedding circular economy principles into our activities and considering innovative ways of reducing, reusing and recycling more of our waste


We will:

- 4.1** embrace the circular economy, embedding it into council practices and procurements in order to minimise waste generation in the future
- 4.2** promote the circular economy to residents, and lobby Government to make it an essential part of national strategy.
- 4.3** work with OxLep and Growth Board to embed circular economy principles into Oxfordshire's growth agenda
- 4.4** provide a planning guide for architects and property developers to ensure that adequate provision is made for sustainable waste management within new developments
- 4.5** consider new collection systems and technologies that actively encourage residents to segregate more of their waste for recycling

5. We will work to improve the local environment for all residents through effective communications and enforcement activity

We will continue to:

- 5.1** take enforcement action against those caught committing environmental crimes and seek to recover enforcement and clean-up costs through the courts
- 5.2** develop promotional and educational campaigns to promote responsible behaviour and good local environmental quality. Campaign messages will be developed according to local priorities identified through our monitoring data. These will include campaigns to discourage flytipping, littering and dog fouling. These were the top three priorities identified in our 2018 public consultation on this waste strategy.



Oxfordshire Environment Partnership
C/O Oxfordshire County Council
Waste Strategy
County Hall
New Road
Oxford
OX1 1ND

www.oxfordshirerecycles.org.uk

www.twitter.com/OxonRecycles

www.facebook.com/OxfordshireRecycles

WEST OXFORDSHIRE DISTRICT COUNCIL
ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE
THURSDAY 13 JUNE 2019
CABINET,
WEDNESDAY 19 JUNE 2019
SINGLE USE PLASTICS ACTION PLAN
REPORT OF THE GROUP MANAGER – COMMISSIONING
(Contact: Claire Locke Tel: (01993) 861344)

The report is for information

I. PURPOSE

To provide an update on the single use plastics action plan from the Members Working Group.

2. RECOMMENDATION

That the report be noted.

3. BACKGROUND

3.1. At the meeting of the Council held 24 October 2018, the following motion was proposed by Councillor Alaa Al-Yousef and seconded by Councillor Alex Postan:

“This Council resolves to work towards elimination of all avoidable plastic waste and calls upon the Cabinet Member for Environment to bring forward proposals by Spring 2019 to:

- *Phase out the use of avoidable Single Use Plastics (SUPs) in all District Council premises.*
- *Work with UBICO, PUBLICA and contracted partners to end purchase and procurement of avoidable SUPs through the Council's supply chain.*
- *Incentivise traders on District Council sites to avoid SUPs as a condition of their event permission.”*

3.2. It was agreed at the meeting that a Working Party would be established to interpret the provisions of DEFRA's Resources and Waste Strategy and to make recommendations to the Cabinet on delivering a reduction in single use plastics.

3.3. The Working Group met on the 14th March to set up the scope and the timescales for the group. The focus will be to achieve the objectives set out in the Motion and to have a district wide impact. An initial action plan was developed following the meeting which included extending the invitation to staff representatives.

3.4. A further meeting was held on the 11th April with staff representatives. The initial action plan was expanded (see Appendix A). A verbal update was given at the Environmental Overview & Scrutiny Committee by the Group Manager.

3.5. Actions are currently in progress and a further meeting of the Working Group is potentially due to held on 13 June 2019 (tbc).

4. ALTERNATIVES/OPTIONS

4.1. None

5. FINANCIAL IMPLICATIONS

5.1. Some of the actions within the Single Use Plastics Action Plan will have financial implications and therefore individual business cases will be produced in the future, where necessary, to seek appropriate funding.

6. RISKS

6.1. None associated with this report.

7. REASONS

7.1. Corporate aim to 'protect and enhance the environment of West Oxfordshire and maintain the district as a clean, beautiful place with low levels of crime and nuisance'.

7.2. Reducing the Council's own impact on climate change and supporting local residents, businesses and groups in reducing their impact and adapting to climate change.

Claire Locke
Group Manager - Commissioning

(Author: Louise Croot, Tel: (01993) 861349; EMail: louise.croot@westoxon.gov.uk)
Date: 31 May 2019)

Background Papers:
None

Single Use Plastic Working Group Action Plan

Action	Date	Group Member
Make the Defra Waste & Resources Strategy executive summary available to the group	Completed	CL
Speak to Planning and Licencing about developing wording around the 'expectation that avoidable single use plastic will not be used at the event' in a WODC event licence.	Completed	LC
Keep the Working Group appraised of progress with 'Plastic Free Coleford' project	Ongoing	CL
Create a Single Use Plastic webpage on the WODC website	In progress	LC/ICT
Cllr Al-Yousef to speak with Andrew Smith regarding a communications campaign and identify suitable initiatives.	Completed	Cllr A-Y
Engage with Leisure providers and encourage the elimination of Single Use Plastics	30 th April 2019	CL/Leisure
Circulate the Publica Single Use Plastic Audit to the Group	Completed	LC
Seek to embed Single Use Plastic principles in the procurement process	30 th July 2019	CL
Engage with café owner in Elmfield to eliminate single use plastics for takeaway containers and cups.	TBC - awaiting advice from Estates.	LC
Write a letter to central Government to lobby for the 2042 deadline to eliminate avoidable plastic waste in Defra's 25 year Environment Plan to be brought forward	30 th April 2019	CL
Develop "Single Use Plastics Top Tips" to encourage both staff and the public to reduce single use plastic usage via the website, social media, press statements	Completed	LC
Invite a staff representative onto Working Group	Completed	CL/LC
Contact Property Services regarding the cost of switching from plastic milk bottles to re-usable glass	Completed	LC
Contact Waste team for tonnage data for plastics and other waste streams e.g. glass for comparison	Completed	LC
CL to share Plastic Free Coleford design guide	Next meeting date (TBC)	CL
Contact North Leigh School re. link to their website	In progress – awaiting response	LC
Develop draft comms plan	In progress	AS/LC
Set up meeting staff representatives to discuss staff engagement and internal comms	In progress	LC
Share tonnage data.	Next meeting date (TBC)	LC

WEST OXFORDSHIRE DISTRICT COUNCIL

**ECONOMIC AND SOCIAL OVERVIEW AND SCRUTINY COMMITTEE THURSDAY
30 MAY 2019**

**ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE:
THURSDAY 13 JUNE 2019**

NOTICE OF MOTION - EQUALITY AND THE ENVIRONMENT

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

(Contact: Keith Butler Tel: (01993) 861521)

1. PURPOSE

To consider the Notice of Motion regarding equality and the environment referred to the Economic and Social and Environment Overview and Scrutiny Committees by the Council and to make recommendations accordingly.

2. RECOMMENDATION

That consideration be given to the Notice of Motion as set out below.

3. BACKGROUND

3.1 At the meeting of the Council held 24 April 2019, the following motion was proposed Councillor Duncan Enright and seconded by Councillor Andrew Coles, namely:-

“This Council is very concerned at the continued growth in use of voluntary sector emergency provisions such as food banks, and also recognises the increased demands on public services, resulting from inequality and insecurity.

The Council therefore agrees to add a statement at the end of each officer report, giving a statement or impact assessment of policies on equality and the environment in West Oxfordshire.

This will focus attention on the importance of tackling inequality, insecurity and environment, and encourage us all to look after each other and build strong community responses led by innovative and creative local government.”

3.2 In accordance with paragraph 11(e) of the Council Procedure Rules, it was resolved that the motion should stand referred without discussion to the Economic and Social and Environment Overview and Scrutiny Committees. The relevant extract from the minutes of the Council meeting is attached as Appendix A.

3.3 Members are invited to put forward their views and recommendations which will be submitted to a future meeting of the Council.

4. FINANCIAL IMPLICATIONS

This report has no financial implications.

Keith Butler
Head of Democratic Services

(Author: Paul Cracknell, Tel: (01993) 861523) EMail: paul.cracknell@westoxon.gov.uk

Date: 13 May 2019

Background Papers:

None

NOTICE OF MOTION – COUNCIL REPORTS: EQUALITY AND THE ENVIRONMENT

The following motion had been received in the names of Councillors Duncan Enright and Andrew Coles, namely:-

“This Council is very concerned at the continued growth in use of voluntary sector emergency provisions such as food banks, and also recognises the increased demands on public services, resulting from inequality and insecurity.

The Council therefore agrees to add a statement at the end of each officer report, giving a statement or impact assessment of policies on equality and the environment in West Oxfordshire.

This will focus attention on the importance of tackling inequality, insecurity and environment, and encourage us all to look after each other and build strong community responses led by innovative and creative local government.”

In accordance with paragraph 11(e) of the Council Procedure Rules, The Chairman indicated that she considered the subject matter of the foregoing motion to fall within the remit of the Economic and Social Overview and Scrutiny Committee.

Councillor Enright welcomed the suggestion of feedback from the Overview and Scrutiny Committee and requested that the Motion also be referred to the Environment Overview and Scrutiny Committee in order to receive that Committee’s views. He advised that he had first come across this model at the County Council and considered that such arrangements would prompt Officers to reflect on the content of their reports and ensure that it was in line with the priorities of the Council and central to its core values.

Councillor Enright did not consider this would place an unduly onerous burden on Officers and would ensure that the business of the Council reflected the key aims and objectives of the Authority.

In accordance with paragraph 11(e) of the Council Procedure Rules, The Chairman indicated that she considered the subject matter of the foregoing motion to fall within the remit of the Economic and Social and Environment Overview and Scrutiny Committees.

Accordingly, it was:

RESOLVED: that the motion having been duly proposed and seconded shall stand referred without discussion to the Economic and Social and Environment Overview and Scrutiny Committees.

WEST OXFORDSHIRE DISTRICT COUNCIL
ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE:
THURSDAY 13 JUNE 2018
PERFORMANCE INDICATORS – 2018/2019
REPORT OF THE GROUP MANAGER, STRATEGIC SUPPORT
(Contact: Andy Barge, Tel: (01594) 812290)

(The report is for information).

1. PURPOSE

To provide information on the Council's performance as at the end of 2018/2019

2. RECOMMENDATION

That the report be noted.

3. BACKGROUND

- 3.1. [Appendix A](#) to this report provides an overview of performance in the following services: Environmental Services and ERS (Environmental and Regulatory Services), and the Parking Service.
- 3.2. There are 14 performance indicators relating to the work of this Committee. We are unable to report on one indicator as the data is not yet available, and a further three indicators do not have targets.
- 3.3. Of the 10 indicators, eight indicators (80%) achieved their targets (GREEN). The underperforming indicators are considered in more detail below.

4. RED INDICATORS

EVS3 (Cumulative) Percentage of household waste sent for reuse, recycling and composting

- 4.1. The target was 61%; and the actual was 58.8%.
- 4.2. Overall, the combined recycling rate for 2018/19 was similar to the previous year (2017/18 Actual: 59.33%); and the proportions of the recycling streams were broadly similar, despite a large decrease (six percentage points) in the composting rate (garden only) in Q2 due to the hot weather and lack of rain.
- 4.3. The Council is encouraging residents to change their purchasing habits and behaviours so that more materials are re-used, recycled or energy recovered, with waste to landfill being the last alternative. In 2018/19, 40.32% of household waste was energy recovered compared to 38.14% in 2017/18, which left just 0.7% of household waste sent to landfill.
- 4.4. During the year, we undertook a door knocking campaign to promote recycling, and food and garden waste. In 2019/20, the service will be focussing on reducing the amount of contamination in household recyclables and increasing residents' participation in food waste recycling, which is expected to increase our recycling performance.

EVS15 – Average number of shop mobility customer visits per day

- 4.5. The target was 5 and the actual was 3.3.
- 4.6. Following a comprehensive review of the service which led to an investment in new equipment, we commenced promotion of the service with posters sent to

GP surgeries, dentists, libraries and our town centre shop in May 2018; and there was a further promotional campaign over the Christmas period. Other services which share a subset of the same customer base such as Leisure and Communities, and the Waste Service have also helped to promote the service.

- 4.7. Although, the annual target has not been achieved, the number of users has increased from 626 users (including 39 new users) in 2017/18 to 701 users (including 57 new users) in 2018/ 2019.
- 4.8. Further promotional work is planned. However, usage is limited by the opening hours (between 9:30 and 16:15) with the majority of users accessing the mobility scooter for two hours. We may need to review targets for 2019/20.

5. KEY TASKS

The Council Plan 2016 – 2019 sets out a number of key tasks for 2018/2019. A summary of progress for those key tasks which relate to the work of this Committee is attached at [Appendix B](#).

6. ALTERNATIVES/OPTIONS

Not applicable.

7. FINANCIAL IMPLICATIONS

None.

8. REASONS

Performance monitoring information is provided to assist Members in seeking to ensure that the Council meets its aim of being recognised as a leading Council which provides efficient, value for money services.

Andy Barge
Group Manager, Strategic Support

(Author: Mary-Ann Forrest Tel: (01285) 623163; Email: mary-ann.forrest@publicagroup.uk)

Date:

Background Papers:

None

Environment Overview & Scrutiny Committee 2018/2019

PI Code	Indicator	Q4 Outturn	Q4 Target	Q4 RAG Status	2017/18 Outturn	2018/19 Outturn	2018/19 Target	Overall RAG Status	Comments
Environmental Services									
EVS1	Carbon emissions from the Council’s travel, buildings, internal use of natural resources and domestic waste and recycling collection service (%)	REPORTED ANNUALLY			1.9%	Awaiting data	-3%		The data will be published as part of the Council's requirement to report its GHG emissions data and publish it on its website by 31 July 2019
EVS2	Residual household waste per household (kgs)	91.89 kg	93 kg	Green	364.66 kg	365.16 kg	365 kg	Green	
EVS3	(Cumulative) Percentage of household waste sent for reuse, recycling and composting	58.80%	61%	Red	59.33%	58.80%	61%	Red	We achieved a similar performance to the previous year. However, the amount of waste sent for energy recovery has increased compared to the previous year, leaving just 0.7% of household waste sent to landfill. The focus for 2019/20 will be to reduce the amount of contamination in household recyclables, and to increase residents’ participation in food waste recycling

PI Code	Indicator	Q4 Outturn	Q4 Target	Q4 RAG Status	2017/18 Outturn	2018/19 Outturn	2018/19 Target	Overall RAG Status	Comments
EVS10	Number of all kerbside collections missed per 100,000 collections	115.42	100	Red	n/a	126.09	123	Green	<p>This is a new indicator for 2018/19. The target has been achieved within tolerance. Each quarter, there are around 1.8m collections (all streams). We have started to see a steady reduction in the number of missed collections over the last three quarters. In September, we implemented a performance based incentive scheme for collection crews which appears to be having a positive impact</p>
EVS11	Percentage of total properties buying green waste licences	REPORTED ANNUALLY			n/a	58.37%	56%	Green	<p>This is a new indicator for 2018/19. This indicator records the number of properties with a garden waste licence rather than the number of licences sold. Some properties have multiple licences.</p> <p>It should be noted that licences are sold between January and December, and are reported on this basis.</p> <p>The sale of licences improved by 1.17% of market potential on the previous year.</p>

PI Code	Indicator	Q4 Outturn	Q4 Target	Q4 RAG Status	2017/18 Outturn	2018/19 Outturn	2018/19 Target	Overall RAG Status	Comments
EVS12	Percentage of planning applications which are referred to the Flood Engineering team that are reviewed within the two week period for initial comments	100%	95%	Green	n/a	98.64%	95%	Green	This is a new indicator for 2018/19; data collection commenced in August 2018
EVS13	Percentage of toilets achieving a satisfactory standard at inspection for maintenance and cleanliness during that quarter	96%	85%	Green	n/a	90%	85%	Green	This is a new indicator for 2018/19
EVS14	Total hours spent undertaking on and off-street parking enforcement visits to priority town centre locations of Witney, Woodstock, Carterton, Burford, Charlbury, Chipping Norton and Eynsham	2547	2470	Green	n/a	9888	9880	Green	This is a new indicator for 2018/19
EVS15	Average number of shop mobility customer visits per day	2.47	5	Red	n/a	3.3	5	Red	This is a new indicator for 2018/19 Q4 is a quiet time of year; however there were 18 more users compared to the same period in the previous year. Although the annual target has not been achieved, there were 701 users (including 57 new users) compared to 626 users (including 39 new users) in 2017/18. We will review targets for 2019/20

PI Code	Indicator	Q4 Outturn	Q4 Target	Q4 RAG Status	2017/18 Outturn	2018/19 Outturn	2018/19 Target	Overall RAG Status	Comments
Environmental and Regulatory Services									
ERS3	“High Risk” notifications (inc food poisoning outbreaks, anti- social behaviour, contaminated private water supplies, workplace fatalities or multiple serious injuries, dangerous structures) reviewed within one working day	100%	90%	Green	100%	100%	90%	Green	There were six notifications during 2018/19 concerning unsafe asbestos work which was referred to the HSE; a ram raid at the Co-Op in Carterton; a serious accident at Standlake Arena event; no hot water at a commercial property; a diesel spillage; and a sewage tanker spillage. All notifications were reviewed within one working day
ERS4	Percentage of food premises that are “poor performing” that receive follow up action	100%	90%	Green	n/a	100%	90%	Green	
ERS6	The number of flytips collected	169	No target		n/a	663	No target		This is a new indicator for 2018/19
ERS7	The number of reported flytips visited by ERS	19	No target		n/a	77	No target		This is a new indicator for 2018/19 We triage reports of flytipping and only carry out site investigations, where, based upon experience and professional judgement, there is a likelihood that evidence will be present i.e. mixed loads containing bin bags. Small fly tips of tyres are unlikely to be visited given the low probability of evidence being present

PI Code	Indicator	Q4 Outturn	Q4 Target	Q4 RAG Status	2017/18 Outturn	2018/19 Outturn	2018/19 Target	Overall RAG Status	Comments
Environmental and Regulatory Services									
ERS8	The number of flytips visited where formal enforcement takes place	I	No target		n/a	2	No target		This is a new indicator for 2018/19. We take action in all cases where evidence is present. Formal enforcement is classed as issuance of a simple caution, a fixed penalty notice, or prosecution proceedings

Progress towards achieving Key Tasks – 2018/2019

	Assignee	Status	Progress
Protect the environment whilst supporting the local economy			
Introduce Electric Vehicle Charging Points for both public and council business use by the end of March 2019	Claire Locke	Not achieved	<p>The Climate Change Act 2008 set the UK a target of reducing its greenhouse gas emissions by 80% by 2050. One area that will help to meet this target is transport which accounts for around 25% of the UK's CO2 and other greenhouse gas emissions. Ultra Low Electric Vehicles (ULEVs), including electric, plug-in hybrid and hydrogen-powered cars, produce, on average, significantly less greenhouse gases than those running on petrol or diesel. Government policy indicates that the take-up of electric vehicles will increase considerably year on year and the Council wishes to support this agenda by increasing the number of electric vehicle charging points.</p> <p>We have prepared the procurement documentation including specification. In July 2018, Cabinet made recommendations which were endorsed by Council to allocate funding for the preparation of a framework agreement for the Electric Vehicle Charging Point procurement.</p> <p>Due to the complexities of the framework and the different legal arrangements that may result from the range of procurement options, it has taken external solicitors longer than expected to put the legal framework in place.</p> <p>The legal elements are being finalised which will enable the framework procurement to commence in Q1 of 2019/20. Following the procurement, we expect to present a report to Cabinet in July 2019 for the allocation of funding.</p>

Protect the environment whilst supporting the local economy

Implement outcomes of the parking strategy (Complete the on street review for Corn Street and Church Green, Witney; and the feasibility study for decked car parking at the Woolgate) by the end of March 2019

Claire Locke

Partially Achieved

Work continues in partnership with USS to progress the feasibility study for the decked car park proposals for the Woolgate, Witney; and a report is expected in the summer 2019. Studies into traffic impacts, environmental impact, potential design and effect on retail sector are underway. Initial consultation with OCC Highways has also started. Potential designs are being refined to consider traffic flow, mitigating impact on neighbours and ease of use for motorists and pedestrians. A development that would support existing retail within the town is a key priority.

The Council has completed its phase of the on street review of Corn Street and Church Green. The initial survey work was completed and public consultation was undertaken in May/June 2018. Following analysis of the results, a report was prepared for Environmental Overview and Scrutiny Committee in October and Cabinet in November 2018. The draft report was also shared with OCC and the Town Council.

At its meeting in November 2018, Cabinet agreed to make recommendations to OCC for on-street improvements in Corn Street and Church Green which it would support with the allocation of a maximum of £10,000 funding. Following the expiration of the call in period, the Council has written to the County Council setting out the recommendations, and requesting that the matter be considered and taken forward. The County will provide an update on its plans at a meeting with Council officers in mid-May.

In October 2018, the Council commenced the Woodstock on-street review, which has yielded a large quantity of data (from residents and businesses in the centre of the Town) which has since been reviewed. The Review area has been defined and a survey drafted, both in consultation with a number of local groups representing the Town.

WEST OXFORDSHIRE DISTRICT COUNCIL
ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE
THURSDAY 13 JUNE 2019

START TIME OF MEETINGS 2019/2020
REPORT OF THE HEAD OF DEMOCRATIC SERVICES

(Contact: Paul Cracknell, Tel: (01993) 861523)

(The decisions on this matter will be resolutions)

1. PURPOSE

To consider the start time for meetings of the Committee for the remainder of the 2019/2020 municipal year.

2. RECOMMENDATION

That the Committee agrees the start time of its meetings for the remainder of the 2019/2020 municipal year.

3. BACKGROUND

3.1. At the meeting of the Council held on 23 January 2019 a programme of meetings for the Committees and Sub-Committees of the Council was agreed for 2019/2020.

3.2. The following dates were approved for this Committee:

- Thursday 13 June 2019
- Thursday 25 July 2019
- Thursday 10 October 2019
- Thursday 5 December 2019
- Thursday 6 February 2020
- Thursday 16 April 2020

3.3. It was further resolved that the times for the first meetings of the Overview and Scrutiny Committees after the annual meeting of the Council be as set out in the appendix, 2.00pm in the case of this committee, but that each be invited to consider the timing of its subsequent meetings during the year

3.4. In the 2018/2019 municipal year the Committee resolved to convene its meetings at 2.00pm

4. ALTERNATIVES/OPTIONS

The Committee may agree a different starting time for all of the meetings or for selected meetings

5. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report

Keith Butler – Head of Democratic Services

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Date: 10 April 2019

Background Papers: None