

Report of: Liz Behrens – Service Manager

Report to: Director of Environment and Housing

Date: 18th March 2015

Subject: Leeds Resident Permit Scheme

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Does the report contain information which has been identified as confidential or exempt?

- Yes** (if exempt, please see the public interest test in section 4)
Relevant section of the report:
In accordance with Access to Information Procedure Rule:
- No**, this report does not contain information identified as confidential or exempt.
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Is the decision eligible for call-in? **Yes** **No – exempt** **Not applicable**

Summary of main issues

1. This report describes the introduction of a Leeds Resident Permit Scheme, which in the first instance seeks to prohibit use of the Council's Household Waste Sorting Sites (HWSSs) by non-Leeds residents. This is proposed to be a simple, car badge based system which is relatively inexpensive and straightforward to administrate.

Recommendations

The director is recommended to approve the introduction of a Leeds Resident Permit Scheme in April 2015, as described in the report.

1 Purpose of this report

- 1.1 The purpose of this report is to provide information on the introduction of a Leeds Resident Permit Scheme.

2 Background information

- 2.1 The Council currently operates eight HWSSs across the city. The 2014/15 net managed budget for the operation of these eight sites is £2.6m.
- 2.2 In August 2013, the service introduced a permit scheme for householders with commercial type vehicles, which has been very successful in reducing suspected trade waste from

entering the HWSSs, resulting in a reduction in disposal costs of over £100k per annum. The scheme has also had some impact on cross border site usage by restricting access to commercial vehicle permits for non-Leeds residents. A full Leeds Resident Permit Scheme is seen as the next step in reducing disposal costs to the Council for wastes other than household waste arising in Leeds.

- 2.3 Whilst the Council has resisted the implementation of a full resident permit system for use of its HWSSs to date, this must now be considered in light of decisions by neighbouring authorities (Wakefield, Kirklees, North Yorkshire and most recently Bradford in July 2013) to introduce these schemes, thus excluding Leeds residents from use of their sites.
- 2.4 The service remains in discussion with North Yorkshire County Council (NYCC) regarding joint working in terms of reciprocal arrangements at Thorp Arch and Tadcaster Household Waste Sites.
- 2.5 The introduction of a Resident Permit Scheme has been considered and approved as part of the 2015/16 budget proposals.

3 Main issues

Leeds Resident Eligibility Scheme

- 3.1 It is inevitable that the resident permit schemes in neighbouring authorities will be having an impact on Leeds sites by preventing mutual cross border site usage, especially with some of these authorities operating shorter opening hours, closing their sites on certain days of the week or considering rationalising the number of sites that they operate. NYCC has also started applying a charging policy for plasterboard, inerts and rubble from August 2014, which is likely to result in further importation of waste into Leeds. The introduction of a Leeds Resident Permit Scheme looks to re-balance waste inputs and should be expected to offer savings by preventing the current non-Leeds resident site usage.
- 3.2 Initial estimates based on information exchanged with Bradford Council (the latest neighbouring authority to introduce a resident permit scheme), on assumptions about the levels of non-Leeds waste currently being accepted at sites close to the boundary and those further in towards the City Centre, and on the likely split of waste types, show that the scheme could save around £80K per annum in disposal costs based on 2014/15 tonnages (excluding printing costs in years when permits are issued).
- 3.3 Whilst it is difficult to provide precise data with respect to the number of cross border site users, analysis of drive-time and proximity surveys undertaken in 2009 further support information supplied by neighbouring authorities.
- 3.4 Whilst discussions continue with North Yorkshire County Council (NYCC) regarding joint working in terms of reciprocal arrangements at Thorp Arch and Tadcaster Household Waste Sites, there are no similar discussions, currently, with other neighbouring authorities. This is creating some unrest with a small number of Bradford residents living close to the Ellar Ghyll HWSS. Leeds remains open to discussing options and exploring opportunities for charging or reciprocal arrangements for cross boundary site use.

Introduction of the Permit Scheme

- 3.5 The most obvious and realistic timescale for the Permit Scheme to be introduced in Leeds is April 2015, as this would tie in with the next Council Tax billing period (therefore reducing postage costs) and provide a full year financial benefit during 2015/16.
- 3.6 The Leeds Resident Permit Scheme would work alongside the existing commercial vehicle permit scheme at the HWSSs which came into effect on 1st August 2013.
- 3.7 Under the scheme one free permit badge would be included with residents' Council Tax bills and would have to be displayed in their car windscreens when visiting the HWSSs. This mirrors schemes which have been successfully implemented by other neighbouring authorities and is regarded as the simplest and most cost effective method of identifying eligible residents.
- 3.8 The badge will be marketed as a 'Leeds Resident Permit' rather than specifically for HWSS usage, and could therefore allow the inclusion of other resident benefits or entitlements at a later date if such opportunities arise.
- 3.9 The new scheme will be subject to the same robust management that has made the existing commercial vehicle permit scheme such a success. Discretion and a pragmatic approach will be utilised for residents not displaying a permit on an individual basis as appropriate.
- 3.10 It may be that reciprocal arrangements with neighbouring authorities, other than those mentioned above, come forward as a result of the implementation of a resident permit scheme in Leeds, and these will be considered on an individual basis according to their merits.

Communication Strategy

- 3.11 A number of communication channels will be used to inform and engage with stakeholders in the run up to the scheme's launch on 1st April 2015, these include;
 - social media (Facebook and Twitter)
 - front page LCC website advertising (with links to more detailed information)
 - on site communications at HWSS's (signage and HWSS Attendants advising public)
 - use of Waste Recycling Advisors to promote the benefits of the scheme for Leeds residents
 - press releases to local media to inform a wider audience (including non-Leeds residents who may currently use our sites)
 - information in local newsletters

In addition to the above, a dedicated phone number (0113 39 50560) and email address (leeds.waste@leeds.gov.uk) will be available to answer any questions or address any concerns from residents, non-residents or members.

4 Corporate governance considerations

4.1 Consultation and Engagement

- 4.1.1 Detailed information on the introduction of a Leeds Resident Permit Scheme has been provided to the Executive Member (Cleaner, Safer and Stronger Communities).
- 4.1.2 A full briefing was sent to all members in December 2014 providing details of the scheme and the anticipated benefits it would bring.
- 4.1.3 The introduction of a Resident Permit Scheme has been considered through the 2015/16 budget setting process.
- 4.1.4 A communications and engagement plan has been produced to ensure regular HWSS users are aware of the scheme prior to its introduction (see 3.11 above).

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality Impact Assessment has been completed to assess the impact of these proposals.

4.3 Council Policies and City Priorities

- 4.3.1 The strategy for the Service clearly supports delivery of the Best Council objective of, “Dealing effectively with the city’s waste: minimising waste in a growing city, with a focus on:
 - o ensuring a safe, efficient and reliable waste collection service;
 - o providing a long-term solution for disposing of our waste;
 - o increasing recycling;
 - o reducing landfill tax costs.”
- 4.3.2 The recommendations in this report also seek to reduce the costs to the Council of dealing with non-Leeds waste, seeking to obtain best value to the Council in provision of the Waste Management service, and support numerous further Council values and policies and the Council vision, including spending money wisely, being open honest and trusted, being fair, having a prosperous and sustainable economy and facilitating successful communities.

4.4 Resources and Value for Money

- 4.4.1 Table 3 below summarises the potential costs and savings from the introduction of a Leeds Resident Permit Scheme in relation to HWSS usage. Permits would be sent out to residents with their Council Tax bills and be valid from April 2015 onwards

Table 3

Permit Costs	Year 1	Year 2
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	2014/15	2015/16
	£	£
Initial Letter and Permit (printing only)	26,000	0
Delivery	0	0
New signage at Household Waste Sites	2,500	0
New residents and lost permit replacements		10,000
Total Cost	28,500	10,000
Total annual disposal saving		89,000
Saving	0	79,000

Total annual projected savings based on 4% reduction in waste arisings

- 4.4.2 If a Leeds Resident Permit Scheme is implemented in relation to HWSS usage, it is anticipated that an annual saving of around £80k would be realised (although this would be reduced in years if permits were re-issued, due to printing costs).

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 In accordance with the Council's governance procedures, the decisions contained in this report are not eligible to call in. Powers of delegation to the Director for this decision are contained within the scheme under Part 3 of the Constitution. There are no significant legal implications associated with this decision. The report contains no information which is considered confidential or exempt as determined by the Access to Information Procedure Rules within part 4 of the Constitution.

4.6 Risk Management

- 4.6.1 The Leeds Resident Permit Scheme for use of HWSSs is a positive step for residents, and the benefits of sites being used by only Leeds residents will be conveyed through our communication and engagement strategy.

5 Conclusions

Leeds Resident Permit Scheme

- 5.1 The introduction of a Leeds Resident Permit Scheme, from April 2015 has the potential to offer approximately £80k in savings per year by restricting access to HWSS for non-Leeds residents. By sending out permits with Council Tax bills, the costs of postage will be

minimised. By marketing the permit as a 'Leeds Resident Permit Scheme', opportunities to provide additional resident benefits and entitlements can be incorporated at a later date if required.

6 Recommendations

- 1.1. The director is recommended to approve the introduction of a Leeds Resident Permit Scheme in April 2015, as described in the report.

7 Background documents

- 7.1 Equality Impact Assessment (EIA): Leeds Resident Permit Scheme