

INTEGRATED WASTE STRATEGY FOR LEEDS 2005-35

ACTION PLAN 2006/7–2008/9

Policy Links	Improvement Objective	Specific Action	Target			Resources Required	Success will be measured by	Risk Analysis	Responsible Officer
			2006/7	2007/8	2008/9				
EA1 RC2 RC4 WP1 WP4 L1 L2	To use education and awareness to drive up the active participation in waste prevention recycling and composting	Implement 'Recycle us' back to basics campaign aimed at increasing participation in the green bin scheme.	Implement campaign as per timetable	Implement campaign according to timetable	Implement campaign according to timetable	Revenue	Resident surveys	M	Communications Manager
		Develop glass recycling campaign.	Implement campaign			Design resources	Increased participation (including that of target groups)	M	
		Support and guidance on the new WEEE regulations.	Develop fact sheet, use website and provide guidance at HWSSs			Staff for doorknocking	Increased recycling (BVPI 82 a/b)	L	
		Improve communications at all HWS using 'Recycle Us' campaign.	Provision of info at all HWSSs			Media support	Reduced waste growth.	L	
		Develop and implement education programme aimed at hard to reach groups in the City.	Target areas of high contamination	Target other hard to reach groups			Increased levels of glass recycling.	M	
		Develop and implement education programme aimed at students.	Develop and implement campaign				M		

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		Educate children through a campaign provided in schools.	Implement SORT IT campaign	Develop/ implement new campaign Co-ordinate VCS input	Implement campaign			H	
EA2 R1 R4 L1 L2	To provide information to the public on our performance	Implement 'What Leeds will do with its waste?', a campaign to explain the Council's Waste Strategy to the public	Implement as per timetable.			Revenue Media Support	Resident surveys Recycling participation data	L	Communications Manager
EA3 RC2 RC4 L1 L2	To ensure that education and awareness is integrated into all waste management services.	Support the introduction of garden waste collection pilot with 'no garden waste' stickers on black bins. Promote enhanced timber recycling at HWS. Consider education and awareness as part of the service improvement and efficiency review of Environmental Services.	Provide stickers in 5 pilot areas. Provide information and signage	Support further roll out of garden waste collections	Support further roll out of garden waste collections	Revenue Design resources Staff to distribute	Waste composition analysis results Increased timber recycling.	M L L	Communications Manager
EA4 L1 L2	To use the education and awareness programme to help inform future decision making.	Consult on potential future service developments.	To conduct survey and focus groups.	Dependent on future developments	Dependent on future developments	Market research support	Response levels	M	Communications Manager

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EA5 L1 L2 P1	To include appropriate statements on waste in other strategies plans and policies.	Actively participate in the LDF corporate officer group and contribute on waste issues where appropriate. Develop a waste strategy group that links into the corporate climate change board. Contribute to the Council's Environment policy and other relevant documents through the Environment and Community Safety Corporate Priority Board.	Respond according to LDF timetable. Review Waste Strategy group Contribute to the Annual Environmtl Statement	Respond according to LDF timetable. Support Climate Change Working Group Contribute to the Annual Environmtl Statement	Respond according to LDF timetable. Support Climate Change Working Group Contribute to the Annual Environmtl Statement		Successful alignment of relevant policies	M M M	Recycling and Waste Manager
WP1 EA1 WP4 CI1 CI2	To empower consumers and business to prevent waste	Provide information to consumers and business on reducing waste or reusing goods Work with manufacturers, retailers and takeaways to reduce packaging Work with retailers to promote reusable bags	Appoint Waste Prevention Manager	Develop information Establish relationships with key orgs Develop 'Leeds bag'		Revenue for PR/research Promotional products Sponsorship	Reduced waste growth Reduction in waste produced per household/head (BV84)	M VH M	Communications Manager Waste Prevention Manager
WP2 EA1	To target key waste streams for minimisation	Develop sustained campaign to exploit ways in which real nappies can be promoted and made more convenient.	Develop/ implement campaign	Implement campaign Build health service links	Implement campaign	PR Support for related businesses Partnerships with supplier	Reduction in waste produced per household/head (BV84) Waste composition analysis results	H	Waste Prevention Manager Communications Manager Contracts Manager

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		Implementation of Council/provider partnership to support home composting (subject to successful WRAP bid)	Develop/ implement campaign as per WRAP timetable	Implement campaign			Take up of home composters	M	
WP1 L1 L2	To develop schemes to increase the re-use of resources	Explore ways in which more items can be recovered at Household waste sorting sites for reuse Organise reuse events (e.g. skip days)	Increase use through VCS	Develop proposal for off-site sale of items Develop programme	Pilot scheme	Operational capacity PR	Increased reuse and reduction in waste produced per household (BV84)	H M	Waste Prevention Manager Strategy and Development Manager
WP2 WP4 L1 L2	To explore the incentivisation of waste prevention	Pilot financial waste prevention incentive scheme Explore cash back schemes for reuse (e.g. cans and bottles)	Complete trial Dec 2006 Evaluate results and plan roll-out	Complete options appraisal		Cash incentives Sponsorship Collection sites	Increased reuse and recycling (BV82a/b) Reduction in waste produced per household/ head (BV84)	H H	Operations and development Manager
WP1 EA1 L1 L2	To develop innovative promotional initiatives for waste prevention	Design promotional materials (e.g. room furnished from reclaimed items) Organise promotional events (e.g. reuse fashion show)		Design materials Develop programme		Staff time Storage space Materials Partnership with City Centre Management and University/ College	Increased awareness of reduction and reuse	L	Waste Prevention Manager Communications Manager
WP3 CI3 L1	To reduce the level of waste produced by	Use of internal pay by weight contract		Increase no. of sites and		Partnership with Corporate Procurement	Reduction in waste produced by LCC	M	Waste Resources Officer

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	Leeds City Council	Use of procurement to reduce LCC Waste (e.g. printer cartridges) Identification of waste prevention actions through EMAS and ISO 14000	Retain accreditation and continuous imprvmts	Retain accreditation and continuous imprvmts	Retain accreditation and continuous imprvmts	Unit		Waste Prevention Manager Procurement Manager EMAS Officer	
RC1 L1 L2 R4	To increase the provision of kerbside recycling	Extend the provision of kerbside collections of recyclables to households Explore increasing frequency of kerbside collections of dry recyclables	95% of households Complete options appraisal	Make available to city centre flats where possible Implement preferred option	Make available to high rise flats where possible.	Collection round capacity Capacity to include flats and hard to reach properties Revenue funding	% of households with access to kerbside recycling (BV 91) Increased recycling (BV 82a/b)	H VH	Streetscene Services Manager Recycling and Waste manager
RC1 L1 L2 R4	To increase the range of materials collected at the kerbside	Explore the provision of garden waste kerbside collections Introduce additional materials for collection via existing green bins (e.g. glass, tetrapaks, etc.)	Pilot commenced Evaluate MRF procurement options	Evaluate pilot and develop implementation subject to evaluation. Dependent on outcome of options appraisal		Revenue funding Access to appropriate MRF	Increased composting (BV 82b) Increased recycling (BV 82a)	VH VH	Streetscene Services Manager Waste Solution Project Manager Contracts Manager
RC1 L1 L2 R4	To improve the provision of non-kerbside recycling	Redevelop 3 remaining household waste sites (of 11)		Complete East Leeds	Develop project to reach two further	Capital investment ADS	Increased recycling from household waste sites	VH	Recycling and Waste Manager

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	facilities	Review household waste site locations Develop 'bring' site strategy		Complete	communities	contractor Partnership with Development Department	Report on future needs Increased recycling (BV 82a/b)	M L	Contracts manager Strategy and Development Manager
RC3 RC4 L1 L2 MDP4 MDP1	To secure long-term outlets for recyclable materials	Secure long-term sorting capacity for kerbside co-mingled recycling. Secure long-term composting capacity for all garden waste collected. Secure outlets for all other recyclable materials	Complete options appraisal Complete interim tendering exercise	Commence procurement based on option appraisal results. Complete options appraisal Commence procurement based on option appraisal results.	Award contract Commence procurement		Required capacity secured	VH VH H	Recycling and Waste Manager Waste Solution Project Manager Contracts Manager
MDP1 RC3	To stimulate and support new and	Explore potential for provision of business development units		Complete evaluation		Capital, revenue and	Completion of units	H	Waste Solution Project Manager

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L1 L2	emerging businesses	Develop sign posting to business support		Identify support orgs and resources.	Publish guide.	management costs for land/buildings Partnerships with support organisations. PR costs	Increased local businesses working in reuse, recycling and reprocessing	M	Waste Prevention Manager
MDP1 MDP4 RC3	Increase local markets for reuse, recycling and reprocessing	Work with Economic Development, RAY, WRAP and any other appropriate bodies	Identify and establish contact networks	Develop shared work programme			Increased number of local businesses	H	Waste Prevention Manager
MDP1 MDP4 RC3	To increase local reprocessing capacity	Identify and attract major reprocessors	Identify national distribution of reprocessors	Complete gap analysis of provision	Prepare prospectus	Support from Economic Development	Increase in local reprocessing provision	H	Recycling and Waste Manager
MDP1 MDP4 RC3	To identify key waste streams and match materials with existing businesses	Identify suitable manufacturers and work with them to use raw materials collected by LCC Complete composition analysis of kerbside collections and household waste sites	Complete comp analyses	Agree programme and priorities Complete comp analyses	Identify and approach key companies	Partnership with RAY Consultants/ agency staff for composition analysis	Increased reuse and recycling and increased range of materials dealt with	H M	Recycling and Waste Manager Strategy and Development Manager
MDP2 MDP3 MDP1 WP1	To increase the use of recycled products	Develop portal to signpost organisations to sources of recycled products Identify opportunities for promotion and placement of recycled products		Identify products	Publish information and links on website Identify opportunities for		Increased sales of products	M	Waste Prevention Manager

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					product placement on (media, etc)				
MDP1 MDP4 WP4	To support social enterprise and the voluntary and community sectors	Reserve areas of reuse, recycling and reprocessing for these sectors where appropriate Develop charter for working with these sectors Develop community sector contracts and procurement procedures.	Develop VCS contracts	Establish areas to be reserved Complete charter Establish procurement procedures	Ongoing review Contracts awarded	Partnership with CRN and other support networks Partnership with Corporate Procurement Unit	Increased schemes operated by social enterprise, and community and voluntary sectors	L L L	Recycling and Waste Manager Contracts Manager Procurement Manager
MDP2 CI3	To increase the use of recycled materials within the Council	Establish effective procurement systems to ensure use of recycled products where appropriate Increase awareness of benefits of buying recycled Identify suitable products for use within the Council Use of EMAS and ISO 14000 to target reuse and use of recycled products	Maintain EMAS/ ISO 14001	Procurement systems developed Develop information campaign Analyse resources used Maintain EMAS/ ISO 14001	Ongoing Target alternative provision to key areas Maintain EMAS/ ISO 14001		Increased LCC use of recycled materials	M L L L	Contracts Manager Procurement Manager Waste Resources Officer EMAS Officer
MDP4 RC3 L1	To explore markets for recycling or	Work with contractor to find markets for residues	Include in contract spec		Award contract		Reduced waste to landfill (BV82d)	H	Recycling and Waste Manager

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L2	processing of waste management residues								
P1 EA5	To ensure that appropriate waste management provision is made within the local planning framework	Identify and secure sites for municipal waste management facilities Identify potential sites for recycling and reprocessing businesses	Identify sites for municipal facilities	Secure sites for municipal facilities Start preparation of Waste DPD	Complete EIA Submit draft DPD for inspection	Technical advisors/EIA consultants Capital for land purchase	Waste DPD on schedule Land secured Availability of recycling facilities	VH	Recycling and Waste Manager Strategy and Development manager Waste Solution Project Manager
P1 EA5	To ensure that Planning policy supports sustainable waste management	Ensure that development control criteria require adequate recycling provision, particularly in flats and major developments Ensure the promotion within Planning policy of sustainable waste management, particularly recycling in construction and the use of sustainable products	Ensure inclusion in planning criteria and automatic consultation	Develop site waste action plan monitoring		Partnerships with RAY and Economic Development	Recycling by developers Use of sustainable products	H	Recycling and Waste Manager Streetscene Operations Manager Minerals and Waste Planning Officer
R2 R4 L1 L2	To undertake a successful procurement process for the delivery of the recovery solution	Secure PFI funding to support delivery of an Energy from Waste facility and transfer station Tender treatment contract and associated services to secure private sector partner.	Submit EoI	Submit OBC Commence procurement	Award contract	Consultancy PPPU support	PFI credits approved Financial close of contract	H VH	Waste Solution Project Manager
R2 R4 P3	To explore maximum integration of	Explore development of a Sustainable Energy and Resource Park	Conduct site selection	Evaluate short list of site options		Consultancy Partnership with	Availability of facilities	VH	Recycling and Waste Manager

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	waste facilities		exercise	Identify potential partners		Development Department			
R3 R4 L1 L2	To complete a detailed environmental assessment of proposals for an Energy from Waste facility	Complete Environmental Impact Assessment (EIA)	Commission EIA	Complete preliminary site evaluation	EIA completed	Consultancy	Completion of EIA as per timetable	VH	Waste Solution Project Manager
R1 EA2	To provide regular, timely and appropriate information to the public on the delivery of the recovery solution	Deliver a publicity campaign on the results of consultation, implementation and site selection Provide current information to the public on performance of recovery facilities (e.g. on internet)	Develop and implement comms plan	Implement comms plan Include requirement to publish information in contract	Implement comms plan	PR Revenue funding	Public feedback	VH M	Waste Solution Project Manager Communications Manager Contracts Manager
EF1 EF2 WP1 RC1 L1 L2	To develop a range of enforcement policies and measures to support waste minimisation and recycling	Evaluate best practice in other authorities, using fixed penalties notices as the final sanction until this has been completed. Identify policies to support implementation of kerbside collection service developments (e.g. side waste, contamination, compulsory kerbside recycling, day of presentation of bins)	Conduct benchmarking exercise Identify options Gain approvals	Develop and agree policies Implementation subject to approval			Increased participation in kerbside recycling. Increased recycling (BV 82a/b) Reduced contamination versus no of notices, warnings and prosecutions		Head of Enforcement

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EF1 EF2 RC1 L1 L2	To develop the enforcement of existing environmental policies to support Waste Strategy objectives	<p>Ensure compliance with duty of care and waste carriers regulations</p> <p>Enforcement of flytipping legislation</p> <p>Promote the tidy business standard (TBS) and 'food on the go' standard</p> <p>Co-ordination of planned enforcement with education and awareness campaigns.</p>	<p>Develop DVD to encourage adoption of TBS</p> <p>Exploit 'name and shame' policy</p> <p>Establish dedicated post</p> <p>Develop business links</p> <p>Integrate into education comms plan</p>				<p>No. of companies awarded TBS</p> <p>No. of fly tips (BV 199)</p> <p>Increased recycling (BV 82a/b)</p> <p>Increased participation</p>		Head of Enforcement
CI1	Work with stakeholders to promote the sustainable management of commercial and industrial waste	<p>Develop resources to support commercial waste prevention and recycling.</p> <p>Work with the private sector to facilitate the provision of recycling facilities and collections.</p>	<p>Secure resources</p> <p>Evaluate Defra WS 2006 review</p> <p>Identify potential partners.</p>	<p>Develop project plan.</p> <p>Promote benefits and available support</p>		<p>Revenue funding</p> <p>Support of partners</p> <p>Capital funding</p>	<p>Increased recycling of C&I waste</p> <p>Reduced levels of waste per business/per £ of value added.</p>	<p>H</p> <p>H</p> <p>M</p>	<p>Recycling and Waste Manager</p> <p>Waste Prevention Manager</p>

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		Incorporate recycling facilities for SME's at the redeveloped East Leeds transfer station.	Commence work on site.	Complete work on site.					
CI2 WP4	Lobby for the prevention of waste.	<p>Lobby waste producers to reduce packaging on consumer goods, and produce products that last longer and that are recyclable once they reach the end of their life.</p> <p>Lobby Government to introduce regulations or incentives that encourage waste producers to reduce packaging on consumer goods, and produce products that last longer and that are recyclable once they reach the end of their life.</p> <p>Respond to Government's Waste Strategy review consultation.</p>	<p>Identify key actions desired. Identify best means of canvassing support.</p> <p>Identify lobbying partners and develop register of interests</p> <p>Submit response</p>	<p>Canvass appropriate producers.</p> <p>Canvas Govt</p>		Desired actions achieved.	H H L	Recycling and Waste Manager	
CI4	Improve our data on commercial and industrial waste.	To work with the Environment Agency to improve the data we hold on C&I waste and make better use of its analysis.	Collate available data.	Apply data analysis to support work in this area.		Staffing EA support	Availability of relevant data	L	Strategy and Development Manager