

**INTEGRATED WASTE STRATEGY FOR LEEDS 2005-35**  
ACTION PLAN 2006/7–2008/9

IWS 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.  Glass recycling campaign.  Support and guidance on the new WEEE regulations.  Improve communications at all HWS using 'Recycle Us' campaign.  Implementation of Council/provider partnership to support home composting (subject to successful WRAP bid)  Create 2 year sustained Real Nappy campaign.	Develop campaign Implement campaign according to timetable.  Implement campaign  Develop fact sheet, use website and provide guidance at HWS  Provide information boards  Develop full campaign plan Implement campaign  Develop campaign	Implement campaign according to timetable      Implement campaign      Implement campaign  Build links	Implement campaign according to timetable               Implement campaign	Revenue Design resources Staff for door knocking Media support	Increased awareness  Increased participation (including that of target groups)  Increased recycling  Reduced waste growth.  Increased levels of glass recycling.	M  M  L  L  H  H	Communications Manager

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			2006/7	2007/8	2008/9				
		<p>Develop and implement education programme aimed at hard to reach groups in the City.</p> <p>Develop and implement education programme aimed at students.</p> <p>Educate children through a campaign in provided in schools.</p>	<p>Target areas of high contamination</p> <p>Develop and implement campaign</p> <p>Implement SORT IT campaign with BTCV and Ground-work</p>	<p>with health service Target other hard to reach groups</p> <p>Develop new campaign and implement Co-ordinate efforts of groups active in this area</p>	<p>Implement campaign</p>			<p>M</p> <p>M</p>	
EA2 R1 R4 L1 L2	To provide information on how well we are doing.	'What Leeds will do with its waste', a campaign to explain the Council's waste strategy to the public	Implement according to timetable.			Revenue Media Support	Increased public awareness	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.	Provide stickers in 5 pilot areas.	Support further roll out of garden waste collections	Support further roll out of garden waste collections	Revenue Design resources Staff to distribute	<p>Increased composting.</p> <p>Increased timber recycling.</p>	M	Communications Manager

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			2006/7	2007/8	2008/9				
		<p>Promote enhanced timber recycling at HWS.</p> <p>To consider education and awareness as part of the service improvement and efficiency review of Environmental Services.</p>	<p>Provide information and signage at HWS.</p> <p>Provide communications plans for alternative .</p>					<p>L</p> <p>L</p>	
EA4 L1 L2	To use the education and awareness programme to help inform future decision making.	To consult on potential future service developments.	To conduct survey and focus groups.			Market research support	Reaching required response levels.	M	Communications Manager
EA5 L1 L2 P1	To include appropriate statements on waste in other strategies plans and policies.	<p>To actively participate in the LDF corporate officer group and contribute on waste issues where appropriate.</p> <p>To develop a waste strategy group that links into the corporate climate change board.</p> <p>To contribute to the Council's Environment policy and other relevant documents through the</p>	<p>To respond according to LDF timetable.</p> <p>To review waste strategy group and implement change.</p> <p>To contribute to the annual</p>	<p>To respond according to LDF timetable.</p> <p>To support corporate climate change board.</p> <p>To contribute to the</p>	<p>To respond according to LDF timetable.</p> <p>To support corporate climate change board.</p> <p>To contribute to the</p>	Staffing		<p>M</p> <p>M</p> <p>M</p>	Recycling and Waste Manager

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IWS Policy Links	Improvement Objective	Specific Action	Target			Resources Required	Success will be measured by	Risk Analysis	Responsible Officer
			2006/7	2007/8	2008/9				
		Environment and Community Safety Corporate Priority Board.	statement of the environment	annual statement of the environment	annual statement of the environment				
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				Revenue for PR/research  Promotional products  Sponsorship	Reduced waste growth and reduction in waste produced per household	M  VH  M	Communications Manager  Waste Prevention Manager
WP2 EA1	To target key waste streams for minimisation	Explore the ways in which real nappies can be promoted and made more convenient.  Promote home composting and provide access to low cost composters				PR  Support for related businesses  Partnerships with supplier  Officer time	Reduction in nappies going to landfill  Reduction in waste collected per household	H  M	Waste Prevention Manager  Communications Manager  Contracts Manager
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				Operational capacity PR	Increased reuse and reduction in waste produced per household	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	Complete trial Dec 2006			Cash incentives Sponsorship Collection	Increased reuse and recycling  Reduction in	H  H	Operations and development Manager

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			2006/7	2007/8	2008/9				
		for reuse e.g. cans and bottles				sites	waste produced per household		
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				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 Leeds City Council	Use of internal pay by weight contract  Use of procurement to reduce LCC Waste e.g. printer cartridges  Identification of waste prevention actions through EMAS and ISO 14000				Partnership with Corporate Procurement Unit	Reduce waste produced by LCC	M	Waste Resources Officer  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.	Make available to high rise flats where possible.	Collection round capacity  Capacity to include flats and hard to reach properties	100% of households  Increased recycling	H  VH	Streetscene Services Manager  Recycling and Waste manager

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IWS Policy Links	Improvement Objective	Specific Action	Target			Resources Required	Success will be measured by	Risk Analysis	Responsible Officer
			2006/7	2007/8	2008/9				
						Revenue funding			
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 procurement options	Evaluate pilot. Develop implementation plan subject to evaluation  Award contract		Revenue funding  Access to appropriate MRF	Increased composting  Increased recycling	VH  VH	Streetscene Services Manager  Waste Solution Project Manager  Contracts Manager
RC1 L1 L2 R4	To improve the provision of non-kerbside recycling facilities	Redevelop 3 remaining household waste sites (of 11)  Review household waste site locations  Develop 'bring' site strategy	   Complete	Complete East Leeds  Complete	Develop project for further 2 sites in communities not currently served by redeveloped sites.	Capital investment  ADS contractor  Partnership with Development Department	Increased recycling from household waste sites  Report on future needs  Increased recycling	VH  M  L	Recycling and Waste Manager  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	Complete options appraisal	Commence procurement based on option appraisal results.	Award contract			VH  VH	Recycling and Waste Manager  Waste Solution Project Manager

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			2006/7	2007/8	2008/9				
		composting capacity for all garden waste collected.  Secure outlets for all other recyclable materials	Develop procurement timetable  Carry out options appraisals (where necessary)  Commence procurement (as per timetable)	Complete options appraisal  Commence procurement based on option appraisal results.  Carry out options appraisals  Commence procurement  Award contracts	Carry out options appraisals  Commence procurement  Award contracts			H	Contracts Manager
MDP1 RC3 L1 L2	To stimulate and support new and emerging businesses	Establish business development units  Sign posting to business support		Establish JVC  Identify support orgs and resources.	Build units  Publish guide.	Capital, revenue and management costs for land/buildings  Partnerships with support organisations.	Completion of units  Increased local businesses working in reuse, recycling and reprocessing	H  M	Waste Solution Project Manager  Waste Prevention Manager

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IWS Policy Links	Improvement Objective	Specific Action	Target			Resources Required	Success will be measured by	Risk Analysis	Responsible Officer
			2006/7	2007/8	2008/9				
						PR costs			
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		Establish JVC	Build facilities	Acquisition of SERP site and identification of further sites in LDF in conjunction with Economic Development	Operation of reprocessors	H	Recycling and Waste Manager
MDP1 MDP4 RC3	To identify key waste streams and match materials with existing businesses	Complete composition analysis of kerbside collections and household waste sites  Identify suitable manufacturers and work with them to use raw materials collected by LCC	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  Product placement		Identify products  Publish information and links on website.	Identify opportunities for product placement on (media, etc)		Increased sales of products	M	Waste Prevention Manager

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			2006/7	2007/8	2008/9				
MDP1 MDP4 WP4	To support social enterprise and the community and voluntary 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.		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  Ongoing	Ongoing		Increased use of recycled materials	M  L  L  L	Contracts Manager  Procurement Manager  Waste Resources Officer  EMAS Officer
MDP4 RC3 L1 L2	To explore markets for recycling or processing of waste management residues	Work with contractor to find markets for residues	Include in contract spec	Award contract	Work with successful bidder		Reduced waste to landfill	H	Recycling and Waste Manager

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			2006/7	2007/8	2008/9				
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 Sustainability Appraisal  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				Partnerships with RAY and Economic Development	Recycling by developers  Use of sustainable products	H	
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  Complete Sustainability appraisal  Tender recovery contract and associated services to secure private sector partner.	Submit EoI	Submit OBC  Completed  Commence procurement process		Consultancy  PPPU support  Consultancy	PFI credits approved  Approved sustainability appraisal Financial close of contract	H  H  VH	Waste Solution Project Manager
R2	To explore	Explore development of a		Establish		Consultancy	Availability of	VH	Recycling and

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R4 P3	maximum integration of waste facilities	Sustainable Energy and Resource Park		JVC		Partnership with Development Department	facilities		Waste Manager
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		EIA completed	Consultancy		VH	Waste Solution Project manager
R1 EA2	To provide regular, timely and appropriate information to the public on the delivery of the recovery solution	<p>Deliver a publicity campaign on the results of consultation, implementation and site selection</p> <p>Provide current information to the public on performance of recovery facilities (e.g. on internet)</p>	Develop and implement comms plan	Implement comms plan	Implement comms plan	PR  Revenue funding	Public feedback	VH  M	<p>Waste Solution Project Manager</p> <p>Communications Manager</p> <p>Contracts Manager</p>
EF1 EF2 WP1 RC1 L1 L2	To develop a range of enforcement policies and measures to support waste minimisation and recycling	<p>Evaluate best practice in other authorities, using fixed penalties notices as the final sanction until this has been completed.</p> <p>Identify policies to support implementation of kerbside collection service developments (side waste, contamination, compulsory</p>	<p>Identify options</p> <p>Gain approvals</p>	<p>Implementation subject to approval</p>			<p>Increased participation in kerbside recycling.</p> <p>Increased levels of recycling.</p> <p>Reduced contamination</p>		Head of Enforcement

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			2006/7	2007/8	2008/9				
		kerbside recycling, day of presentation of bins)					versus no of notices, warnings and prosecutions		
EF1 EF2 RC1 L1 L2	To develop the enforcement of existing environmental policies to support Waste Strategy objectives	<p>Enforce duty of care and waste carriers regulations</p> <p>Enforcement of fly tipping legislation</p> <p>Promote the tidy business standard 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>						Head of Enforcement
CI1	Work with stakeholders to promote the sustainable waste 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>Incorporate recycling facilities for SME's at the</p>	<p>Identify potential partners.</p> <p>Identify potential partners.</p> <p>Commence work on</p>	<p>Develop project plan.</p> <p>Develop project plan</p> <p>Complete work on</p>		<p>Revenue funding</p> <p>Support of partners</p> <p>Capital funding</p> <p>Staffing</p>	<p>Increased recycling of C&amp;I waste</p> <p>Reduced levels of waste per business or 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>

