

SUBJECT:	Re-Use Shop at Llanfoist Household Waste Recycling Centre
MEETING:	Cabinet
DATE:	January 10th 2018
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

To update Council on progress of the Re-Use shop at Llanfoist Household Waste Recycling Centre (HWRC).

2. RECOMMENDATIONS

- 1.1 Cabinet approve this report and allow Head of Waste and Street Services to progress the Service Level Agreement with Homemakers and Cabinet Member for County Operations.

3. KEY ISSUES

- 3.1 Public satisfaction surveys consistently show that local people support the principle of a re-use shop in Monmouthshire, have suitable items to donate, and would use a shop of this nature. A successful re-use shop will establish the idea that HWRCs are places where re-use and recycling are the primary focus, rather than disposal. Re-use shops can create new

wealth and are a very tangible element of the circular economy. With a collaborative approach, they can be innovative and supporting of a diverse community, providing paid and volunteer career opportunities.

- 3.2** Establishing a re-use shop at Llanfoist has formed part of Waste and Street Services Service Improvement Plan (SIP) for the last 3 years.
- 3.3** Procurement and contract negotiations are underway for the Transfer Stations and HWRCs, so an onsite re-use shop will be an additional and complimentary facility that can be achieved in tandem with the new contract. Llanfoist has been selected as the site most suitable for a 1 year trial re-use shop.
- 3.4** Outline planning advice was sought on the proposed land at the rear of Llanfoist HWRC. Full planning permission is not required, and we are working with Building Control to ensure the development is of an acceptable standard. Procurement of a suitable demountable style building of 10m x 6m was completed in early 2017 as part of a package to procure additional office space.
- 3.5** Our current contract with Homemakers for the delivery of bulky waste services, recycling and reuse is the result of a Service Level Agreement (SLA) partnership approach. This partnership approach with Homemakers is the ideal vehicle for operating a re-use shop at Llanfoist on a trial basis. Homemakers Board is keen to build on and further develop a draft operating model.
- 3.6** The shop will have a sales area, staff toilet, till and computer. It will be staffed with the manager and at least one volunteer. It will be open two mornings per week during the twelve month trial. The restricted operating hours will keep public vehicles and Viridor HGVs separate on the access road.
- 3.7** Viridor staff will work closely with the manager and MCC to divert suitable re-usable items away from the skips at the HWRC. Items for sale will mainly consist of wooden furniture, bric a brac and bikes (sold for spares and repairs). No electrical items or safety items (eg child car seats) will be sold.
- 3.8** Homemakers will operate an 'open book' so that the sales and revenue generated are transparent for all parties to monitor its success and inform the basis of a more permanent future contract after the initial trial period.

4 OPTIONS APPRAISAL

- 4.1** Waste and Street Service Officers visited many Re-use shops and looked at the wide variety of operational delivery models. Whilst there were advantages and disadvantages for all the models there appears to be a growing number of Councils working with third sector community partners and charities in delivering these services. Whilst there are advantages to operating the service in-house in terms of maximising income generation these are far outweighed when compared to the community sector's experience in operating reuse facilities and the ability to secure funding for training and development of volunteer placements.
- 4.2** We investigated the possibility of establishing the Re Use shop at one of our other HWRC sites, but only Five Lanes and Llanfoist have sufficient space to accommodate this type of facility. Five Lanes was discounted due to other works that are programmed at the site in the short term. Should the trial shop at Llanfoist be successful we would look to open a second shop at Five Lanes in the future.
- 4.3** Operating hours are a key component of success. The core focus of the HWRC's must always be a safe and efficient route for residents to dispose of household materials for recycling and treatment and it is important that the shop does not detract or interfere with this objective. We will review the operating model over the trial period and if there is sufficient capacity, customers and it is safe to do so, we can increase the opening hours.

5 EVALUATION CRITERIA

- 5.1** See appendix 1

6 REASONS

- 6.1** Establishing a re-use shop at Llanfoist Household Waste Recycling Centre with our partners Homemakers Community Recycling will demonstrate the Council's deep commitment to the environment and will also show that we have listened to our residents. To produce a Service Level Agreement with Homemakers, initially as a one year trial - evaluated in 2018, will allow an informed profit share contract to be drawn up for the project's future trading.
- 6.2** The public have said consistently over many years that there should be a way of diverting good re-usable items from the general waste skips. In recent surveys they have reiterated and confirmed their support for a HWRC re-use shop.

- 6.3** A successful re-use shop at Llanfoist will cement the concept of HWRCs being places where materials and resources are valued through re-use and recycling. Re-use shops can generate new wealth and are a very tangible element of the circular economy. Collaborative and creative in their approach, re-use shops can also create both paid and volunteer opportunities.
- 6.4** Homemakers and their Board have been consulted on the proposal and are keen to build on and further develop an SLA operating model for the trial year, following Cabinet approval.
- 6.5** The Re-Use shop will extend the educational activities currently on offer to schools and community groups at the One Planet Centre, which is within walking distance of the shop site.
- 6.6** A Report to Strong Communities Committee in November 2017 was well received and suggestions from that committee and Cabinet will be addressed through the initial trial period SLA.

7 RESOURCE IMPLICATIONS

- 7.1** The shop manager post will be underwritten by MCC for the trial period, and they will be employed by Homemakers Community Recycling. This provides a low risk venture for Homemakers. Income from sales will be used to offset MCC costs and all remaining profit will be retained by Homemakers to reinvest in the re-use project. There will be an element of managerial costs for Homemakers that are not built into the model but will be built into the SLA.
- 7.2** The trial in 2018/19 will be monitored closely and will result in a further recommendation to Cabinet for 2019/20 on the way forward. The projected income sharing mechanism in Table 5.1 suggests a 50/50 share after operating costs are deducted.

7.3

2016/17	Expenditure	Projected Income
	Building £20,000	n/a
2017/18	Expenditure	Projected Income

	Groundworks £12,000	n/a
2018/19	Expenditure	Projected Income
	Staff Contribution £8,000 (should be recouped from income)	£20,800 + £3,200 of diverted disposal costs
2019/20	Expenditure	Projected Income
	Increased opening hours if successful.	£40,000 income minus running costs £25,000 Suggested 50/50 profit share MCC & Homemakers giving MCC potential £7,500

7.4 Funding for all aspects of the spending on the Re-Use shop to date have been secured from the annual Welsh Government ESD (Environment and Sustainable Development) grant.

7.5 It is anticipated that 40 tonnes of re-usable materials will be diverted away from landfill, offering an additional saving in disposal costs of £3,200 in Year 1.

8 FUTURE GENERATIONS and EQUALITY ASSESSMENT:

Well-being and Future Generations Assessment

Name of the Officer Carl Touhig, (Interim) Head of Waste & Street Services	Please give a brief description of the aims of the proposal To develop a Reuse facility at Llanfoist HWRC
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Phone no: 07580362121/ 01633 644135 E-mail: carltouhig@monmouthshire.gov.uk	
Name of Service Waste & Street Services	Date Future Generations Evaluation October 2018




8.1 Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.



Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs	A reuse shop provides income and wealth generation as well as employment and training opportunities, voluntary and paid.	Work with third sector and others to maximize volunteer placement opportunities.
A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)	Reusing goods and resources, potentially reducing the need for new products. The re-use shop will contribute to the circular economy.	Low impact building with potential for solar panels, minimal groundworks. Newt survey completed. Development of further facilities at Five Lanes if this trial is successful.

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A healthier Wales</p> <p>People’s physical and mental wellbeing is maximized and health impacts are understood</p>	<p>Volunteer placements provide valuable opportunities to improve health and well-being. There is a feel good factor when items are saved from the skips and prevented from becoming waste.</p>	<p>Volunteer opportunities will be maximized through Homemakers and community links further developed. Social interaction.</p>
<p>A Wales of cohesive communities</p> <p>Communities are attractive, viable, safe and well connected</p>	<p>Providing low cost goods to families on low incomes. Reusing materials that would otherwise be disposed of. Providing another outlet for used household items.</p>	<p>More potential for positive social interaction. Connecting people from different backgrounds. Attracting community projects and creative types. Working with trading standards to ensure safe sales of goods.</p>
<p>A globally responsible Wales</p> <p>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The proposal is strongly linked to Wales’ global goals of becoming a circular economy nation where resources are maximized and our global footprint is reduced.</p>	<p>Leading by example, ensuring our waste is dealt with in accordance with the waste hierarchy: Reduce – Re-use - Recycle</p>

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A Wales of vibrant culture and thriving Welsh language</p> <p>Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>Reuse shops provide a wide range of goods that can be repurposed, and upcycling and shabby chic offer great opportunities to experiment with art and creativity.</p>	<p>Work with local community to promote the facility and maximize creative opportunities.</p> <p>All signs will be bilingual to promote our language and culture.</p>
<p>A more equal Wales</p> <p>People can fulfil their potential no matter what their background or circumstances</p>	<p>Provides wealth and income opportunities for local residents. Returns valuable, worthwhile items back into the community.</p>	<p>This project will be open and accessible to local residents of all backgrounds and can provide volunteer opportunities that will build confidence and skills.</p>

8.2 How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The reuse facility will be a trial project with the long term aim of developing this and another shop at Five Lanes.</p> <p>The smaller HWRC sites at Usk and Mitchel Troy should also be able to contribute their saleable goods to the larger facilities.</p>	<p>Working closely with Viridor and Homemakers to develop a robust business opportunity and viable project.</p>
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>Working closely with third sector partners Homemakers.</p>	<p>The project will be open and collaborative, actively seeking to work with other interested organisations.</p>
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Discussions with Viridor and Homemakers to develop this project. Talking and listening to residents, staff, council members and school children.</p>	<p>Establishing this project will be evidence that we as a council, have listened to what residents of all ages and backgrounds have said.</p>

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>This whole change is about making things better and creating a fairer and more equitable world where resources are maximized and the circular economy is promoted</p>	<p>The re-use shop will make a firm statement that it is not good to be wasteful – that we need to be more prudent with our precious resources.</p>
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	<p>Reducing waste, providing low cost goods, providing employment opportunities and the generation of wealth from waste. Re-using and repurposing goods saves more energy and resources from being used in the manufacturing and transporting of new goods.</p>	<p>People will be at the heart of this project. The re-use shop will show that MCC has listened to common sense suggestions from residents. This project will be economically viable, realising an otherwise lost resource.</p>

8.3 Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The re-use shop will be accessible to all.	None	
Disability	The re-use shop will be accessible to all.	None	
Gender reassignment	None	None	
Marriage or civil partnership	None	None	
Race	The re-use shop will be accessible to all.	None	
Religion or Belief	The re-use shop will not discriminate on religious grounds	None	
Sex	The re-use shop will not discriminate on gender	None	
Sexual Orientation	None	None	
Welsh Language	All signage will be bilingual Welsh/English	None	

8.4 Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance note

<http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Staff and volunteers will be required to undertake a CRB check as appropriate to the role	None	
Corporate Parenting	The proposals do not affect individuals and thereby do not affect or impact on the Council's corporate parenting and safeguarding duties.	None	

9. CONSULTEES

Consultation with Viridor, Homemakers, residents and council members.

Review of similar facilities across Wales and the UK.

9 SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

Initially the proposal looked to operate the facility in-house but in completing the form and discussing with stakeholders the agreed way forward with the third sector is infinitely more practical and clearly demonstrates the Council's commitment to empowering the third sector to generate wealth and income and support their local communities.

10 Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
Develop robust SLA	Winter 2017	WSS and Homemakers	Reported through SIP, Single Member, Stronger Communities Select Committee

11 Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Further review and consultation with Cabinet Member, Viridor and Homemakers
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Appendix 1

Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

Title of Report:	Re-Use Shop at Llanfoist Household Waste Recycling Centre
Date decision was made:	
Report Author:	Carl Touhig

What will happen as a result of this decision being approved by Cabinet or Council?
What is the desired outcome of the decision? What effect will the decision have on the public/officers?
<ul style="list-style-type: none"> • Establish the concept of Re Use in Monmouthshire • Establish a Re Use shop at Llanfoist • Increased public satisfaction with County Council services • Additional educational opportunities about circular economy and re-use

What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?
Think about what you will use to assess whether the decision has had a positive or negative effect: Has there been an increase/decrease in the number of users Has the level of service to the customer changed and how will you know If decision is to restructure departments, has there been any effect on the team (e.g increase in sick leave)
<ul style="list-style-type: none"> • Number of users/customers • Income from sales of re-used items • Result of satisfaction surveys of shop users • Weight of items diverted from waste stream • Volunteer hours completed, and turnover of volunteers

What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?								
Give an overview of the planned costs associated with the project, which should already be included in the report, so that once the evaluation is completed there is a quick overview of whether it was delivered on budget or if the desired level of savings was achieved.								
<table> <tr> <td>Capital cost of establishing the shop</td> <td>£32,000</td> </tr> <tr> <td>Contribution to staff cost</td> <td>£8,000</td> </tr> <tr> <td>Projected disposal cost saving yr 1</td> <td>£3,200</td> </tr> <tr> <td>Projected income yr 1 (2018/19)</td> <td>£20,800</td> </tr> </table>	Capital cost of establishing the shop	£32,000	Contribution to staff cost	£8,000	Projected disposal cost saving yr 1	£3,200	Projected income yr 1 (2018/19)	£20,800
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