

Resource Use Policy

Executive of the Council

12 September 2000

1 Purpose of report

This report proposes the establishment of a Resource Use Policy for the Council, addressing purchasing and waste minimisation within the context of the Council's eco-efficiency exercise.

2 Summary

- 2.1 The Council is a major consumer
- 2.2 of supplies, spending over £1,520,000 per annum on stationery products, including £350,000 on paper and around £500,000 per annum on office furniture. The Council spent at least £661,000 on general waste uplift in 1999-2000. (This is an indicative figure based on internal recharging information and Central Purchasing Unit (CPU) figures).
- 2.2. The Council can achieve environmental and cost efficiencies through reductions in consumption, and purchasing products with the least impact on the environment. Removal of as much waste as possible from the main waste stream and replacing general disposal with other methods such as recycling can also help. With regard to waste minimisation, real financial savings to the Council can only be achieved where the tonnage disposed to landfill is reduced.
- 2.3 The proposed policy focuses on encouraging reduced and less environmentally harmful purchasing; improving monitoring of costs and quantities where possible; establishing the most efficient and cost effective methods of waste uplift for departments; encouraging removal of waste from the main waste stream through recycling and recovery and increasing awareness of resource use issues.
- 2.4 This will be the first time the Council has combined purchasing with waste as part of the same policy. An action plan to implement the proposed policy indicates the range of activities required, and will be implemented in partnership with other specialist agencies.

3 Main report

- 3.1 The Policy and Resources Committee agreed in February 2000 to introduce eco-efficiency measures into the budget review process. Eco-efficiency measures are both cost effective and attempt to minimise detrimental effects on the environment, with the most common examples relating to energy, water, waste, purchasing and transport. Policies, guidance notes and reduction targets are therefore being established within each of these areas.
- 3.2 Efficiencies can be achieved in the Council's use and disposal of resources. The resource use policy therefore focuses on resource consumption and waste minimisation and identifies:
- current costs and practices;
 - measures to reduce consumption and increase the proportion of items purchased which are less detrimental to the environment;
 - measures to minimise waste and disposal costs;
 - means to implement and monitor these measures.
- 3.3 The established waste hierarchy is first to:
- reduce, then
 - re-use, followed by
 - recover value (recycle, compost, energy recovery), and finally
 - dispose.
- 3.4 The policy adopts this hierarchy, and will apply it to commonly used items in the Council, in the first instance such as:
- paper
 - printer toner cartridges
 - electronic and telecommunications equipment
 - drink cans
 - timber
 - office furniture
 - fluorescent light bulbs, and
 - batteries.

Current Costs and Practices - Purchasing

- 3.5 The CPU arranges contracts to a value of £55 million per annum on behalf of its customers and purchasing partners. Contracts cover items ranging from general stationery to vehicle parts. In the CPU code of best purchasing practice there is special reference to environmentally friendly products, and in the evaluation of tenders, environmental criteria can be taken into account.

- 3.6 Relevant budget headings under supplies and services such as printing and stationery and equipment/ furniture/ materials, will be looked at in detail regarding purchasing costs (where appropriate) and for promoting good practice across the Council. There will be a particular focus on paper consumption, the implementation of the Council's paper policy and the volume of paper recycled.

Current Costs and Practices - Waste

- 3.7 The Council spent at least £661,000 on internal waste uplift in 1999 - 2000. There are many methods of waste uplift and a variety of service suppliers. The Council's Department of Environmental and Consumer Services provides the bulk of waste disposal services which cost approximately £568,000 representing about 86% of the total disposal costs. This service is provided to 455 internal customers, and includes skips, paladin and wheeled bins and sacks.
- 3.8 The Central Purchasing Unit (CPU) arranges a contract annually for skip hire, on which Council departments spent around £21,000 in 1999 - 2000, representing about 3% of total waste disposal costs. The CPU also arranges a contract for shredding and recycling paper, and recycling aluminium cans. Although this accounts for approximately only £8,000 or less than 1% of waste disposal costs, it is not clear what the split in costs is between shredding and recycling. In addition, recycling paper is cheaper than general waste disposal, therefore costs alone are not an effective indicator of what percentage waste is being recycled. The Council also spends at least £64,000 per annum on other waste contracts. This equates to around 10% of total spend on waste disposal.
- 3.9 Exact figures and data for the Council's waste disposal costs and quantities are not available. The revenue budget heading for waste (refuse disposal) under premises costs is not currently used consistently across the Council, and therefore there is no overall annual figure for expenditure on refuse disposal. The costs cited in this report are therefore based on a combination of internal recharging figures from the Department of Environmental and Consumer Services for trade waste and the costs of contracts with external suppliers.
- 3.10 While some tonnages and uptake of the Council's smaller contracts can be quantified, the trade waste collections are not currently weighed separately. A report to the Environmental Services Committee in February 2000 on the Revision of Trade Waste Charges noted that a comprehensive review of the Trade Waste System would be reported by August 2000, including consideration of the provision of services on a charging by weight basis.
- 3.11 With regard to waste disposal costs and volumes, real financial savings to the Council can only be made where the tonnage disposed to landfill is reduced.
- 3.12 Detailed actions promoting good practice are outlined in the action plan in Appendix 2. At all times the development of good practice will complement and reinforce existing relevant Council policies.

National Policy Context

- 3.13 The National Waste Strategy was published by the Scottish Environment Protection Agency (SEPA) in December 1999. The strategy is written within the context of the EU Landfill Directive, which includes the legislative target to reduce biodegradable municipal waste going to landfill to 75% of baseline levels (1995) by 2006; to 50% by 2009 and to 35% by 2016.
- 3.14 SEPA is co-ordinating the development of area waste plans. The Council is participating in the development of a Lothian and Borders Area Waste Plan. This will address waste levels, transportation of waste, and waste disposal options. Along with guidance pending from SEPA and COSLA for local authorities on integrated waste management plans, the plan will inform the Council's integrated waste and recycling developments over the next few years.
- 3.15 The Council's Integrated Waste Management Strategy and Containerisation Programme will include a full option appraisal and business case for an Integrated Waste Management Partnership. There will also be consideration of a strategic partnership with other Lothian local authorities to achieve economies of scale. There will be no immediate impact on the waste disposal services delivered to internal customers, other than the removal of sacks over the next three years and introduction of containers.

Policy and Implementation Measures

- 3.16 The new policy is detailed in appendix 1. The focus will be to:
- encourage reduced and less environmentally harmful purchasing;
 - improve monitoring of costs and quantities where possible;
 - establish the most efficient and cost effective methods of general waste uplift;
 - encourage as much removal from the main waste stream through recycling and recovery;
 - increase awareness of purchasing and waste policies.
- 3.17 It is also proposed that workplace recycling could be supplemented by small recycling banks outside Council buildings which can be accessed by staff and the public. LEEP (Lothian and Edinburgh Environmental Partnership) delivers the current recycling service in Edinburgh on behalf of the Council, and has the capacity to operate 60 recycling sites across the City. An objective of the plan will therefore be to introduce recycling banks outside Council buildings where practicable, including the requirement for appropriate space and servicing access. A report to the Local Agenda 21 Sub-Committee in November 1997 noted that the Director of Environmental and Consumer Services would continue to identify, in co-operation with other departments, Council sites for recycling which were suitable for both the public and staff to use. Barriers at the time to such expansion of sites included the space required for servicing trucks for the large banks, and the capital costs of new banks.

3.18 The policy will depend on improved information on purchasing and waste, and appropriate mechanisms will be established to implement and monitor the policy, including liaison with facilities managers, and establishment of short life working groups. The successful implementation will also depend on knowledge and awareness of the relevant issues, and it is proposed to work with external agencies such as the Business Environment Partnership, LEEP and SEPA to raise awareness and implement measures.

3.19 The implementation plan for the policy is attached as appendix 2.

4. Recommendations

4.1 It is recommended that the Executive agrees the Resource Use Policy and implementation plan set out in this report.

David Hume
Director of Corporate Services

Appendices	Appendix 1: Policy aims and objectives Appendix 2: Action plan
Contact/tel	Susan Bolt, 469 3607
Wards affected	Internal
Background Papers	Eco-efficiency in the Council's Budget Review Process: Pilot Exercise, Local Agenda 21 Sub-committee, February 2000. Revision of Trade Waste Charges, Environmental Services Committee, February 2000. Recycling Facilities in Council Buildings, Local Agenda 21 Sub-Committee, November 1997.

Resource Use Policy

Appendix 1

It is the Council's Policy to adopt the waste hierarchy of reduce, re-use, recycle and dispose in order to minimise consumption and waste disposed to landfill, and the associated financial costs.

The main aims of the policy will be to:

- reduce the consumption of resources;
- increase the ratio of purchased items which are less harmful to the environment;
- establish the most efficient and cost effective method of waste uplift for internal customers;
- reduce the volume and costs of waste disposed to landfill and increase the ratio of waste which is recycled;
- increase awareness of purchasing and waste policies.

The objectives of the policy will be to:

- reduce the consumption and purchasing costs of supplies; maximise the use of products which are less harmful to the environment; and, improve the monitoring of purchasing quantities and cost;
- encourage departments to use the existing budget code for refuse disposal in order to enable actual expenditure to be identified.
- review methods of waste uplift to ensure the most cost effective service is utilised
- remove the maximum amount of waste from the waste stream by re-using and recycling items including paper, printer cartridges, electronic and telecommunications equipment, drink cans, office furniture, fluorescent light tubes and batteries;
- investigate and pilot waste to energy initiatives in Council sites;
- increase awareness of consumption and waste issues for staff;
- establish mechanisms to implement and monitor the policy;
- introduce recycling banks outside Council buildings for public and staff use, where practicable.

ACTION PLAN

Objectives	Action	Timescale	Responsibility
1. To reduce the consumption and purchasing costs of supplies to the Council; maximise the use of recycled materials and materials with the lowest environmental impact during their lifetime; and, improve monitoring of purchasing quantities and costs	<ul style="list-style-type: none"> i) To promote reductions in use of paper, increase re-use of paper, and monitor annual purchasing quantities by dept; ii) To increase the proportion of recycled to virgin paper purchased; iii) To investigate the purchasing of recycled printer cartridges; iv) To promote appropriate purchasing policies for electronic and telecommunications equipment v) To revise and provide guidance on the implementation of the timber policy; vi) To highlight guidance on the purchasing of office furniture; vii) To investigate the purchasing options for more environmentally friendly fluorescent light tubes; viii) To investigate the purchasing options for batteries. 	<ul style="list-style-type: none"> Start September 2000 Start September 2000 By June 2001 Start September 2000 Start September 2000 Start September 2000 August – December 2000 Start September 2000 	<ul style="list-style-type: none"> Matthew McCafferty – CPU Margaret Lockhart – CPU Jenny Fausset – Corporate Services Matthew McCafferty/ Charlie Hall - CPU Jenny Fausset – Corporate Services Matthew McCafferty – CPU Jenny Fausset – Corporate Services Issue to be referred on to ICT Partnership arrangements Janice Pauwels – Corporate Services Margaret Lockhart – CPU Alan Bridges – CPU Charlie Aitken – Architectural Services Jenny Fausset – Corporate Services CPU – Stuart Paterson & John Grant EBS – Joe McIntyre Corporate Services – Jenny Fausset Corporate Services – Jenny Fausset CPU – John Grant

	Objectives	Action	Timescale	Responsibility
2.	To encourage departments to use the existing budget code for refuse disposal in order to enable actual expenditure to be identified.	i) To clarify the current location of waste disposal costs within the revenue budget, and to encourage the use of the refuse disposal account code for waste disposal, as the dedicated account code for all waste disposal services and contracts.	By October 2000	Geik Drever – Finance Alison Henry – Finance Susan Bolt – Corporate Services
3.	To review methods of waste uplift to ensure the most cost effective service is utilised.	i) Pending completion of the review of charges for waste uplift by the Department of Environmental and Consumer Services, every department will be sent information on the waste disposal service options and charges, in order to ensure that the most cost effective option for each customer is being utilised.	To be confirmed	Simon Bowers – Environmental and Consumer Services Ian King & Pam Stewart, IT Angus Murdoch – Environment and Consumer Services Stuart Paterson – CPU Susan Bolt – Corporate Services
4.	To remove the maximum amount of waste from the main waste stream by re-using and recycling items.	i) Develop, promote and implement a policy for waste paper recycling, including monitoring arrangements; ii) Develop, promote and monitor income generation from the recycling of printer cartridges; iii) Promote and monitor use of the Council's Disposals Policy and Procedure; including the investigation of recycling agencies and transfer to charitable and educational organisations for electronic and telecoms equipment;	April 2001 September 2000 September 2000	Stuart Paterson – CPU Susan Bolt – Corporate Services Matthew McCafferty – CPU Susan Bolt – Corporate Services Margaret Lockhart – CPU Susan Bolt – Corporate Services

Objectives	Action	Timescale	Responsibility
	<p>iv) Promote and establish the recycling of drink cans; starting with the piloting of recycling drink cans through LEEP's Cash for Cans Scheme; and, invite Edinburgh Leisure to introduce Cash for Cans in sports centres, especially next to vending machines and canteens.</p> <p>v) To investigate the potential for fluorescent light tubes recycling, including practical and financial implications;</p> <p>vi) To investigate disposal procedures for batteries.</p> <p>vii) To investigate the disposal procedure for office furniture, and identify any further opportunities for re-use and recycling.</p>	<p>September 2000 – February 2001 (pilot)</p> <p>December 2000</p> <p>April 2000</p> <p>April 2000</p>	<p>Stuart Paterson – CPU Susan Bolt – Corporate Services Angus Murdoch – Environment & Consumer Services Iain Gulland - LEEP</p> <p>Joe McIntyre - EBS Stuart Paterson & John Grant – CPU Jenny Fausset – Corporate Services</p> <p>Susan Bolt – Corporate Services Charlie Hall & John Grant – CPU</p> <p>Susan Bolt – Corporate Services Charlie Aitken – Architectural Services Alan Bridges – CPU</p>
5. To investigate and pilot waste to energy initiatives in Council sites.	i) To evaluate the potential of using waste oil from Council vehicles and services as a fuel source and identify a pilot site.	By January 2001	Janice Pauwels – Corporate Services Richard Cebula – Corporate Services Angus Murdoch – Environment and Consumer Services

Objectives	Action	Timescale	Responsibility
6. To increase awareness and reporting of consumption and waste issues and costs to all staff	<p>i) To publish itemised policies combining the purchasing, consumption, use and re-use, recycling and disposal issues from this action plan on:- Paper; Printer Cartridges; Electronic & Telecommunications Equipment; Fluorescent Light Tubes; Drink Cans; Timber; Office Furniture; Batteries.</p> <p>ii) in A5 sheets for insertion to internal telephone directories.</p> <p>To use the intranet and CPU web-site to highlight policies</p> <p>iii) To organise seminars and workshops, with partner agencies, on waste minimisation.</p>	<p>By April 2001</p> <p>Start October 2000</p> <p>February 2001</p>	<p>Susan Bolt – Corporate Services Jenny Fausset – Corporate Services Charlie Hall – CPU Stephen Burt – Business Environment Partnership Angus Murdoch – Environment & Consumer Services Iain Gulland – LEEP SEPA – tbc.</p> <p>As above</p> <p>As above</p>
7. To establish a mechanism for implementing and monitoring the policy.	<p>i) To establish or work with an appropriate group such as facilities managers which represents departments and key locations, to oversee and implement the action plan; and to establish short life working groups as appropriate.</p>	<p>To be arranged</p>	<p>Susan Bolt – Corporate Services Jenny Fausset – Corporate Services Angus Murdoch – Environment & Consumer Services Charlie Hall – CPU Departmental representatives to be confirmed</p>

	Objectives	Action	Timescale	Responsibility
8.	To introduce recycling banks outside Council buildings for public and staff use, where practicable	i) To identify buildings with suitable space for siting and servicing recycling banks and arrange appropriate contracts with LEEP. Suitable sites to target in the first instance could include libraries, community education centres, local offices, HQ offices with large numbers of staff such as Wellington Court, Chesser House, and Shrubhill; and, to invite Edinburgh Leisure to adopt a similar policy.	By April 2001	Susan Bolt – Corporate Services Angus Murdoch – Environment & Consumer Services Iain Gulland – LEEP City Development – tbc.

