

# Waste and Cleansing Policies: Collection of Recycling and Waste from Charities

**Implementation date: 17 May 2018**

## Control schedule

<b>Approved by</b>	Transport and Environment Committee
<b>Approval date</b>	17 May 2018
<b>Senior Responsible Officer</b>	Andy Williams, Waste and Cleansing Manager
<b>Author</b>	Angus Murdoch, Technical Coordinator
<b>Scheduled for review</b>	Annually, or as required

## Version control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comment</b>
1.0	7 June 2018	Angus Murdoch	Final

## Committee decisions affecting this policy

<b>Date</b>	<b>Committee</b>	<b>Link to report</b>	<b>Link to minute</b>
17 May 2018	Transport and Environment	<a href="#">Policy Assurance</a>	<a href="#">Minute</a>

# Waste and Cleansing Policies: Collection of Recycling and Waste from Charities

## Policy statement

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- 1.1 This policy outlines the recycling and waste services which can be provided to collect recycling and waste arising from charity premises in Edinburgh.
- 1.2 The policy was approved as part of the Waste and Cleansing Service's Policy Assurance at Transport and Environment Committee on 17 May 2018.

## Scope

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- 2.1 The overall policy sets out what the Council can provide in terms of bin and container types, and collection frequencies.
- 2.2 This policy broadly treats charities as households, but provides additional capacity compared to a household. It also acknowledges that there may be multiple properties on a particular site and allows for this.
- 2.3 If a volume of waste is produced over and above the standard allocation, a separate commercial waste contract **MUST** be put in place to accommodate this.

## Definitions

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- 3.1 The focus of this policy is the solid recycling and waste arisings produced by premises used as charities.
- 3.2 "Waste" in this context relates to items or materials which are being discarded for disposal to landfill or energy recovery, while "recycling" relates to items which will be recycled.

## Policy content

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### **Collection of Recycling and Waste from Charities**

- 4.1 Appendix 1 presents the policy pertaining to the collection of recycling and waste from premises operating as charities in Edinburgh.

## Implementation

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- 5.1 This policy will be maintained by the Council's Waste and Cleansing Service.
- 5.2 All services outlined are already in place.

## **Roles and responsibilities**

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- 6.1 The Waste and Cleansing Manager has overall responsibility for maintaining and updating the policy.

## **Related documents**

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- 7.1 None

## **Equalities impact**

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- 8.1 No negative equalities impacts have been identified as a result of this policy.
- 8.2 It is envisaged that the application of this policy would create greater clarity about the services available to charities and so ensure that these are treated equally.

## **Sustainability impact**

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- 9.1 Waste and Cleansing policies are designed to support integrated recycling services as part of an overall waste management service.
- 9.2 Improved management of waste by charities in Edinburgh will serve to maximise recycling and diversion of waste from landfill while preventing litter and escapes of waste to the wider environment.

## **Risk assessment**

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- 10.1 This policy has been agreed by the Transport and Environment Committee as part of the policy assurance process which seeks to ensure increased accountability, transparency and efficiencies concerning Council actions and operations.
- 10.2 Failure to operate efficient, reliable and customer focussed services represents a risk to the Council's reputation.
- 10.3 It is likely that the application of this policy will better protect the interests of householders who do pay for the collections which are being provided free of charge to other users.

## **Review**

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- 11.1 All Waste and Cleansing Policies will be reviewed on an annual basis and agreed at Transport and Environment Committee

## **Appendix 1: Collection and Disposal of Waste from Charities**

Waste and Cleansing Services collects waste from charities but requires that as a minimum waste is segregated to allow recycling of dry mixed recyclate (paper and card; cans, tins and clean foil; and clean plastic bottles, pots, tubs and trays); glass (where produced); food waste (from food premises).

The following COLLECTION services are available free of charge:

240 litres landfill per fortnight

360 litres mixed recycling per fortnight (paper and card; cans, tins and clean foil; and clean plastic bottles, pots, tubs and trays)

Two glass boxes per fortnight

Two food collection boxes per week

Where multiple properties exist as separate addresses on the same site, e.g. a charity headquarters and a separate charity shop, each is entitled to its own collection (however any office which is simply part of the shop would not be covered by this).

Where the quantity of waste presented cannot be accommodated within the provision outlined above, you should in the first instance discuss this with the Waste and Cleansing Service who may be able to advise you of ways to reduce your waste.

Any additional requirement will normally be treated as commercial waste and a commercial waste contract must be put in place to manage this.