

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

This meeting will be webcast live and the video archive published on our website

Prosperous Communities Committee
Tuesday, 19th March, 2024 at 6.30 pm
Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Mrs Lesley Rollings (Chairman)
- Councillor Emma Bailey (Vice-Chairman)
- Councillor Trevor Young (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Frazer Brown
- Councillor Stephen Bunney
- Councillor Karen Carless
- Councillor Jacob Flear
- Councillor Paul Lee
- Councillor Roger Patterson
- Councillor Mrs Diana Rodgers

1. **Apologies for Absence**
2. **Public Participation**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 8)
To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on 30 January 2024.
4. **Members' Declarations of Interest**
Members may make any declarations at this point but may also make them at any time during the course of the meeting.
5. **Matters Arising Schedule** (PAGE 9)
Setting out current position of previously agreed actions as at 11 March 2024

6. **Public Reports**

- i) Recommendation from Overview & Scrutiny Committee: (PAGES 10 - 14)
Cultural Strategy
- ii) Economic Growth Strategy Task and Finish Group (PAGES 15 - 23)
- iii) Response to Motion at Council re: Review of Side (PAGES 24 - 29)
Waste Policy
- iv) Waste Services Policies Review (PAGES 30 - 61)
- v) Voluntary & Community Sector Funding 2024/25 (PAGES 62 - 75)
- vi) Private Rented Sector Commitment (PAGES 76 - 93)
- vii) Workplan (PAGES 94 - 96)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 11 March 2024

Prosperous Communities Committee – 30 January 2024
Subject to Call-in. Call-in will expire at 5pm on 18 March 2024

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 30 January 2024 commencing at 6.33 pm.

Present: Councillor Mrs Lesley Rollings (Chairman)
Councillor Emma Bailey (Vice-Chairman)

Councillor Owen Bierley
Councillor Frazer Brown
Councillor Stephen Bunney
Councillor Karen Carless
Councillor Jacob Flear
Councillor Paul Lee
Councillor Roger Patterson
Councillor Moira Westley

Also Present: Councillor Matthew Boles
Councillor Ian Fleetwood
Councillor Lynda Mullally

In Attendance:
Sally Grindrod-Smith Director Planning, Regeneration & Communities
Ady Selby Director - Operational & Commercial Services
Emma Foy Director of Corporate Services and Section 151
Grant White Enterprising Communities Manager
Amanda Bouttell Senior Project and Growth Officer
Ele Snow Senior Democratic and Civic Officer

Apologies: Councillor Trevor Young
Councillor Mrs Diana Rodgers

Membership: Councillor Moira Westley was appointed substitute for Councillor Trevor Young.

60 PUBLIC PARTICIPATION

There was no public participation.

61 MINUTES OF PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Prosperous Communities Committee held on 5 December 2023 be confirmed and signed as a correct record.

62 MATTERS ARISING SCHEDULE

With no comments, questions or requirement for a vote, the Matters Arising Schedule setting out the current position of previously agreed actions, as at 22 January 2024, was **DULY NOTED**.

63 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest at this point in the meeting.

64 REVIEW OF FURTHER EDUCATION TASKFORCE

The Committee gave consideration to a report presented by the Senior Project & Growth Officer - Employment & Skills. It was explained that in July 2022, the Prosperous Communities Committee approved a paper to establish a Further Education Taskforce following the announcement by the Lincoln College Group that the Gainsborough Campus would close as a Further Education College and re-open as Alternative Provision (AP) for 11–16-year-olds from Scunthorpe, Lincoln and Gainsborough. The main aim of the taskforce was to understand why the number of students entering further education had declined locally and the impact on local employers, future students, and the wider community. The Taskforce would also seek to understand why the need for Alternative Provision had increased and ways in which it could be nurtured to benefit residents and employers.

Since that time, the Council had made a significant commitment both strategically and operationally to support employment and skills development across the district. Members heard there was a well-established Employment and Skills Partnership in place which was managed by a Senior Project Officer. The recently commissioned West Lindsey Employment and Skills Report had input from over 100 local stakeholders and offered the Council a strong evidence base to take forward opportunities and actions.

It was explained that the proposed devolution deal for Greater Lincolnshire included new powers to shape local skills provision to better meet the needs of the local economy and local people, including devolution of the core Adult Education Budget, as well as input into the new Local Skills Improvement Plans. The West Lindsey Employment & Skills Partnership, along with the recently produced research report, ensured the Council and local partners were well positioned to input into and respond to the proposed devolution deal.

The Chairman thanked the Officer for her update and invited comments or questions from the Committee. Members were appreciative of the detailed report and thanked Officers for the work that had gone into the project as a whole. The continuation of the Employment and Skills Partnership was supported and encouraged, with recognition of the achievements to date echoed by Members.

Having been moved and seconded, and on reiterating thanks to all involved, the Chairman took the vote and it was unanimously

RESOLVED that

- a) the Further Education Taskforce be concluded; and
- b) the West Lindsey Employment and Skills Partnership be approved to continue to take forward the actions from the initial Taskforce meeting; and
- c) a Member be nominated to attend future Employment and Skills Partnership meetings, with the appointment to be effective until Annual Council in May 2027.

65 RESPONSE TO MOTION AT COUNCIL RE: LITTER AND DOG BINS

Members heard from the Director of Commercial and Operational Services regarding the response to a motion presented at full council by Cllr Fleetwood which commissioned Officers to consider fixing asset numbers and QR or Quick Response codes to litter and dog bins to allow easier reporting of full or damaged bins by residents. Members heard that the new CRM system was allowing the Council to fulfil this type of request, an example of which was the recently launched fly tipping reporting system.

It was explained that in future months, Street Cleansing staff would fix QR codes and asset numbers to approximately 1800 bins across the district. Residents could then use smart devices to scan the QR codes and would be taken to a link to report the bin as either full or damaged, this would then be instantly sent to operatives or supervisors for response. There was also an option for reporters to leave their details in order for them to be kept updated once the work was completed.

An asset number would also be fixed to each bin to allow people who chose to report issues by telephone to simply report the asset number rather than try to explain a location. Members heard it would take some time to complete the work however it was anticipated that the system would be live by the end of April 2024.

Members of the Committee expressed their support for the proposals, in particular the option to feedback to residents once the work had been completed. The Chairman invited Councillor I. Fleetwood, Visiting Member, to speak as the proposer of the Motion to Council. He reiterated the importance of responding to residents' reports and highlighted that, as a management tool, the introduction of QR codes and asset numbers would prove invaluable in identifying issues.

Having been proposed and seconded, the Chairman took the vote and it was unanimously

RESOLVED that

- a) the Motion as presented to Council on 6 November 2023 be accepted; and
- b) the ongoing work to affix asset numbers and QR codes to litter and dog bins in the District be approved.

66 TEMPORARY EXCESS WASTE SOLUTION FOR RESIDENTS (BIG BIN CLEAR OUT)

The Committee heard again from the Director of Commercial and Operational Services regarding the proposed 'Big Bin Clear Out' service. This would allow residents to rent one of two sizes of large trade waste bins to dispose of household waste. This could be of use, for example, after parties, clearing out rooms or outbuildings, or at other times when there was excess waste which was too much for normal disposal routes, but not enough to warrant the hiring of a skip.

Members heard that the proposal had been worked up on a cost recovery basis, with bins available at either 660litres or 1100litres, costing either £50 or £60 for a week. This was a service the council would be able to charge for and would work on a cost recovery basis. It was anticipated that demand would not be high initially, meaning the service could be delivered through the normal bulky service. It was confirmed that terms and conditions for the service, including disposal conditions, would be included in the refreshed Waste Policies document which was due for consideration by Committee in March 2024. As with the bulky waste service, residents would be encouraged to reuse or recycle waste material. The service was being initiated as a pilot scheme, to start in the new financial year and be reviewed after 12 months of operation.

Members of the Committee expressed their support for the scheme, however, it was enquired whether the cost was a suitable alternative to skip hire. It was explained that, as waste removal costs had increased significantly, as had the cost of skip hire, meaning the scheme would offer a viable alternative for residents.

There was some concern regarding contamination of waste, or if the bins were used for inappropriate materials. It was explained that the revised terms and conditions would be very clear as to what was and was not appropriate waste for the scheme, with residents liable for extra costs if used incorrectly.

It was also highlighted that, as a pilot scheme, feedback would be sought in order to assess the positives and negatives of the arrangements and how that might impact future delivery of the scheme.

Having been proposed and seconded, the Chairman took the vote and it was unanimously

RESOLVED that

- a) the temporary excess waste solution for residents (to be known as the 'Big Bin Clear Out' service) be supported and **RECOMMENDED** to the Corporate Policy & Resources Committee for approval; and
- b) if approved, a further report be presented to the Prosperous Communities Committee in March 2025 for a final decision on whether to continue with the service.

67 MARKETS WORKING GROUP QUARTERLY UPDATE

With his final report of the evening, the Committee heard again from the Director of Commercial and Operational services. He explained that the Committee had previously requested quarterly updates from the Markets Working Group and this was the first of such updates.

Members heard that the group had not managed to meet four weekly as specified in the Terms of Reference, due to either Officer or Member unavailability, however there had been three meetings held. It was noted that meetings had been quorate and discussed a range of issues. This included latest news from the Towns Manager and Operations Lead, as well as updates on the three year markets action plan and new stall procurement. It was explained that progress had been made on the introduction of refreshed trader terms and conditions, and the proposed antiques market was to be supplied by a specialist market operator. A visit to Barnsley market was also being arranged. Officers would continue to support Members in the group and report back to Committee in line with agreed timescales.

With no comments, questions or requirement for a vote, the update on the work of the West Lindsey Markets' Member Working Group was **NOTED**.

68 PROSPEROUS COMMUNITIES COMMITTEE DRAFT BUDGET 2024/2025 AND ESTIMATES TO 2028/2029.

Members gave consideration to the final report of the evening, setting out the details of the Committee's draft revenue budget for the period of 2024/2025 and estimates to 2028/2029, introduced by the Section 151 Officer.

Members heard summarised that after taking a robust approach to the estimations within the budget for this Committee, the total cost of services for 2024/2025 would be £5.431m (£5.612m 2023/2024). This had resulted in base budget increases in expenditure of £1.974m, and additional income of £2.155m, resulting in a net base budget decrease of £0.181m.

There were £0.395m of expenditure budgets which were funded from Earmarked Reserves to support one off project resources in 2024/2025 (£0.827m in 2023/2024). This was a decrease of £0.432m from 2023/2024 to 2024/2025.

Services within this Committee had also contributed to Earmarked Reserves £0.104m in 2024/2025 for asset replacement programmes (£0.104m in 2023/2024).

Excluding the use of earmarked reserves, there was an increase of £0.251m on the base budgets for this Committee. The proposed budgets within the report were included in the overall balanced position for 2024/2025, the budget gap being funded from Reserves.

Members of the Committee thanked the Section 151 Officer for her summary. It was enquired whether the leased sports equipment was or would be owned by the Council, and a Member of the Committee asked whether the Wellbeing Lincs partnership contract was to be renewed. In response to these queries, it was confirmed that the equipment would be owned by the Council at the end of the lease, and there was a procurement process underway

regarding the Wellbeing Lincs contract.

Members expressed their contentment with the contents of the report and, having been proposed, seconded and voted upon, it was unanimously

RESOLVED that the Prosperous Communities Budget 2024/2025 and revenue estimates to 2028/2029 be **RECOMMENDED** to the Corporate Policy and Resources Committee for the purpose of budget setting 2024/2025 and for inclusion in the Budget and Medium-Term Financial Plan 2024/2025 to 2028/2029 (as amended by any decisions taken on this agenda).

69 WORKPLAN

With no questions or comments, the work plan was **DULY NOTED**.

The meeting concluded at 7.06 pm.

Chairman

Prosperous Communities Matters Arising Schedule

Purpose: To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

Recommendation: That Members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Green	Parking Strategy - Future Considerations	Following discussions at PC Cttee meeting 19 July 2022, considerations for the refresh of the Parking Strategy should include details on opportunities to "green" the strategy as well as reconsidering options for motorhome and caravan parking, in relation to the visitor economy. Further details in minutes of meeting.		01/07/25	Sally Grindrod-Smith
Green	Value for Money Review of Car Park Enforcement	PC Cttee 26/10/23: resolved that Officers carry out a value for money review of the existing car park enforcement contract and report the findings to the Prosperous Communities Committee by 31 May 2024. Review to be undertaken & item to be added to the forward plan please.		31/05/24	Luke Matthews
Green	Options for Tree Planting in West Lindsey	Officers and Environment & Sustainability Working Group to explore options for Council-led tree planting in the district and share outcome information with Prosperous Communities Committee	PC Cttee 26.10.23: discussed as a part of the E&S Strategy annual report, in reference to other councils in the East Midlands undertaking to plant a tree for every household in the area - is this something WLDC could also do? Update 11.03.24: Discussed at working group meeting with options explored. Further information to be shared with Committee Members.	31/03/24	Steve Leary

Agenda Item 6a



**Prosperous Communities
Committee**

Tuesday, 19 March 2024

**Subject: Recommendation from Overview & Scrutiny Committee:
Cultural Strategy**

Report by:

Director of Planning, Regeneration &
Communities

Contact Officer:

Ele Snow
Senior Democratic and Civic Officer

Ele.Snow@west-lindsey.gov.uk

Purpose / Summary:

To consider the recommendations from the
Overview and Scrutiny Committee with regard to
the progress of the Cultural Strategy

RECOMMENDATION(S):

The Overview and Scrutiny Committee recommend to the Prosperous
Communities Committee that:

1. The Cultural Strategy be included on the Prosperous Communities work plan for a future meeting; and
2. The terms of reference for the Leisure, Culture, Events and Tourism Member Working Group be reviewed for approval by the Prosperous Communities Committee.

IMPLICATIONS

Legal: There are no legal implications arising from this report, however Terms of reference for Working Groups do need to be signed off for approval by the parent Committee – in this case, Prosperous Communities Committee.

Financial: There are no financial implications as a result of this report.
FIN/164/24/VA

Staffing: There are no new or amended staffing implications as a result of this report.

Equality and Diversity including Human Rights: There are no implications of this kind arising from this report, however the background reports, and future reports, will consider this aspect.

Data Protection Implications: N/A

Climate Related Risks and Opportunities: There are no implications of this kind arising from this report, however the background reports, and future reports, will consider this aspect.

Section 17 Crime and Disorder Considerations: N/A

Health Implications: There are no implications of this kind arising from this report, however the background reports, and future reports, will consider this aspect.

Title and Location of any Background Papers used in the preparation of this report :

Cultural Strategy – PCC September 2021 (and minutes) *viewable [here](#)*

Visitor Economy Strategy – PCC June 2022 (and minutes) *viewable [here](#)*

Risk Assessment:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Background

- 1.1 At their meeting in January 2024, the Overview and Scrutiny Committee voted to receive an update on the progress of the Cultural Strategy. This was duly prepared and presented by the Director – Planning, Regeneration & Communities at the next meeting of the Committee, 20 February 2024.
- 1.2 The Committee heard that the Peer Challenge in 2020 had recommended:

“The Council should therefore consider a Cultural Strategy to understand the work that is needed in order to maximise the benefits and to achieve a clear strategic position.”
- 1.3 The Cultural Research Report in June 2021 identified cultural activity already taking place across the district and identified key themes for future work. The Cultural Strategy Action Plan in September 2021 identified five priority work streams and a Cultural Events and Marketing Officer fixed term role was established and recruited to.
- 1.4 The Director of the Centre for Culture and Creativity at the University of Lincoln, and the Midlands Chair of Arts Council England supported the Council to develop the brief to tender for the provision of services for the delivery of a Cultural Strategy. In the summer of 2022, Tom Flemming Consultancy was appointed after a competitive tender exercise.
- 1.5 In September 2023, a session was held for all Members to explain the background, development and purpose of the Cultural Strategy with the intention of it being presented to the Prosperous Communities Committee for final approval.

2 Leisure, Culture, Events and Tourism Member Working Group (LCET)

- 2.1 The Leisure, Culture, Events and Tourism Member Working Group (LCET) had oversight of the development of the Cultural Strategy. Objectives of LCET are:
 - To work together to actively promote the district’s strengths and to maximise opportunities.
 - To ensure the work undertaken across leisure, culture, events, and tourism is co-ordinated and aligned with corporate priorities.
 - To lobby, influence and challenge the wider organisation to highlight the importance of the work of the group.
 - To market the district as a location for major events and festivals.
 - To champion activities in relation to leisure, culture, heritage, events and tourism.

2.2 The Group meets monthly and is supported by Officers from across the relevant council service areas.

2.3 LCET falls under the parentage of the Prosperous Communities Committee and, as with all Working Groups, has no direct decision-making powers, instead feeding into the work plan of the parent committee.

3 Next Steps

3.1 Having received feedback from Members following the session in September 2023, and via LCET, the following steps have been identified:

- Strategy to be updated to reflect feedback
- Finalisation of an Executive Summary
- Final review by Leisure, Culture, Events and Tourism Group
- Prosperous Communities Committee receive the Cultural Strategy for consideration and approval
- Funding secured for Cultural Development Officer – move to recruitment
- Delivery of action plan

4 Recommendations from the Overview and Scrutiny Committee

4.1 Following their meeting on 20 February 2024, the Overview and Scrutiny Committee made the following recommendations to the Prosperous Communities Committee:

4.1.1 The Cultural Strategy be included on the Prosperous Communities work plan for a future meeting; and

4.1.2 The terms of reference for the Leisure, Culture, Events and Tourism Member Working Group be reviewed for approval by the Prosperous Communities Committee.



**Prosperous Communities
Committee**

Tuesday, 19 March 2024

Subject: Economic Growth Strategy Task and Finish Group

Report by:

Director of Planning, Regeneration & Communities

Contact Officer:

Sally Grindrod-Smith, James Makinson-Sanders
Director Planning, Regeneration & Communities,
Economic Growth Team Manager

sally.grindrod-smith@west-lindsey.gov.uk,
James.ms@west-lindsey.gov.uk

Purpose / Summary:

To set out the Council's approach to the establishment of a task and finish group to ensure a collaborative approach to the development of the new economic growth strategy.

RECOMMENDATION(S):

That Prosperous Communities Committee agree:

- (1) to establish a task and finish group (Economic Growth Strategy Task and Finish Group, EGSTFG) to support the collaborative development of the new economic growth strategy.
- (2) to adopt the draft terms of reference (appendix 1) for the Task and Finish Group, including the appointment of members to the EGSTFG.
- (3) that subject to agreeing (1) and (2), to propose five (5) members (that comprise of cross party and cross district member representation) to sit on the EGSTFG at the PCC meeting on the 19/03/24.

IMPLICATIONS

Legal:

There are **no** legal implications associated with the establishment of the EGSTFG.

Financial : FIN/147/24

There are **no** financial implications arising from this report.

Staffing :

There are **no** staffing implications associated with the establishment of the EGSTFG. A small cohort of WLDC officers will support EGSTFG activities as part of their 'day-job' – within existing capacity.

Equality and Diversity including Human Rights :

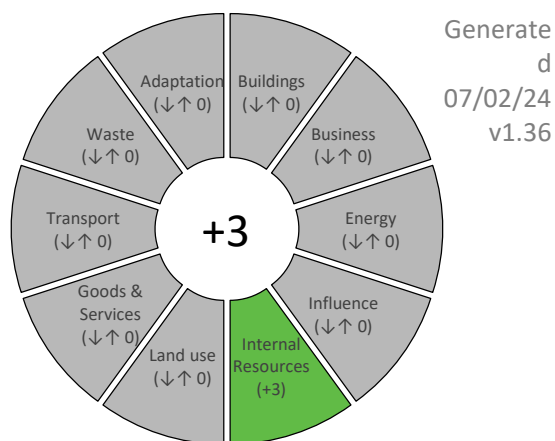
There are **no** EQIA implications associated with the establishment of the EGSTFG.

Data Protection Implications :

There are **no** data protection implications associated with the establishment of the EGSTFG. No personal data will be used as part of EGSTFG activities.

Climate Related Risks and Opportunities:

Given the discreet nature of the establishment and limited activity undertaken by the EGSTFG, there are no known measurable climate related risks and opportunities are solely linked to minimised travel requirements as a result of a digital first approach to EGSTFG meetings. The limited CESIA is as follows:



West Lindsey District Council will be net zero by

Section 17 Crime and Disorder Considerations:

There are **no** S17 crime and disorder considerations associated with the establishment of the EGSTFG.

Health Implications:

There are **no** health implications associated with the establishment of the EGSTFG.

Title and Location of any Background Papers used in the preparation of this report :

There are **no** background papers used in the preparation of this report.

The presentation delivered to Leaders Panel is available on request via the Growth Team.

The current Economic Growth Strategy 2014-2034 can be accessed at: <https://www.west-lindsey.gov.uk/growth-regeneration/economic-strategy>

The Economic Recovery Plan 2021-2024 can be accessed at: <https://www.west-lindsey.gov.uk/growth-regeneration/economic-recovery-plan>

Risk Assessment :

There are **no** significant risks to WLDC associated with establishing and operating the EGSTFG. The appended Terms of Reference consider the operational mechanics of the group.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Background

- 1.1 Although WLDC has a live economic growth strategy (2014-2034), this was largely superseded by the Economic Recovery Plan (2021-2024) which formed WLDC's strategic approach to economic recovery following the Covid-19 pandemic.
- 1.2 The local economy continues to operate within an ever evolving, volatile, complex and often ambiguous macro and micro-environment and it is now appropriate to develop a new strategy to replace the 2014-2034 document which more closely reflects both the challenges and opportunities the local economy faces moving forwards.
- 1.3 Informal discussions around the development of the emerging economic growth strategy identified that a collaborative approach to strategy development and 'consensus direction' at key decision points (which informs and shapes the composition of the next element of the strategy) should be adopted.
- 1.4 To support this approach, officers seek permission from Prosperous Communities Committee (PCC) to form an informal and inclusive officer/member task and finish group to shape the strategy.
- 1.5 The purpose of the group, made up of WLDC officers and members, is to provide an informal steering/collaboration forum for the development of the emerging economic growth strategy – exploring and identifying direction at each 'collaboration point' (CP) to inform the composition of the next element of the strategy.
- 1.6 An example of a CP can be found below and the Economic Growth Strategy Task and Finish Group (EGSTFG) would discuss and determine the 'look and feel' of the strategy, identifying: (1) Audience; (2) Length; (3) Language; (4) Style; and; (5) Specificity:



- 1.7 The proposed CPs are identified below and the EGSTFG will provide strategy development steer to officers for CPs 01 to 06 (01 Look and Feel to 06 Performance Measurement):



- 1.8 The EGSTFG is intended as a discussion/steering forum only and will not approve elements of strategy as they are produced. PCC will retain responsibility for strategy approval.
- 1.9 It is proposed that the EGSTFG will comprise of five (5) members (at the discretion of PCC). This will be complimented by a mix of key WLDC officers in Growth, Policy and Strategy and Communications.
- 1.10 Membership will comprise of cross party and cross district member representation.
- 1.11 It is proposed that members of the group will be appointed by PCC but do not need to serve on that committee.
- 1.12 Given the specific and limited nature of the EGSTFG, it is proposed that the group will not be formally chaired – sessions will be facilitated by the senior officer in attendance.
- 1.13 It is likely that all EGSTFG work will be complete by Dec 2024 and a final draft strategy presented to PCC by Q1 2025.
- 1.14 Full draft terms of reference are attached to this report at appendix A.

Economic Growth Strategy Task and Finish Group (EGSTFG)

DRAFT Terms of Reference to be Approved by Prosperous Communities Committee

1 Background

At Leaders Panel (29th January 2024), the development of the emerging economic growth strategy was considered. Officers proposed a collaborative approach to strategy development and consensus direction at key decision points (that informs and shapes the composition of the next element of the strategy).

This approach was endorsed by Leaders Panel and it was recommended that officers sought permission from Prosperous Communities Committee to form an informal and inclusive officer/member task and finish group to shape the strategy.

2 Purpose of the Task and Finish Group

The purpose of the group, made up of WLDC officers and members, is to provide an **informal steering/collaboration forum** for the development of the emerging Economic Growth Strategy – exploring and identifying direction at each ‘collaboration point’ (CP) to inform the composition of the next element of the strategy.

An example of a CP can be found below and the EGSTFG would discuss and determine the ‘look and feel’ of the strategy, identifying: (1) Audience; (2) Length; (3) Language; (4) Style; and; (5) Specificity:



The proposed CPs are identified below and the ETSTFG will provide strategy development steer to officers for CPs 01 to 06 (01 Look and Feel to 06 Performance Measurement):



The EGSTFG is intended as a discussion/steering forum only and will not approve elements of strategy as they are produced. Prosperous Communities Committee will retain responsibility for strategy approval.

3 Membership of the Group, Chairmanship and Appointments

- 3.1 The EGSTFG shall comprise of five (5) members (at the discretion of PCC). This will be complimented by a mix of key WLDC officers in Growth, Policy and Strategy and Communications.
- 3.2 The members of the group will be appointed by Prosperous Communities Committee but do not need to serve on that committee.
- 3.3 Membership will comprise of cross party and cross district representation.
- 3.4 Given the nature of the EGSTFG the group will not be formally chaired – sessions will be facilitated by the senior officer in attendance.
- 3.5 For continuity purposes the membership of the EGSTFG shall remain in place until the task is completed.
- 3.6 The EGSTFG will be disbanded following submission of closure report to its parent committee.
- 3.7 Other elected members may contribute to the EGSTFG, but their level of contribution will be at the discretion of the EGSTFG.

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be three (3) members representing a minimum of two political groups. Officer representation is flexible in order to reflect CP requirements.
- 4.2 The EGSTFG shall determine its own meeting frequency dependent upon need.
- 4.3 Meetings will be called with at least 15 working days' notice.
- 4.4 Where a member fails to attend two (2) consecutive meetings of the EGSTFG without having given due reason for their absence or apologies, the EGSTFG will have the ability to write to Prosperous Communities Committee to express concerns regarding an individual's behaviour.
- Such concerns will be considered at Prosperous Communities Chairs Briefing and it will be in the EGSTFG's gift to determine whether a request is made to Prosperous Communities Committee to revise the membership accordingly.
- Regular in-quoracy will be reported to Prosperous Communities Committee Chairman's briefing.

5 Reporting Lines, Accountability and Milestones

- 5.1 The EGSTFG Group is directly responsible to Prosperous Communities Committee.
- 5.2 The EGSTFG Group has no direct decision making powers.
- 5.3 The EGSTFG Group will report progress informally to Prosperous Communities Committee on request.
- 5.4 It is likely that all EGSTFG work will be complete during FY 2024/25.

6 Resources

- 6.1 The EGSTFG does not have a supporting budget.
- 6.2 If budgets are required they will be identified on recommendations made to Corporate Policy and Resources Committee.
- 6.2 The EGSTFG is an informal collaboration between officers and members. Officers from the Growth and Policy and Strategy teams will support the EGSTFG and provide advice, information, guidance and logistical support.
- 6.3 Administrative support will be provided by the Economic Growth team. Agendas/Papers will be provided for each meeting and summary notes from each meeting will be retained.
- 6.4 EGSTFG meetings will be digital first and in-person by arrangement.

7 Review

- 7.1 Following approval, given the nature of the EGSTFG, there is no requirement to evaluate the performance of the EGSTFG or review the ToR.

Date/ Meeting – Document Approved - xxxx

Agenda Item 6c



**Prosperous Communities
Committee**

Tuesday, 19 March 2024

Subject: Response to Motion at Council re: Review of Side Waste Policy

Report by:

Director of Commercial & Operational Services

Contact Officer:

Ady Selby
Director - Operational & Commercial Services

ady.selby@west-lindsey.gov.uk

Purpose / Summary:

To respond to a Motion submitted pursuant to Council Procedure Rule No. 10 at full Council on 6 November 2023 by Cllr Key

RECOMMENDATION(S): That Members:

- 1. Accept the Motion as presented to Council on 6 November 2023;
and**
- 2. Approve the adoption of the side waste policy as outlined at Paragraph 1.3 of the report and in the refreshed Waste Policies Document presented to this Committee today.**

IMPLICATIONS

Legal: Legislation relating to waste collection is guided through primary and secondary legislation including the Environmental Protection Act (1990) and the Environment Act (2021). All legislation is guided by the Waste Hierarchy which focusses on pushing waste up the hierarchy through preventing waste, reuse, recycling, energy recovery and finally disposal, as in the graphic below. The Side Waste Policy is designed to encourage waste minimisation.



Financial : FIN/152/24/MT/SSc

No financial implications arising from this report.

Staffing : None from this report

Equality and Diversity including Human Rights :

As there is no change recommended to the policy position, there will be no impact on equality or diversity issues.

Data Protection Implications : None from this report

Climate Related Risks and Opportunities: The CESIA relating to this report is provided with the Operational Services Waste Policies Report. The principles of WLDC's side waste policy as a lever for waste minimisation remain unchanged and approving the adoption of the side waste policy as outlined at Paragraph 1.3 will preserve the existing environmental benefits. This report addresses the impact of the policy on environmental sustainability and carbon emissions throughout. It details the policy alignment with broader sustainability goals, emphasising the importance of waste minimisation in reducing carbon footprint. The report details how a 'no side waste policy' contributes to resource conservation, supports circular economy concepts, and maintains operational efficiency. It also discusses specific waste management strategies, including the provision of advice on effective recycling practices, underlining their relevance to the Council's commitment to a greener future.

Section 17 Crime and Disorder Considerations: None from this report

Health Implications: None from this report

Title and Location of any Background Papers used in the preparation of this report :

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

Introduction

At the full Council meeting on 6 November 2023, Cllr Key submitted the following Motion Pursuant to Council Procedure Rule No. 10;

“Leader, the current side waste (Refuse) Policy adopted, I believe, in 2009, should be reviewed because it does not, in my view, comply with the Council’s commitment to becoming carbon net zero.

As it stands under the current policy, (refuse) side waste is not collected. After about 2 days, this refuse becomes fly-tipping and is collected by a caged van, then tipped at the waste transfer station, the weight then being recorded as street cleansing.

Leaving the side waste next to the bin to me is very counterproductive as collecting at source, means another team does not have to duplicate the task using more fuel and carbon emissions.

I urge members to support me in requesting that the Prosperous Communities Committee commits to formally reviewing the side waste policy within the 2023/24 financial year to ensure that the policy is in line with the Council’s commitment to reduce carbon emissions from its fleet of vehicles.

1. Response to Motion

- 1.1 Operational Services Waste Policies were last updated in January 2022, not in 2009 as the Motion suggests. These Policies are normally reviewed and updated bi-annually and adopted by Prosperous Communities Committee
- 1.2 The latest reviewed policy document is presented to Committee tonight for adoption.
- 1.3 Policy 11 addresses the issue of side waste and the latest iteration is shown below;

Policy 11: Presentation of Side Waste (Refuse)

The presentation of 'side' waste does not support waste minimisation principles or encourage residents to maximise recycling. Therefore, excess household refuse left beside the wheeled bin will not be collected, unless it is contained within pre-paid WLDC authorised refuse sacks.

Pre-paid authorised sacks are chargeable so as to provide incentive to residents to recycle and compost their waste at home, thereby reducing waste arising.

Should residents not be able to contain refuse within the bin, they may take this waste to their local Household Waste and Recycling Centre see Lincolnshire County Council's web page www.lincolnshire.gov.uk/recycling-waste for locations). Alternatively, residents can purchase pre-paid excess refuse sacks or utilise the Council's Big Bin Clear Out service (See Policy 28).

The Council will provide advice to residents on reducing their waste, upon request.

Should the resident continue to present unauthorised side waste, the Council will take appropriate enforcement action under the relevant legislation.

- 1.4 As outlined above, this policy is designed to encourage waste minimisation and promote recycling, both of which are pivotal in reducing our carbon footprint and combating climate change.
- 1.5 Policies that support waste minimisation are perhaps the most important step that Operational Services can take in reducing carbon emissions. It is not just a policy, but a necessity in today's climate crisis – and enshrined in law through the Waste Hierarchy. This is the familiar, “reduce, re-use, recycle” in simple terms.
- 1.6 By reducing the amount of waste generated, we are directly cutting down on the energy and resources required for waste management. This includes less fuel for collection vehicles, fewer emissions from waste

treatment processes. It preserves capacity in LCC's waste incineration plant at North Hykeham and reduces need for any future landfill space. Landfills are a major source of methane emissions, a greenhouse gas that is 25 times more potent than carbon dioxide.

- 1.7 Moreover, waste minimisation has a ripple effect on resource conservation. By encouraging residents to think before they throw, we are indirectly promoting the sustainable use of resources, which is a cornerstone of a circular economy. This aligns with our broader goals of transitioning towards net-zero carbon emissions while enhancing the quality of life for our residents.
- 1.8 Allowing extra sacks per household would inadvertently encourage waste generation, which is counterproductive to our sustainability and Corporate Plan objectives. It would also put additional strain on our waste management infrastructure, leading to increased carbon emissions and operational costs.
- 1.9 Support mechanisms are already in place for residents who may have unique waste production needs, such as larger households or those with medical requirements. We also offer advice on effective recycling practices, which not only diverts waste from disposal but also reduces the energy-intensive process of producing new materials.
- 1.10 In response to the concern about street cleansing crews being used for waste collection, any residents who contact the Council regarding side waste which has been left by crews are advised to put the waste in their bin to be picked up on the next collection day. They are also offered the opportunity to receive advice around waste minimisation. Crews are not routinely sent back to collect side waste which has been left.
- 1.11 On occasion, there may be genuine reasons why the waste needs collecting and in these scenarios, we aim to minimise the environmental impact by directing the nearest available crew to collect any missed waste. This is a pragmatic approach to ensure that we are not duplicating efforts and thereby increasing our carbon emissions.

2. Recommendation

2.1 In conclusion, our waste management policies are designed with both operational efficiency and environmental sustainability in mind. Officers are committed to continually reviewing these policies to ensure they align with our overarching goal of a greener, more sustainable future for our community.

2.2 Therefore, it is recommended that the Motion be accepted and the side waste policy is adopted as outlined at Paragraph 1.3 and in the refreshed Waste Policies Document presented to this Committee today.

Agenda Item 6d



**Prosperous Communities
Committee**

Tuesday, 19 March 2024

Subject: Waste Services Policies Review

Report by:

Director of Commercial & Operational Services

Contact Officer:

Ady Selby
Director - Operational & Commercial Services

ady.selby@west-lindsey.gov.uk

Purpose / Summary:

Changes to Waste and Recycling Operational
Policies

RECOMMENDATION(S): That Members approve the new Waste Services Policies including the changes and additions highlighted in Table 1 of the report.

IMPLICATIONS

Legal: Legislation relating to waste collection is guided through primary and secondary legislation including the Environmental Protection Act (1990) and the Environment Act (2021). All legislation is guided by the Waste Hierarchy which focusses on pushing waste up the hierarchy through preventing waste, reuse, recycling, energy recovery and finally disposal, as in the graphic below. The Waste Services Policies are designed to align with this ethos.



Financial :FIN/150/24/MT/SSc

No financial implications arising from this report

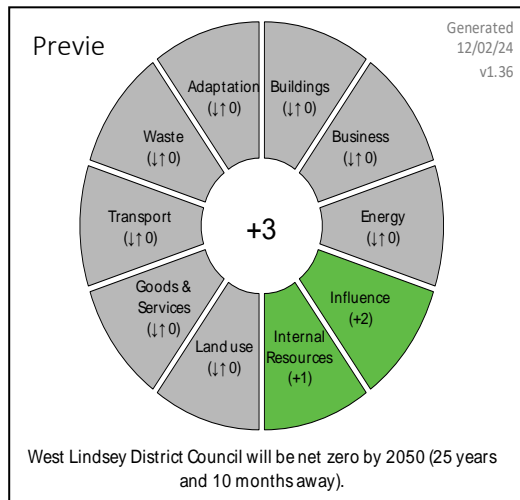
Staffing : No staffing implications from this report

Equality and Diversity including Human Rights : As the changes proposed in the policy document are minor and will have no new impacts on equality and diversity or human rights.

Data Protection Implications : No implications from this report. All data handled by Operational Services is processed in line with the Council's policies and procedures.

Climate Related Risks and Opportunities:

The Policies aim to ensure that WLDC's waste and recycling services operate effectively and efficiently, to maximise recycling and reduce the amount of residual waste. Doing so minimises fuel used during collections and promotes the waste hierarchy – 'reduce, reuse, recycle' above waste disposal – as the best environmental outcome. Any policy changes are largely revisions of wording to make policies clearer and easier to understand. As such, communication and influencing activities that increase awareness of waste minimisation and recycling, and efficiency improvements are the primary benefits of this report in terms of the CESIA. Individual CESIA assessments are carried out for new policies such as the big bin scheme. We are looking at the effects of this report (not our past performance, or actions that represent future decisions.)



Section 17 Crime and Disorder Considerations: None from this report

Health Implications: None from this report

Title and Location of any Background Papers used in the preparation of this report :

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

No new risks have emerged from the changes proposed in this report

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Introduction

- 1.1 West Lindsey District Council's Waste and Recycling Operational Policies aim to ensure that our waste and recycling services operate effectively and efficiently, in order to maximise recycling and reduce the amount of residual waste.
- 1.2 The policy document is designed to lay out agreed policies and procedures that are clearly defined, ensuring transparency and maintaining certainty for residents, Council Members and Officers of the District Council.
- 1.3 Under the terms of the Environmental Protection Act 1990, West Lindsey District Council is classed as a Waste Collection Authority, and as such, under section 45(1) we have a statutory duty to collect household waste from all domestic properties within our administrative area.
- 1.4 Under Section 46(4) of the Environmental Protection Act 1990, the Council has specific powers to stipulate:
 - The size and type of the collection receptacle(s)
 - Where the receptacle(s) must be placed for the purpose of collection and emptying
 - The materials or items which may or may not be placed within the receptacle(s)
- 1.5 Any residents not complying with the Council's requirements, as per the Section 46 notification, may be subject to a fixed penalty ticket or other legal action, or a loss of the collection service.
- 1.6 It is intended that the policy document will outline how West Lindsey District Council will deliver the refuse and recycling collection service and with appropriate education and support, enforcement should not be required.

The policy document was last reviewed in January 2022, with a full review date set for April 2024; this full review has now been undertaken. The changes identified in Table 1 below highlight the amendments and additions which are recommended and included in the new policy document at Appendix 1.

- 1.7 In order to make these policies easier for residents to understand, a few minor changes to wording have been made to include for a more consistent approach in terminology. In some cases wording is now less formal such as in the case of legal powers available to us. However, in some areas the relevant legislation does need to be highlighted. Colleagues in Comms and Customer Services have fed in to the review process.

Table 1 – Policies reviewed

Policy Number and name	Review details	Reason	Recommendation
<p>Policy 4- Authorised Sack Scheme (Page 8)</p>	<p>Amend the statement below “a maximum of four blue bags per collection will be picked up. Any more will be treated as side waste and will not be collected”. The above statement needs to be reworded to state “Three blue sacks and three clear recycling sacks will be collected per week.</p> <p>The highlighted statement above does not align with the number of sacks in the Table 1 of this policy which states that 2.5 blue sacks per week per household are to be issued (which equates to 5 sacks per fortnight for residents with wheeled bins).</p>	<p>Confusion is being caused by the current policy on the number of refuse sacks issued to those properties on a weekly sack collection service.</p> <p>The highlighted statement from the current policies allows for a greater refuse capacity compared with those residents on the wheeled bin collection service. The service needs to be fair and equitable for all residents.</p> <p>The standard size of refuse wheeled bin is 180 litres and an allowance of 2.5 sacks per week is still above what can be contained within a wheeled bin on a fortnightly collection.</p>	<p>The relevant paragraph to be changed to “Authorised sacks will be issued to households every 6 months and will provide the same capacity to contain waste and recyclables, as would be available if the householder were provided with wheeled bins. Unless a prior arrangement has been made, the equivalent of three blue refuse sacks and three recycling sacks will be collected per week.</p>
<p>Policy 7- Recycling collection (Pages 10 + 11)</p>	<p>Residents should be encouraged to have a full suite of black, blue and purple-lidded bins.</p>	<p>To encourage recycling in line with Government targets and environmental benefits. All households will generate both mixed recycling/paper and cardboard and need to use both bins</p>	<p>West Lindsey District Council encourages residents to recycle as much as possible by using the correct bin for the correct materials. Add – The resident cannot have either of their recycling bins removed from their property, (either for mixed recycling or</p>

			for paper and cardboard) unless these are extra to their normal entitlement, as per section 46 of the Environmental Protection Act 1990 and section 57 of the Environment Act 2021.
Policy 7 – Recycling collection (Page 10 + 11)	Residents should be encouraged to have a full suite of black, blue and purple-lidded bins.	Due to introduction of purple lidded bins this is necessary.	Add - Residents can request to swap bins if they have two blue bins and no purple lidded bins or vice versa so that they have one of each.
Policy 8 – Separate Paper and Card Collections (Pages 11 + 12)	Negotiated with LCC to extend time that purple-lidded bins will be free		To be amended to take out that purple lidded bins are free until April 2024. The charge for these will not be implemented until April 2025.
Policy 10 – Assisted Collection (Pages 12 + 13)	Should be amended to include that the service will be available for a period of one month after the occupier ceases to need the service to allow for relatives to clear out the property	Resident has passed or moved into care. Family members are not local and cannot present bins on scheduled collection day.	To be amended so that the service can continue for a period of one month whilst the house is being emptied.
Policy 12- Additional receptacles (Pages 13 + 14)	To be amended to include a limit of two blue recycling bins and two purple-lidded bins for each property. Therefore, one extra blue recycling bin and one extra purple lidded bin	Although the Council encourages households to recycle as much as possible, an allowance of two blue bins and two purple-lidded bins should be more than adequate for most households.	Add - The Council encourages households to maximise the presentation of materials for recycling. Therefore, 1 extra blue recycling bin and 1 extra purple lidded

	are available for a one-off cost.	By having a limit on these bins this will prevent businesses operating from home receiving a free commercial waste service. Under very exceptional circumstances, a decision will be made by the Operational Services Manager (or designated officer) on a case by case basis.	bin are available for a one-off cost.
Policy 14- Missed Collections (Pages 15 + 16)	Currently in the policy there is no cut off point for a resident to report a missed bin. Therefore a resident can refill the bin and report a week later that they have had a missed collection. Add a line that missed bins must be reported within 72 hours of collection date otherwise bins will not be classed as missed.	To make it clear to the resident that they must report their missed bin within a time period and reduce the number of false missed bin claims.	Add - missed bins must be reported within 72 hours of collection date otherwise bins will not be classed as missed.
Policy 28 – Big Bin Clear Out (Pages 22, 23 + 24)	Policy covering new service offering		Add – Policy 28

2. Recommendation

That Members approve the new Waste Services Policies including the changes and additions highlighted in Table 1 of the report.

Waste and Recycling Operational Policies



VERSION CONTROL		
Version	Details	By who
Version 2.1	Amended 11/1/22 following MT	AS/EB
Version 2.2	Amended 17/1/22 following Chairs Brief	AS/EB
Version 2.3	Amended 1/3/22 following consultation on minor amendment with Chairman of Prosperous Communities Committee	AS/EB
Version 2.4	Management Team – 18 February 2024	RG/EB

Full Review date two years from adoption – April 2026

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Introduction

West Lindsey District Council's Refuse and Recycling Policies aim to ensure that our waste and recycling services operate effectively and efficiently in order to maximise recycling and reduce the amount of residual waste.

This policy document is designed to lay out agreed policies and procedures that are clearly defined, ensuring transparency, and maintaining certainty for residents, Council Members and officers of the District Council.

Under the terms of the Environmental Protection Act 1990, West Lindsey District Council is classed as a Waste Collection Authority, and as such, under section 45(1) we have a statutory duty to collect household waste from all domestic properties within our administrative area.

Under Section 46(4) of the Environmental Protection Act 1990, the Council has specific powers to stipulate:

- The size and type of the collection receptacle(s)
- Where the receptacle(s) must be placed for the purpose of collection and emptying
- The materials or items which may or may not be placed within the receptacle(s)

Any residents not complying with the Council's requirements, as per the Section 46 notification, may be subject to a fixed penalty ticket or other legal action, or a loss of the collection service.

It is intended that the policy document will outline how West Lindsey District Council will deliver the refuse and recycling collection service and with appropriate education and support, enforcement should not be required.



Policy 1: Frequency of Collection

The Council will collect household refuse and household recyclables on an alternate weekly basis in most areas of the District. For paid subscribers to the service, garden waste will be collected on a fortnightly basis during the collection season. The collection season is currently set to run from the end of March to the end of November. Garden waste collections are organised to ensure that each household receives 18 collections, providing they sign up to the service prior to the start of the collection season. See Policy 23 for more information about the garden waste collections.

The collection day will normally be the same day of the week for refuse and recycling.

The time of the day for collection may vary due to roadworks, vehicle breakdowns or other situations outside of our control. Therefore, residents are asked to present their bin(s) before 7am on your designated collection day. Bins can be presented after 7pm on the evening prior to collection.

During Bank Holiday weeks, collections will usually be as per your regular collection day. However, there may be occasions when collection days are altered. This is normally over the Christmas and New Year period.

Information about alterations will be advertised through a number of methods including on the Council's website at www.west-lindsey.gov.uk, resident publications and social media.

We aim not to change your collection day from year to year, but occasionally this is necessary to ensure that our collection rounds take account of new home building and are routed efficiently.

We currently provide collection calendars to all households in the district on an annual basis, to advise of collection arrangements throughout the year, along with some recycling information. Details of collection arrangements will always be made available on our website at www.west-lindsey.gov.uk/mybinday

Policy 2: Provision of Wheeled Bins

All residents are required to present their waste and separated recyclables in wheeled bins or sacks issued by the Council. Presentation must be made at the front boundary of their property where it meets the kerbside. We refer to this point as the curtilage (see Policy 5).

The exception to this policy will be where residents are unable to move wheeled bins to the curtilage of the property, due to access difficulties, e.g. terraced properties with no viable access for wheeled bins from the rear of the property to the curtilage or disability. In these circumstances, alternative waste collection receptacles/arrangements will be provided, by agreement with, and at the discretion of, West Lindsey's Operational Services Manager.

In the interests of waste minimisation, and therefore reducing costs to the council tax payer, the Council issues black (refuse) wheeled bin capacity to households based upon household occupancy.

Household occupancy is defined as the number of permanent, full-time occupants. Please be aware that a charge also now applies for supplying additional wheeled bins (if these are permitted).

A standard family wheeled bin (180L) is the default bin provided to the majority of residents. Separate policies are applicable for flats and premises of multiple occupancy (see Policy 13).

Large Family wheeled bin (240L):

Only households that have four or more occupants, or a specific verified need, such as medical waste (see Policy 21) can apply for additional refuse bin capacity. This request can be completed online by visiting www.west-lindsey.gov.uk/doitonline or alternatively you can call our Customer Services on 01427 676676.

This request will only be approved subject to residents using the existing recycling facilities to the fullest extent. Once provided, a family wheeled bin may be taken away and replaced with a Standard Family wheeled bin (180L) if this condition is not satisfied. Households will then not be eligible for another assessment for a period of six months. Please be aware that a charge also applies for supplying wheeled bins.

Second refuse wheeled bin:

There will be a very limited number of households who will need greater waste capacity than is offered by the 240L bin. In such cases residents may be offered a second wheeled bin to enable them to safely dispose of the waste that they produce. The bin size offered will reflect the needs of the household which will be assessed by the Council. Examples include large families with more than three children in nappies and adults with large quantities of non-hazardous medical waste.

Two bins will be provided for a fixed period only and this will be reviewed at the end of this period. Once again, provision will be subject to households using the existing recycling facilities to the fullest extent.

At these properties both bins will display a sticker so that collection crews will know to empty two bins.

Policy 3: Charges for Wheeled Bins

Charges for supply and delivery of wheeled bins were introduced by West Lindsey District Council in 2012.

Due to the current financial situation, the Council is under increased pressure to save money. The charges for bin provision solely cover the administration and their delivery, the Council retains ownership of the bins. We would encourage residents to look after their bins by labelling with their house number and bringing back in as soon as possible after collection.

This charge applies both to new properties and replacement bins and payment will be required when requesting new or replacement bins. The exception is where bins are damaged by our crews or reported as stolen. Please visit www.west-lindsey.gov.uk/wastefees for details of current charges.

Any requests to provide new wheeled bins (refuse or recycling) for a new build property or due to damage, loss or theft must be made to the Council; either by contacting our Customer Services Team on 01427 676676 or using the online request service which can be found at www.west-lindsey.gov.uk/doitonline.

Replacement wheeled bins will be delivered as soon as practicable after the payment has been received, but in all cases within 10 working days.

All refuse and recycling receptacles supplied to residents shall always remain the property of the Council.

When residents move home they must leave the refuse and recycling wheeled bins at the property for the new occupant. Residents are responsible for the storage, safe keeping and cleaning of refuse and recycling wheeled bins.

For newly built properties, either the developer or the builder (if smaller estates or individual properties) will be responsible for the purchase of wheeled bins for the properties they have constructed. If developers fail to make this provision, the resident will be liable for the purchase of the wheeled bins. No collections will be made until such time as wheeled bins, of an approved design and colour, have been purchased.

These wheeled bins can be purchased from the Council or can be procured by the developers, provided they are approved for use by the Council. The wheeled bins will become the property of the Council and must be left at the property when residents move out.

Policy 4: Authorised Sack Scheme for Exempt Properties

Where agreed by the Operational Services Manager (or designated Officer) individual households unable to utilise wheeled bins to contain their waste and recyclables, will be provided alternative receptacles. These will consist of blue (refuse) and clear (recycling) 'authorised sacks'. Sacks for the presentation of garden waste can be provided for a small charge (see Policy 23).

Properties that may be exempted from the wheeled bin scheme include:

- Purpose built blocks of flats
- Flats above shops
- Properties with no frontage
- Properties with very small front gardens (less than 1 metre deep) that have insufficient space for a wheeled bin
- Very long drives

The suitability of a wheeled bin collection to properties with steps or steep frontages will be assessed on a case by case basis. If, for health and safety reasons, they are found to be unsuitable then they will be exempted.

Authorised sacks will be issued to households every six months and will provide the same capacity to contain waste and recyclables as would be available if the resident was provided with wheeled bins. The equivalent of three blue refuse sacks and three clear recycling sacks will be collected per week.

Table 1 below identifies the number of authorised sacks provided to households under this arrangement.

Where households use their allocation of 'authorised' sacks before they are replenished, the resident will be required to purchase 'pre-paid' authorised sacks in which to present their waste (see Policy 19).

Where households, not recorded as being on the authorised sack scheme present authorised sacks, the sacks will be rejected for collection.

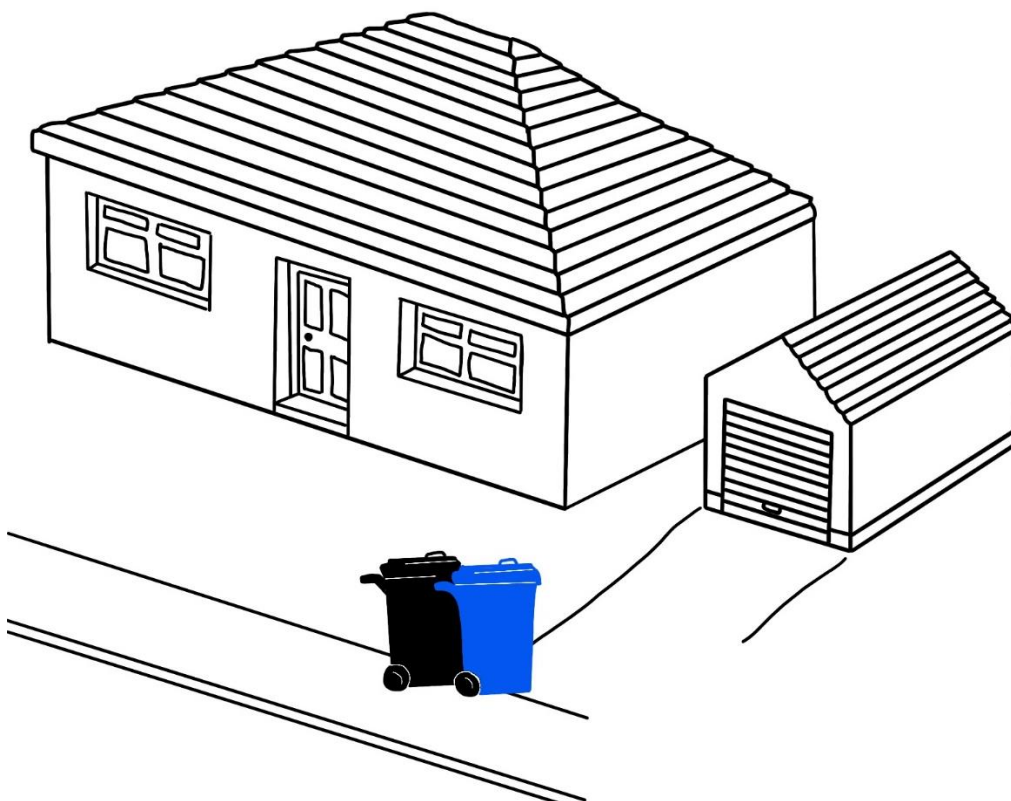
Table 1: Number of Authorised Sacks Issued to Households (per 6 months)

Household Occupancy	Refuse (Blue)	Recycling (Clear)
4	65	78
5	78	100
More than 5	To be assessed *	To be assessed *

* At discretion of the Operational Services Manager or Designated Officer

Policy 5: Presentation of Refuse and Recyclables

Waste and recycling wheeled bins must be presented at the curtilage (front boundary) of the property, at the point nearest the highway by 7am on the appointed day of collection. The wheeled bins should then be taken back onto your property by the end of the collection day.



The Council will not empty any non-authorised wheeled bins.

Where residents report difficulty in terms of being able to present their bin, due to access issues such as steep slope or steps to access their property, a Council Officer will visit the resident to determine the most appropriate solution.

Where residents share a driveway, they will be required to present their wheeled bins/sacks for collection at the end of the shared drive, at a point nearest to the highway.

Where an individual property is located down a 'long-driveway', the resident is required to present their wheeled bin/sacks for collection at the point nearest the highway. The Council's designated Officer will visit the resident to assess the most appropriate location to present the waste receptacles and the type of receptacles to be used. Where the 'long-driveway' serves several properties, the Council will arrange for the designated Officer to visit and assess if it is appropriate for a collection vehicle to access the properties.

Any variation to this Policy will be at the discretion of the Operational Services Manager. This decision will be deemed to be final.

Policy 6: Collection of Refuse

All wheeled bins/sacks are liable to inspection before collection and should contain 'non-recyclable' household waste only:

The bins/sacks **must not** contain:

- Liquid waste
- Garden/yard waste
- Soil
- High grade clinical waste, including sharps
- Tyres
- Hazardous waste
- Waste Electrical and Electronic Equipment
- Large 'bulky' items.
- Construction/DIY waste such as bricks, plasterboard; cement, aggregates, and timber.
- Paint (in liquid form)

The Council can be contacted regarding arrangements for disposal of the types of waste listed above or see www.west-lindsey.gov.uk/householdwaste.

Should the bins/sacks contain wastes of the type detailed above, the Waste Operative will not collect the waste. In this circumstance, should the refuse not be collected, the disposal of the waste will then become the responsibility of the resident, who will be required to dispose the waste in accordance with instructions provided.

Generally, the resident will be required to remove the incorrect waste item(s). The receptacle can then be presented on the next refuse collection day. In this circumstance residents are required to contain additional waste they are not able to fit into the wheeled bin, in WLDC pre-paid sacks until the next refuse collection (see Policy 20).

Failure to comply with instructions may result in enforcement action being taken under appropriate legislation (see Policy 26).

Policy 7: Recycling Collections

Under Section 46 of the Environmental Protection Act 1990 and the Environment Act 2021, the Council is required to ask residents to segregate their waste for recycling purposes.

All recycling receptacles will be liable to inspection prior to collection, to establish that they contain only the designated recyclable materials, as detailed on the back of your collection calendar. Or visit www.west-lindsey.gov.uk/recycling for further information.

The Council will provide additional printed information or a visit to explain which materials are suitable for recycling upon request.

The resident cannot have either of their recycling bins removed from their property, (either for mixed recycling or for paper and cardboard) unless these are extra to their normal entitlement.

If a resident has two recycling bins of the same colour, we will swap one of these so that they have one of each type in order to enable residents to use the correct bin for all their recyclable waste.

Contamination, meaning items presented in the wrong bin, can have a major impact on our recycling and composting schemes by reducing the quality of the material and the risk that it will be rejected by the reprocessors. The rejection of loads increases our disposal costs.

Recycling and garden waste receptacles considered by Waste Operatives to be 'contaminated' will not be collected. Should the Waste Operative observe a contaminated receptacle, a tag will be attached to it notifying the resident why it has not been collected.

At the discretion of the Waste Operative, they may remove contaminating materials from receptacles and empty the bin, but only if contamination is not considered severe enough to warrant a bin rejection.

The Council will not make an unscheduled return to collect recycling receptacles rejected for collection, even if the offending material has been removed by the resident. In this circumstance, should the recycling receptacle not be collected, the disposal of the rejected waste will be the responsibility of the resident.

The resident will be required to remove the waste causing the contamination problem. The receptacle can then be presented on the next recycling collection day.

The Supervisor has the discretion to arrange for the contaminated recycling receptacle to be collected on the following refuse collection day. This option will be made available to the resident on one occasion only, following a receptacle being rejected for being contaminated.

Should a resident continue to present recycling receptacles containing contaminating waste material, the Council will take appropriate enforcement action under available legislation (see Policy 26).

The Council will provide a reasonable level of advice and assistance to residents regarding how to recycle their waste effectively, prior to taking enforcement measures.

Policy 8: Separate Paper and Cardboard Collections

Separate paper and card collections came into effect as from April 2022. Residents are required to separate their paper and card from other recyclables and instead present paper and cardboard in the purple lidded bin.

Again, under Section 46 of the Environmental Protection Act 1990, the Council is exercising its powers to require residents to segregate their waste for recycling purposes. Also, Section 57 of the Environment Act 2021, has requirements for separate collections of recycling by material type.

A separate "purple lidded" bin will be supplied free of charge until April 2025 to properties already on a wheeled bin service. The collection frequency will be amended as follows:-

- Week 1 – Black (general waste)

- Week 2 – Blue (dry mixed recycling – eg plastic bottles/cans/glass bottles/cartons)
- Week 3 – Black (general waste)
- Week 4 – Purple-lidded bin (separate paper and cardboard) – and repeat the above schedule

The reason for introducing this extra bin is that we need to improve the quality of recycling we collect in West Lindsey and in Lincolnshire as a whole. The present method for collecting recycling (all in one bin) means that the vast majority of paper and cardboard we collect is contaminated by the other items in the recycling bin, like glass and often food waste.

The Environment Act 2021 has the potential to bring fundamental changes to our waste collection service and requires the separate collection of different types of items suitable for recycling.

Policy 9: Rejection of Receptacles for Collection

The Council will reject for collection, refuse and recyclable receptacles for the following reasons:

- Bin lid not fully closed;
- Wrong receptacle presented, e.g. recycling bin presented on refuse week;
- Materials not suitable for recycling placed into the recycling receptacle;
- Refuse receptacle contains waste as detailed in Policy 6 above;
- Waste receptacle too heavy to lift, due to it containing heavy waste such as construction/DIY/soil/yard/garden wastes.
- Waste and recyclables presented in blue authorised sacks at properties not recorded as being part of the authorised sack scheme.
- Authorised sacks presented in dustbins.

Policy 10: Assisted Collection

This policy outlines how residents can access the assisted collection service, so they can participate fully in the refuse and recycling collection service.

Residents, who are unable to transport their wheeled bins/sacks to the required collection point, because of ill health, infirmity, or disability, and without other occupants in the household able to assist them (16 years and over), will be placed on the ‘assisted collection’ scheme, upon request.

Residents are required to provide information so that a simple assessment may be completed. Applications are considered on a case by case basis. Home visits are carried out where necessary.

Assisted collections are subject to the Council being satisfied that service provision is warranted.

Alternative receptacles, for example sacks, can be provided on assessment of the needs of the resident as well as to facilitate collection by our operatives.

Residents on the assisted collection scheme will have their wheeled bins/bags collected by a Waste Operative from an agreed location and emptied into the collection vehicle. Wheeled bins will be returned to the same location.

It is the resident's responsibility to ensure the unobstructed availability of the receptacles i.e. gates etc. are unlocked by 7.00am on the date of collection. If the Waste Operative is unable to gain access to the wheeled bin/sacks they will not be emptied/collected until the next scheduled collection.

If relatives of someone in receipt of this service need time to clear out the property, this service can continue for a period of one month, which will cover the collection of each bin type. For waste in excess of this, our Big Bin service or other disposal solution can be used.

If the resident's circumstances change, the resident must inform the Council. The Council will periodically review the assisted collection register.

Policy 11: Presentation of Side Waste (Refuse)

The presentation of 'side' waste does not support waste minimisation principles or encourage residents to maximise recycling. Therefore, excess household refuse left beside the wheeled bin will not be collected, unless it is contained within pre-paid WLDC authorised refuse sacks.

Pre-paid authorised sacks are chargeable so as to provide incentive to residents to recycle and compost their waste at home, thereby reducing waste arising.

Should residents not be able to contain refuse within the bin, they may take this waste to their local Household Waste and Recycling Centre see Lincolnshire County Council's web page www.lincolnshire.gov.uk/recycling-waste for locations). Alternatively, residents can purchase pre-paid excess refuse sacks or utilise the Council's Big Bin Clear Out service (See Policy 28) or find an alternative disposal solution.

The Council will provide advice to residents on reducing their waste, upon request.

Should the resident continue to present unauthorised side waste, the Council will take appropriate enforcement action under the relevant legislation.

Policy 12: Presentation of Additional Recyclables

The Council encourages residents to maximise the presentation of materials for recycling. Therefore, extra blue recycling bins and purple lidded bins are available for a one-off cost.

Following the introduction of separate paper and card collections in 2022 recycling side waste can no longer be allowed for the following reasons.

- Paper and card must be kept clean and dry and must be contained within the purple-lidded wheeled bin.
- Mixed recycling side waste is also no longer permitted. This is because plastic bags (used to contain the excess) are classed as a contaminate and are not permitted in our recycling contract and cardboard boxes should be contained within the purple-lidded bin and not collected with mixed dry recycling.

Where bulky items with cardboard packaging arise, the cardboard must be broken up and contained within your purple-lidded bin. We can no longer take large cardboard boxes if left next to your recycling bins, as paper and card needs to be kept clean and dry. The bulky cardboard packaging must be free of polystyrene, plastic films, string, rope, banding and other non-recyclable waste.

Where a property is part commercial and part residential, councils are entitled to charge for collection of all of the waste. The Council will provide 1 x 240 litre mixed recycling bin and 1 x 240 bin for paper and card only for the collection of the household element. The occupier must be able to provide proof of disposal route for the commercial waste and where there are doubts as to the origins of the waste (i.e. where commercial waste is apparent) then additional recyclables will not be collected or a charge will be made.

There will be a limit of two recycling bins of each type per property, which is considered adequate for most households. By having a limit on these bins, it will prevent businesses working from home from receiving a free collection. Under very exceptional circumstances a decision may be made by the Operational Services Manager on a case by case basis. Any businesses working from home can subscribe to our Commercial Waste Service or find an alternative registered waste collection contractor.

Policy 13: Premises in Multiple-Occupancy

This policy sets out the provisions for refuse and recycling collection within communal waste storage areas.

It is the Council's preference to supply individual wheeled bins wherever possible, even for flats. However, for multiple occupancy households/properties, the Council may supply an appropriately sized larger wheeled bin(s) for refuse and recyclables. It may be that a sack service is the best option in some instances.

The developer/builder/management agent should engage with the Council at the earliest opportunity when considering waste management arrangements for their complexes. Larger bins will only be serviced by prior arrangement and a fee must be paid to the Council for their provision. Only WLDC approved bins will be emptied.

Where residents of multiple occupancy properties do not segregate their waste for recycling in an effective manner, the Council will support residents to encourage recycling. If appropriate the Council will use its enforcement powers to achieve improvement in recycling performance from multiple-occupancy properties.

Where reasonable efforts of the Council fail to improve the quality of recyclables presented for collection, the Council may remove the recycling bin/sack service. The refuse bin/sack will still be collected fortnightly on refuse collection week. The combined capacity of the refuse receptacles (in litres) should not exceed 180 multiplied by the number of occupied properties.

The Council will assess the servicing of flats/mixed properties on an individual basis and cases will be considered on their merits. Property visits and discussions with the relevant management agencies will be carried out where appropriate.

Where there is contamination within the waste on a regular basis the Council will require the management agency/housing association/landlord to, at their own expense, ensure all non-recyclable material is removed in readiness for the next collection.

It is the property management company/residents' role to present the bins/sacks in a manner that allows for a collection to take place. Where access is not possible due to locked gates etc the wheeled bins/sacks will not be collected.

Where bin stores have excess waste blocking access (bags, loose waste, furniture etc), the Waste Operative will not clear the area. If it is not possible for the Waste Operative to empty the wheeled bins/collect sacks, they will be left and it will be the responsibility of the Management Company/residents to dispose of the waste.

Any disposal of waste by residents or landlords should be carried out in compliance with current legislation.

Where a property is part commercial and part residential - for example a public house or shop with living accommodation, councils are entitled to charge for collection of all of the waste. The Council will provide standard capacity (1 x 180 litre refuse bin, 1 x 240 litre mixed recycling bin and 1 x 240 litre bin for paper and card) for the collection of the household element, but where there are doubts as to the origins of the waste (i.e. where commercial waste is apparent) then the waste will not be collected or a charge will be made to collect the waste.

Policy 14: Missed Collections

Waste and recycling bins/sacks are to be presented for collection by 7am on the designated day of collection.

If bins/sacks are not presented by 7am on the day of collection, bins/sacks reported as missed will not be considered a 'missed' collection. Responsibility for disposal of the waste in these cases lies with the resident.

Waste and recycling bins not presented for collection at the time the Waste Operative arrives at the property will be recorded on our system as live data.

If a bin is recorded as 'not presented', the responsibility for disposal will become that of the resident. Therefore, the Council will not return to empty the bin.

A collection will not be recorded as missed collection until after 4:30 pm on the designated day of collection, as collection routes and times are liable to change. However, if a resident has not had their bin collected and adjacent neighbours have, they should contact the Council on 01427 676676. We will then attempt to revisit for collection on the same day subject to there being no record that the bin was not presented.

The resident should report their bin as missed within 72 hours of the scheduled collection, otherwise it will not be classed as a missed collection.

Should a missed collection be reported after 4.30pm on the designated day of collection, and subject to there being no record that the bin was not presented, WLDC will be required to go

back within five working days and collect the waste. The missed bin will be emptied with the same material stream wherever possible.

Where residents do not present their refuse or recyclables for collection in accordance with Council requirements, the resident will have the following options:

- Take the waste to their local Household Waste and Recycling Centre;
- Store the waste until the next collection day;
- If required, purchase authorised pre-paid sacks to contain the waste until the next collection.

Policy 15: Wheeled Bin Lost in Collection Vehicle

There may be some circumstances where a bin is lost or damaged in the back of the collection vehicle. Should this occur, our operative is instructed to place a note through the householder's door advising of the incident.

In these cases, the Council will replace the wheeled bin free of charge as soon as reasonably practicable.

In the interim, the Council will send sufficient authorised sacks to the householder to cover the period between when the bin is reported missing, to the planned delivery date of the replacement bin.

Policy 16: Stolen Wheeled Bin

When a resident reports their bin as stolen, we will provide one replacement bin only within a three-year period.

The Council will send sufficient authorised sacks to the resident to cover the period between when the bin is reported missing, to the planned delivery date of the replacement bin.

The report of the stolen bin will be recorded and should a further bin be reported as stolen within a three year period, the resident will be required to pay for a replacement bin.

The exception to this is where the resident has subscribed to the chargeable garden waste collection service.

If a stolen bin is reported from an address where the previous occupants had a bin stolen, the Council will provide the first replacement bin free of charge.

If we believe a bin has been misused, damaged or lost by the resident the Council will charge the householder for a replacement. Even when a charge is paid by the resident, the bin remains the property of the Council. Only where damage is caused as a direct result of the collection process will the Council pay for the repair or replacement of the bins.

This policy is designed to encourage responsible use of bins, and because we consider it fairer that the cost of replacements be met by the residents requiring them, not council tax payers as a whole."

Policy 17: Provision of Non-Standard Wheeled Bins

Where household occupancy changes or circumstances arise to merit extra bin capacity, the Council can make arrangements to provide the additional capacity required upon receipt of the necessary payment.

Policy 18: Provision of Wheeled Bins to New Dwellings

The Council will provide wheeled bins to new dwellings upon receipt of the necessary payment for bins, the minimum requirement is for a black, blue and purple-lidded bin, with the garden waste bin being optional.

The property developer should contact Operational Services regarding new developments, in order that adequate and suitable bin storage is identified.

Policy 19: Provision of Authorised Sacks to New Dwellings

New dwellings will not be provided with authorised sacks as an alternative to wheeled bins, unless Policy 2 applies.

Policy 20: Pre-Paid Authorised Sacks

To encourage effective recycling and waste minimisation, the Council does not collect 'side waste', in accordance with Policy 11, unless contained within an authorised pre-paid sack.

Blue sacks are available to purchase from WLDC offices at The Guildhall, Marshall's Yard Gainsborough, DN21 2NA. They are also available by post (although a delivery charge applies). For current charges of the authorised pre-paid sacks please visit www.west-lindsey.gov.uk/wastefees

The Council will review provision of the service and increase the charge in-line with inflation, on an annual basis, thereafter.

Policy 21: Clinical and Medical Waste Provisions

West Lindsey will collect Clinical Waste (Healthcare) waste from domestic properties. This will either be classified as low risk clinical waste as detailed below in non-hazardous clinical waste or the collection of needles (sharps collections).

Hazardous Clinical Waste:

Some clinical waste, e.g. haemodialysis waste and sharps are classified as hazardous waste and need to be disposed of separately and sent for incineration. West Lindsey currently only collect sharps (needles) and this service is available upon request by telephoning 01427 676676. An appointment will be given for collection (within a 48 hour slot).

Requests for collection of other hazardous clinical waste such as haemodialysis waste should be referred direct to Lincolnshire County Council (LCC) by the appropriate PCT, (Primary Care Trust) or hospital. LCC will then arrange for collection by a specialised contractor.

Non-Hazardous Clinical/Medical Waste:

Most types of low-risk clinical waste, such as bandages, dressings, drainage bags, colostomy bags and incontinence pads are classed as low grade (non-hazardous) can be disposed of along with your normal domestic waste, and placed within your black wheeled bin.

If there is a need for additional capacity, residents can request a larger or an additional refuse bin. For residents on a refuse sack service, the Council will also supply additional refuse sacks for this purpose and to enable the waste to be double-bagged.

To request a larger or additional wheeled bin for medical waste reasons, please contact our Customer Services team on 01427 676676 or visit www.west-lindsey.gov.uk/doitonline.

The Council does not provide a service for the removal/disposal of unused pharmaceuticals, which should be returned to a pharmacy.

Policy 22: Bulky Waste Collection Services

The Council provides a bulky waste collection service for large household items such as:

- Table & chairs
- Washing machines
- Dishwashers
- Carpets
- Mattresses
- Suites
- Beds
- Wardrobes
- Cookers etc.
- Fridge/freezers

There is a charge for this service, see www.west-lindsey.gov.uk/wastefees for current charges. The minimum charge will consist of a number of items but not to exceed 6 points. If the points value is exceeded then an extra amount also applies.

An example of the points value is given below.

3 points:

- King sized bed base, mattress, headboard and fittings
- 3 piece suite

2 points:

- Cooker
- Dishwasher

1 point:

- Chest of drawers

- Kitchen table
- Dressing table

A collection date (within a 48 hour slot) is given to the customer when they request a collection. Means tested benefits no longer apply. The bulky waste collection service does not include collection of items such as:

- Bricks
- Concrete
- Tyres and car parts
- Cast Iron Boilers
- Oil tanks
- Plasterboard

Policy 23: Garden Waste Collections

This policy sets out the optional garden waste service which is provided by the Council.

This is a separate, chargeable service for the collection of garden waste and is available to residents on a subscription service see www.west-lindsey.gov.uk/gardenwaste or by telephoning the Customer Service Team on 01427 676676.

Garden waste is not permitted in the residual or recycling waste bins/sacks and will not be collected. Residents who do not subscribe to the service must make arrangements to dispose of their own garden waste either by composting or at their local Household Waste Recycling Centre.

For paid subscribers to the service, garden waste will be collected on a fortnightly basis during the collection season. The collection season is currently set to run from the end of March to end of November each year. Garden waste collections are organised to ensure that each household receives 18 collections, providing they sign up to the service prior to the start of the collection season.

Where agreed by the Operational Services Manager (or designated Officer), individual households unable to utilise wheeled bins to present their garden waste in will be able to purchase garden waste sacks. Resident who purchase sacks will have their sacks collected at the same time as bins in their immediate area. Sacks will be a minimum of 80 litres in capacity and will be available to purchase in bundles of 54 bags for the same cost as the annual charge for a wheeled bin (including delivery), providing the resident with the same capacity as a wheeled bin. There is currently no expiry date for the sacks, so any unused from the bundle can be presented in the next collection season.

Our standard collection vehicles will be unable to ensure that garden waste contained in sacks is recycled and therefore, the sack service will only be available to residents where a wheeled bin collection is not possible due to access issues.

There is no limit to the number of garden waste wheeled bins or sacks which a resident may purchase, if they are unable to utilise wheeled bins.

It is possible to opt-out of the scheme once joined; residents are not required to return the wheeled bin to the Council. No refunds will be given if a resident wishes to cancel their subscription.

It is possible to opt back into the scheme at any time following payment of the appropriate fee.

If a resident is moving within the administrative area of the Council, they will need to inform the Council either by contacting our Customer Service Team on 01427 67676 or by email at gardenwaste@west-lindsey.gov.uk where arrangements will be made to transfer the service to the new property. The resident is required to leave the garden waste wheeled bin (and sticker) at the property they are moving from. If the resident is moving out of the administrative area they should inform the Council, but there is no entitlement to a refund for the remainder of the chargeable period. Full terms and conditions for the service can be found at www.west-lindsey.gov.uk/gardenwaste

Policy 24: Commercial Waste Collections

A commercial/trade waste and recycling collection service is offered to businesses in West Lindsey. The service is available to all schools, parish, church and village halls as well as shops and businesses of all sizes. The service is available at an agreed charge, based on frequency, numbers of bins and number of collections.

The collections, where possible, will be co-mingled with domestically generated waste but may, where required by frequency of collection, be collected by a separate, designated vehicle.

The service will be based on wheeled bin collections, but will be customer-focussed in that sack collections may be available to those customers with insufficient storage capacity for wheeled bins.

Waste generated from residential premises being used for business purposes, where there is a requirement for planning permission for such use, will be dealt with as commercial waste.

Premises such as public houses which are also used as domestic residential accommodation are known as a "mixed hereditaments" and as such are only entitled to the standard issue of wheeled bins.

It is recognised that some individual traders work from home and provided that any waste generated along with the normal household waste does not require any additional capacity or have any particular hazardous qualities it will be dealt with as normal domestic waste.

Free waste collection services to non-domestic properties will cease. Non-domestic customers, using a domestic wheeled bin, will have that bin removed or can join the commercial waste service.

Policy 25: Village Halls and Similar Premises

West Lindsey District Council will provide and empty, a set of bins, comprising of 1 x 180 litre refuse bin, 1 x 240 mixed recycling bin and 1 x 240 litre bin for paper and card to - Village

Halls, Community Centres, 'not for profit' voluntary sector organisations (excluding charity based retail outlets), places of worship and any halls attached. There will be no charge for these bins.

The Council will also make a charge for providing any additional capacity above this standard issue. Requests would be charged at our standard commercial rates (see Policy 24) or alternatively, any request for additional waste bin capacity should be referred to a private contractor.

The Council would also charge in instances where the predominant activity on such premises is commercial in nature, i.e. operated to generate a profit, such as pre-school/child-minding or private fitness/slimming classes.

The existence of a charity registration number does not mean exemption, as many charities are classified as producers of commercial waste and operate in such markets.

Since free waste collection is only intended to benefit premises whose main function is hosting public meetings, in some cases, the Council will request that applications are made in writing detailing activities. We reserve the right to monitor and review periodically to see if such premises remain in scope.

Policy 26: Education and Enforcement Procedures

This policy outlines the enforcement procedures for the Waste and Recycling Service. Building awareness and having an educational approach is important to help residents understand their role and assist with improving recycling and operating efficient services. Enforcement activities will be in accordance with the Council's 'Corporate Enforcement Policy' and as such, any enforcement will follow these principles and be applied in a staged approach. There are no significant changes in approach to that presented in the existing waste enforcement policies, but this policy provides a summary:

All waste must be presented in Council approved bins/sacks to ensure it can be safely collected from the kerbside (or a position agreed by the Council).

The Council will reject for collection, refuse and recyclables receptacles for the following reasons:

- i. Overloaded wheeled bins (by weight and volume)
- ii. Wrong receptacle presented e.g. recycling wheeled bin presented on refuse week.
- iii. Wheeled bin is too heavy to lift, due to containing heavy waste e.g. construction, DIY or soil waste.
- iv. Contamination of recyclable materials.
- v. Garden waste in residual collection (black wheeled bin or blue bag).

Repeated presentation of residual side waste will be dealt with by the Council in the same manner as contamination of recyclable materials.

Recycling wheeled bins containing major contamination will not be emptied. A tag be placed on the bin to provide information as to the reason for rejection and it will be recorded on our

live database system. It is the responsibility of the resident to remove the contamination and dispose of it in the correct manner.

The resident may be given two letter notifications for two separate occurrences of contamination of the recycling wheeled bin, the third incident may result in a notice being served to the resident, under Section 46 of the Environmental Protection Act 1990 and will allow a Fixed Penalty Notice (FPN) to be issued on the next occasion.

Policy 27: Severe Weather

In the event of severe weather, e.g. when snow, ice, floods or other conditions disrupt waste and recycling collection services, the following general principles will apply;

The Council will try to maintain services if they can be performed safely, for example from a gritted road or another area assessed as safe by the collection vehicle driver. Among key factors that apply are road conditions, access past parked cars, risks to public or crews.

The condition of the roads in terms of the district as a whole will be assessed by the Operational Services Manager.

A decision will be made by 9am as to whether normal collections will be attempted; thereafter hourly reassessments will be made until 2pm. Communication will be through our usual channels (West Lindsey District Council website and social media pages) with regular updates to local radio and via other media outlets (newspapers, local television). Residents can sign up for a regular e-newsletter at www.west-lindsey.gov.uk/newsletter.

Should it be necessary to suspend the service, staff will be re-deployed where appropriate (initially to assist residents deemed most vulnerable such as those in the Supported Housing Section) and thereafter to assist Lincolnshire County Council in the discharge of their duties i.e. gritting pathways and clearing snow.

In cases of flood, staff will assist in the provision of sandbags in line with the Council's Policy.

Bulky waste collections may be suspended to maintain main services depending on the duration of the severe weather event.

Limited quantities of extra waste will be accepted alongside bins during any catch-up period.

Policy 28: Big Bin Clear Out Service

This service allows residents to hire a choice of two big bin sizes for a period of one week, allowing residents to dispose of excess household waste, for example after a party or spring clean. Wherever possible, residents are encouraged to reuse or recycle items, by using Charity Shops or Household Waste Recycling Centres.

The service is for residents only and does not extend to businesses. Businesses can subscribe to our commercial waste collection service and an online enquiry can be submitted by visiting www.west-lindsey.gov.uk/commercialwastesolutions or utilise an alternative disposal solution.

To request the big bin service please use the online form or call our Customer Services on 01427 676676. The Council will allow the resident to select a suitable date for delivery and collection of the bin.

Please only use this service for the disposal of household waste. The resident must ensure that no items are placed within the bin(s) that are not allowed. Examples of unacceptable items are listed below.

On collection of the bin, should any item be found in the bin which is not allowed, the resident will be given the opportunity to remove it. If this isn't possible, the bin will need to be emptied at a specialist disposal site, and the resident will be charged for this additional cost.

The resident will pay the hire fee at the time of booking using debit/credit or contactless card payments or through the online form.

Residents should present the bin(s) for emptying no later than 6:30 am on the morning of the agreed collection date, ensuring the Council has clear access to the bin for collection. Please do not block the road or footpath.

The bin shall remain the property of the Council.

Residents should not breach the terms of this agreement, this may result in the Council having to terminate this agreement and no refund will be given. Unfortunately, if the bin is damaged due to misuse by the resident, a payment for the repair or replacement of the bin will be payable by the resident. A record will be made of the condition of the bin at delivery and collection times.

The Council accepts no liability for any property damaged during delivery of the bin and during collection. It is the responsibility of the resident to choose a suitable location for the bin, ensuring that the Council has clear access for drop off and collection. The Council are not liable for damage caused to land or property including, but not limited to grass, driveways, personal property, cars, kerbs, garden beds, fences, carports, garages, houses or other structures, during delivery or collection.

The resident must always keep the bin on their premises, ideally in a secure location. We ask that bins are not moved to other locations without permission from the Council. If neighbours wish to share the bin it must be agreed with the Council in advance so the bin can be moved between the two properties. The bin must be returned to the property where the bin was delivered to for collection. Any agreement to share the bin with a neighbour, is the responsibility of the residents, the Council will not intervene in any disputes.

The resident must keep the bin away from any public land.

If the resident wishes to cancel the service, this must be done by 1pm on the working day before the arranged delivery. If the resident cancels on the delivery day, no refund will be given.

Please ensure that the bin lid is closed in order for the bin to be collected, any bins with lids up will not be collected and an additional charge of £50 will be made to reschedule the collection.

Examples of unacceptable items are listed below;

Gas bottles
Hazardous waste such as asbestos or batteries
Construction waste such as brick rubble or plasterboard
Other materials normally described as building waste including old tilets, showers, kitchen cupboards, etc.
Liquid waste such as tins of paint or waste cooking oil
Electrical Items
Garden waste or soil
Tyres
Clinical waste (including needles)
Any other material deemed unsuitable by the Council

Agenda Item 6e



Prosperous Communities

Tuesday, 19 March 2024

Subject: Voluntary & Community Sector Funding 2024/25

Report by:	Director – Planning, Regeneration & Communities
Contact Officer:	Grant White Communities Manager grant.white@west-lindsey.gov.uk
Purpose / Summary:	To approve Voluntary & Community Sector core funding for 2024/25.

RECOMMENDATION(S):

1. Committee approve Voluntary and Community Sector core funding grants for 2024/25 as follows:

- **Call Connect (LCC) - £30,000**
- **Citizens Advice Lincoln & Lindsey - £60,200**
- **Gainsborough Adventure Playground Association - £15,000**
- **Lincoln Area Dial-a-Ride - £13,000**
- **Live and Local - £3,500**
- **The Conservation Volunteers - £30,000**
- **Voluntary Centre Services - £25,000**
- **West Lindsey Churches Festival - £8,000**

TOTAL: £184,700

2. Committee approve to undertake a review of Voluntary and Community Sector core funding as set out in Section 6 of this report and present a report to the Prosperous Communities Committee by December 2024.

IMPLICATIONS

Legal:

Grant funding agreements used meet legal requirements and have been approved for use by Legal Services. All grants awarded will comply with necessary legal regulations and same requirements will be placed on projects and organisations funded.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/156/24/PC/SL

There is ongoing budget provision within the MTFP of £184,700 for Voluntary Community Sector (VCS) grants, to reflect the grant allocations proposed at section 5.

Organisation	2024/25 Funding
Call Connect (LCC)	£30,000
Citizens Advice (Lindsey & Lincoln)	£60,200
Gainsborough Adventure Playground Association (GAPA)	£15,000
Lincoln Area Dial-a-Ride	£13,000
Live and Local	£3,500
The Conservation Volunteers	£30,000
Voluntary Centre Services	£25,000
West Lindsey Churches Festival	£8,000
TOTAL:	£184,700

Staffing :

The management of Voluntary & Community Sector funding will be delivered using existing staff resources within the Council's Communities Team.

Equality and Diversity including Human Rights :

Grant funding activity will be delivered in accordance with the Council's equality and diversity policies. Organisations receiving funding will be required to meet the same standards and protections are included within grant funding agreements.

Data Protection Implications :

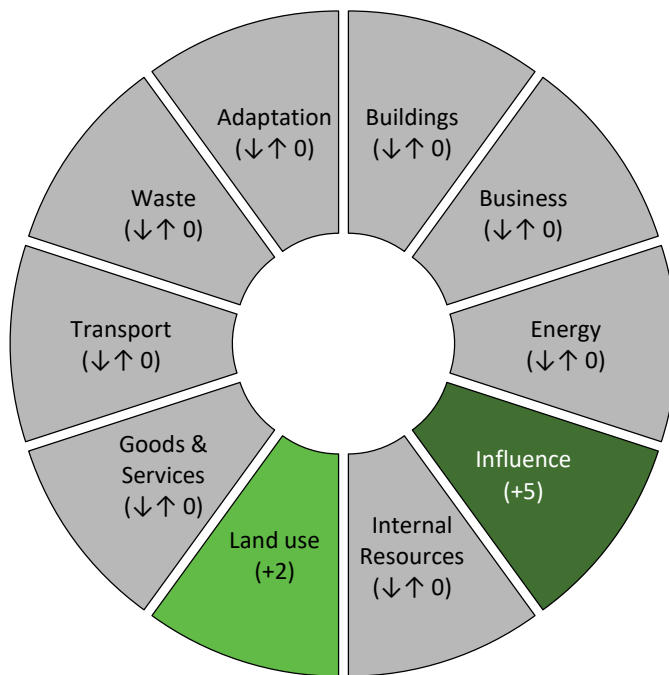
Grant funding activity will comply with all necessary data protection requirements. Data collected for grant awards will be stored securely including financial information for grant payments.

Climate Related Risks and Opportunities :

The delivery of VCS Grants will utilise a digital first approach with use of electronic forms, documents and e-mail to avoid the need for printing.

The organisations receiving VCS Grants may have a direct impact on carbon reduction and environment through the work they deliver. As part of grant monitoring and evaluation, any impacts on environment will be captured.

In particular the work delivered by The Conservation Volunteers will have a direct impact on environmental protection with council owned green spaces being maintained and enhanced.



Section 17 Crime and Disorder Considerations :

There are no considerations for this report however some organisations funded may have a direct or in-direct impact on helping to reduce the risk of crime and disorder. Where possible this will be captured in any monitoring and evaluation reporting.

Health Implications:

VCS Grants support targeted services across West Lindsey which all have a direct impact on health and wellbeing of service users. The impacts can be wide ranging and some cases are in-direct benefits as a result of a service being delivered.

Monitoring and evaluation helps capture details of the impact on health and wellbeing. This is also presented in the form of case studies to help demonstrate the impact on individuals by organisations we grant fund.

Title and Location of any Background Papers used in the preparation of this report:

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Risk Assessment :

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Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Introduction

- 1.1 The Council provides a range of core Voluntary and Community Sector (VCS) Grants to support the delivery of projects and services for the benefit of our communities and residents. The delivery of these services contributes towards the Council's Corporate Plan priorities and various other strategies.
- 1.2 Current Core VCS grant agreements end on 31st March 2024. The current core funding VCS grants were approved by Prosperous Communities Committee on 6th December 2022 for a 1-year period beginning 1st April 2023.
- 1.3 Officers have completed in-year monitoring of current VCS grants. Monitoring information and recommendations in this report have been shared with the Community Grants Panel (a Member Working Group) and they have endorsed the recommendations in this report. This report summarises our monitoring of VCS grants and recommends continuation with 1-year grant agreements.
- 1.4 An additional recommendation in this report is to undertake a review of VCS grants to inform future recommendations on funding. This report sets out the planned process of completing the review.

2 Monitoring

- 2.1 Officers completed monitoring of core VCS grants to ensure projects and services being delivered contributed to Corporate Plan priorities, addressed identified community needs and achieved value for money.
- 2.2 The monitoring work included meetings with organisation leaders, data collection and case studies.
- 2.3 Monitoring information will continue to be collected into the 2024/25 financial year for services delivered during the current financial year.
- 2.4 Monitoring requirements for VCS grants during 2024/25 will be incorporated into grant funding agreements.

3 Core VCS Grants

- 3.1 The council provides core funding for identified organisations that are critical to achieving its corporate plan objectives. The historic arrangements for these grants are based on identified need and shared objectives.
- 3.2 The following core funding grants have been provided during 2023/24:

Organisation	2023/24 Funding
Call Connect (LCC)	£30,000
Citizens Advice (Lindsey & Lincoln)	£60,200
Gainsborough Adventure Playground Association (GAPA)	£15,000

Lincoln Area Dial-a-Ride	£13,000
Live and Local	£3,500
The Conservation Volunteers	£30,000
Voluntary Centre Services	£25,000
West Lindsey Churches Festival	£8,000
TOTAL:	£184,700

The total core funding value for all grants listed above is £184,700.

- 3.3 A summary of service provision provided by each funded organisation is contained in Appendix 1.

Appendix 1 – VCS Grants Summary

- 3.4 The core funding grants play a critical role in meeting our corporate plan objectives by:

- Providing critical advice and support to all our residents and in particular those who are most at-risk, in relation to debt and any other problems they face
- Supporting voluntary and community sector organisations to serve the most vulnerable and marginalised
- Facilitating volunteering in the community to build skills, experience and community engagement
- Supporting vulnerable and at-risk individuals in both town and rural areas to be independent and thrive
- Maintaining green spaces and supporting environmental development
- Maintaining identified community and heritage assets

4 VCS Landscape Nationally

- 4.1 National research on the status of the voluntary and community sector is highlighted in the Civil Society Almanac 2023:¹

- The number of micro voluntary organisations increased, but with a decline in the number of small and medium-sized organisations.
- The combined effects of the pandemic and the cost of living crisis continue to impact the sector as a whole.
- Growth within the VCS has slowed since 2019/20 and fell during the pandemic. Income fell by 6% with spend decreasing by 8%.
- Volunteer retention for older and socio-economically disadvantaged groups has become challenging.

¹ <https://www.ncvo.org.uk/news-and-insights/news-index/uk-civil-society-almanac-2023/> NCVO – UK Civil Society Almanac 2023

- 4.2 The predicted impact on the sustainability of smaller VCS organisations nationally is also likely to be the case in West Lindsey. This is evidenced by increased applications to our Community Grant schemes as well as increased enquiries for funding and governance support.
- 4.3 Declines in government funding, grants and foundation funding are likely not to be made up in public donations and support due to the cost-of-living crisis. This leaves the sector, and the people they serve, vulnerable.
- 4.4 The UK government commissioned research (August 2022) looking at the growth potential and barriers for VCS organisations, in particular in relation to the delivery of public services and their participation in public procurement and commissioning processes.² The report recognised the importance of place-based action by VCS organisations with strong links to their locality. It highlighted that the public procurement and commissioning processes tended to favour larger VCS organisations with income over £10m. Barriers were identified for the vast majority of VCS from accessing public funding despite delivering significant social value. The report recognised the importance of grants as part of the VCS support process alongside public procurement was required processes as well as utilisation of the Social Value Model in procurement processes.³

5 Financial Profile 2024/25

- 5.1 This report proposes continuing the core VCS Grants to existing organisations with a 1-year grant agreement. Based on this recommendation the following financial profile would be used:

Organisation	2024/25 Funding
Call Connect (LCC)	£30,000
Citizens Advice (Lindsey & Lincoln)	£60,200
Gainsborough Adventure Playground Association (GAPA)	£15,000
Lincoln Area Dial-a-Ride	£13,000
Live and Local	£3,500
The Conservation Volunteers	£30,000
Voluntary Centre Services	£25,000
West Lindsey Churches Festival	£8,000
TOTAL:	£184,700

- 5.2 The budget within the MTFP from 2024/25 onwards is a total of £184,700 for core VCS Grants.

² <https://www.gov.uk/government/publications/the-role-of-voluntary-community-and-social-enterprise-vcse-organisations-in-public-procurement> (Accessed February 2024)

³ https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwinIKuF9qP7AhUUT8AKHalwD2UQFnoECAkQAQ&url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F940826%2FSocial-Value-Model-Edn-1.1-3-Dec-20.pdf&usq=AOvVaw3OkwiTu7Q75HMSIzKZMV-J (Accessed February 2024)

6 VCS Grants Review 2024

- 6.1 This report recommends that committee approve to undertake a review of VCS Grants during 2024/25. The review will be undertaken by the Community Grants Panel (a member working group) with support from officers within the Communities Team.
- 6.2 The review will include an analysis of priorities, needs and demands in relation to the type of services and activities our VCS grants support. Engagement with members, partner organisations and key stakeholders will be incorporated into the review.
- 6.3 The review will conclude with the production of a report containing future recommendations for Prosperous Communities Committee by December 2024.

7 Recommendations

- 7.1 Committee approve Voluntary and Community Sector core funding grants for 2024/25 as follows:

- Call Connect (LCC) - £30,000
- Citizens Advice Lincoln & Lindsey - £60,200
- Gainsborough Adventure Playground Association - £15,000
- Lincoln Area Dial-a-Ride - £13,000
- Live and Local - £3,500
- The Conservation Volunteers - £30,000
- Voluntary Centre Services - £25,000
- West Lindsey Churches Festival - £8,000

Total: £184,700

- 7.2 Committee approve to undertake a review of Voluntary and Community Sector core funding as set out in Section 6 of this report and present a report to the Prosperous Communities Committee by December 2024.

Appendix 1 – VCS Grants Summary

Organisation	Grant Value 2023/24	Purpose of funded activity	Corporate Plan
Call Connect (operated by Lincolnshire County Council)	£30,000	<ol style="list-style-type: none"> 1. Provision of Call Connect demand responsive bus services to all eligible areas within West Lindsey. 2. WLDC funding is specifically utilised to provide a second Call Connect vehicle operating in the Gainsborough catchment area. 	Health and Wellbeing <ul style="list-style-type: none"> • People are enabled to live independently at home. • Improved mental and physical health outcomes across all age groups. • The right partnerships are in place to understand and meet the holistic needs of our people.
Citizens Advice Lincoln & Lindsey	£60,200	<ol style="list-style-type: none"> 1. Advice and support to residents in West Lindsey wishing to access advice and support commensurate with services offered through the Citizens Advice. 2. The provision of face-to-face services through existing premises. 3. The provision of telephone services accessible to West Lindsey residents. 4. To work in partnership with the Council to support joint projects and delivery such as surgery support in West Lindsey. 	Health and Wellbeing <ul style="list-style-type: none"> • People are enabled to live independently at home. • A reduction in the gap in health inequalities between the most deprived and least deprived neighbourhoods. • Improved mental and physical health outcomes across all age groups. • The right partnerships are in place to understand and meet the holistic needs of our people. Communities and Vulnerable Groups <ul style="list-style-type: none"> • Increase and sustain the number of volunteering opportunities and community led activity. • A reduction in level of deprivation in the most deprived neighbourhoods. • A reduction in levels of child poverty and fuel poverty across the district.

			<p>Employment and Skills</p> <ul style="list-style-type: none"> • An increase in the number of economically active people in the district. • Barriers that prevent people gaining employment are removed.
<p>Gainsborough Adventure Playground Association (GAPA)</p>	<p>£15,000</p>	<p>To use funding for the following areas of work and delivery:</p> <ol style="list-style-type: none"> 1. A safe environment for children of school age to undertake adventurous play. 2. A structured play environment to assist child development, learning and experiences. 3. Positive parenting experiences through family activities and events 4. Opportunities for children to make a positive contribution to their community. 5. Pre-foundation stage learning and outreach activities. 	<p>Health and Wellbeing</p> <ul style="list-style-type: none"> • Increased levels of physical activity across all age groups. • A reduction in obesity levels across all age groups. • A reduction in the gap in health inequalities between the most deprived and least deprived neighbourhoods. • Improved mental and physical health outcomes across all age groups. • The right partnerships are in place to understand and meet the holistic needs of our people. <p>Communities and Vulnerable Group</p> <ul style="list-style-type: none"> • Improved standards of housing community spaces and community facilities. • Increased engagement in local communities and a strong sense of community pride. • Increase and sustain the number of volunteering opportunities and community led activity. • A reduction in level of deprivation in the most deprived neighbourhoods. • A reduction in levels of child poverty and fuel poverty across the district.

Lincoln Area Dial-a-Ride	£13,000	<ol style="list-style-type: none"> 1. To support the continued provision of the Dial-a-Ride service. 2. The Dial-a-Ride service provides an accessible and affordable door to door transport for people in Lincoln and the surrounding area who are not able to access public transport. Service users include the elderly and those with a physical or mental disability that prevents them from using public transport. 3. The main objectives of the Dial-a-Ride service are to improve the quality of life and promote the social inclusion and independence of those individuals in the coverage area that are disadvantaged through age and/or disability. 	Health and Wellbeing <ul style="list-style-type: none"> • People are enabled to live independently at home. • A reduction in the gap in health inequalities between the most deprived and least deprived neighbourhoods. • Improved mental and physical health outcomes across all age groups. • The right partnerships are in place to understand and meet the holistic needs of our people.
Live and Local	£3,500	<ol style="list-style-type: none"> 1. Deliver Live & Local rural touring programme delivering arts, culture, and theatre events in village halls across West Lindsey. 	Health and Wellbeing <ul style="list-style-type: none"> • A co-ordinated cultural events and activity programme that increases participation and meets the needs of our people across the district. • Improved mental and physical health outcomes across all age groups.
The Conservation Volunteers	£30,000	<ol style="list-style-type: none"> 1. Maintain Council owned woodlands and green spaces with volunteer led activity. Sites and work schedules to be agreed and maintained in the on-going delivery plan. 	Health and Wellbeing <ul style="list-style-type: none"> • Increased levels of physical activity across all age groups. • A reduction in the gap in health inequalities between the most deprived and least deprived neighbourhoods.

		<p>2. Provide conservation volunteering opportunities for all sector of society with a particular focus on:</p> <p>2.1 People with health issues 2.2 The educationally disadvantaged 2.3 The unemployed 2.4 The isolated, vulnerable and/or disabled</p> <p>3. Promote local conservation and volunteering through relevant publicity, marketing activity and social media.</p> <p>4. Support the Council on other environmental projects as appropriate.</p>	<ul style="list-style-type: none"> • Improved mental and physical health outcomes across all age groups. • The right partnerships are in place to understand and meet the holistic needs of our people. <p>Communities and Vulnerable Groups</p> <ul style="list-style-type: none"> • Improved standards of housing, community spaces and community facilities. • Increased engagement in local communities and a strong sense of community pride. • Increase and sustain the number of volunteering opportunities and community led activity. • Appropriate solutions are in place to meet the needs of our identified communities at risk. <p>Clean, Green and Safe Communities</p> <ul style="list-style-type: none"> • An increase in green space provision so that everyone has access to good quality green space within five minutes of their home. • Established nature recovery networks which promote and conserve biodiversity and geodiversity. • A sustained increase in people’s perception of safety in their local community. • A reduction in environmental related crime such as fly-tipping and littering.
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Voluntary Centre Services	£25,000	<ol style="list-style-type: none"> 1. Volunteer Centre management and development including: <ol style="list-style-type: none"> 1.1 Provide a drop-in for general advice and support on volunteering 1.2 Provide a quality-accredited volunteer brokerage scheme 1.3 Market and publicise volunteering opportunities using national and local networks 1.4 Develop new volunteering opportunities 1.5 Provide training and information on volunteer management 2. Provide support to the local voluntary and community sector (VCS) including: <ol style="list-style-type: none"> 2.1 Provide support to the local voluntary and community sector on key topics such as funding advice, training, governance support, group development and networking 2.2 Organise events and activities for and with the VCS to ensure best use is made of available resources 2.3 Maintain an influencing role with key-decision-makers at all levels to address issues around voluntary sector resilience and volunteering. 	<p>Health and Wellbeing</p> <ul style="list-style-type: none"> • Increased levels of physical activity across all age groups. • A reduction in the gap in health inequalities between the most deprived and least deprived neighbourhoods. • Improved mental and physical health outcomes across all age groups. • The right partnerships are in place to understand and meet the holistic needs of our people. <p>Communities and Vulnerable Groups</p> <ul style="list-style-type: none"> • Improved standards of housing, community spaces and community facilities. • Increased engagement in local communities and a strong sense of community pride. • Increase and sustain the number of volunteering opportunities and community led activity. • Achieve growth in the local social economy through targeted support to the community and voluntary sector. • Appropriate support is available to help our community and voluntary sector grow and develop. • Appropriate solutions are in place to meet the needs of our identified communities at risk. <p>Clean, Green and Safe Communities</p> <ul style="list-style-type: none"> • An increase in green space provision so that everyone has access to good
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			quality green space within five minutes of their home.
West Lindsey Churches Festival	£8,000	<ol style="list-style-type: none"> 1. To increase awareness of Church and Heritage Tourism in West Lindsey. 2. To encourage additional out of county visitors. 3. To promote wider usage of all local tourism facilities during the festival dates and encourage repeat visitors to the area. 4. To engage more people from the local community to enter and celebrate the history and significance of churches. 5. To promote the festival as an example of good practice regionally and nationally. 	<p>Health and Wellbeing</p> <ul style="list-style-type: none"> • A co-ordinated cultural events and activity programme that increases participation and meets the needs of our people across the district. <p>Communities and Vulnerable Groups</p> <ul style="list-style-type: none"> • Improved standards of housing, community spaces and community facilities. • Increase engagement in local communities and a strong sense of community pride.

Agenda Item 6f



Prosperous Committee

19th March 2024

Private Rented Sector Commitment

Report by:

Director of Change Management, ICT & Regulatory Services

Contact Officer:

Andy Gray
Housing & Environmental Enforcement Manager
andy.gray@west-lindsey.gov.uk

Purpose / Summary:

To seek approval from committee for the Private Rented Sector Commitment

RECOMMENDATION(S):

Committee are asked to;

- a) Approve the Private Rented Sector Commitment as shown in appendix 1.
- b) Approve that the Private Rented Sector Commitment is scheduled for review at Prosperous Communities Committee in 24 months.
- c) Approve that the £35k made available to Prosperous Communities Committee for selective licensing work, as agreed at Corporate Policy and Resources Committee on 11th November 2021, can now be made available to support the work within the Private Rented Sector Commitment. Any balance remaining at year end 2023/2024 be carried forward into 2024/2025.

IMPLICATIONS

Legal:

The Council have legal obligations to ensure that the private rented sector is regulated under the Housing Act 1984. Alongside this there are various other legislative and statutory requirements that are place on the Council regards the sector.

The Renters Reform Bill will provide the Council with further obligations, subject to it being confirmed by the Government.

Financial : FIN/153/24/PC/SSC

This report is proposing to use of reserves and revenue budget to support the Private Rented Sector commitments.

Approval for the revenue budget of £35k made available for selective licensing work, as agreed at Corporate Policy and Resources Committee on 11th November 2021 can now be made available to support the work within the Private Rented Sector Commitment. Any balance remaining at year end 2023/2024 be carried forward into 2024/2025.

In addition to the above approval there is £19.1k held in the Enforcement Reserve, which can be utilised for this purpose via the existing officer delegations.

This will result in a total of £54.1k being made available to support this work.

Staffing :

There are no staffing implications. The measures proposed within the report can be delivered within the existing resources available to the Council and where additional resources may be required the requested funding from reserves may be utilised.

Equality and Diversity including Human Rights :

The report does not seek to discriminate against any individual groups as it sets out, in the main, how the Council will seek to deliver its statutory obligations and address issues related to the private rented sector and improve it for those using it.

Data Protection Implications :

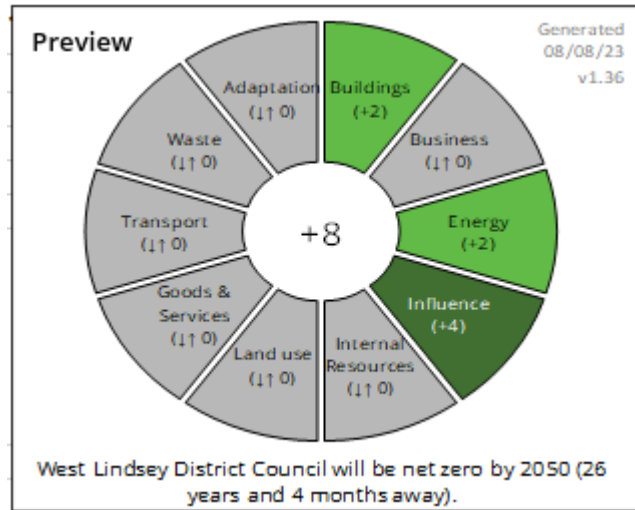
None noted.

Climate Related Risks and Opportunities:

The improvement of housing standards has a direct impact in regard to carbon reductions and helping to minimise energy usage for persons living in any properties.

Specific regulations such as MEES (Minimum Energy Efficiency Standards) focus directly on improving the energy performance ratings of homes and are regulations that the Council currently enforces.

A CESIA wheel has been completed for this report below, outlining the areas where improving housing standards can have a positive environmental impact.



Section 17 Crime and Disorder Considerations:

There are specific areas of West Lindsey where the levels of ASB and deprivation are significantly high, and these areas generally have greater number of private rented sector tenancies. (see WLDC Metastreet Housing Stressors Report).

Steps to improve the sector therefore could have a direct impact on the levels of crime, disorder and ASB that are recorded.

Health Implications:

It is broadly accepted that improving the condition of and safety of housing contributes to the improved health and wellbeing of the persons residing within it.

The role of homes and buildings in levelling up health and wellbeing
<https://commonslibrary.parliament.uk/research-briefings/cdp-2022-0170/>

Title and Location of any Background Papers used in the preparation of this report:

Prosperous Communities Committee meeting of 12th September 2023., item 32: Private Rented Sector Proposals.

<https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=176&MId=3432&Ver=4>

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

1.1. At its meeting in September 2023 the Prosperous Communities Committee agreed a number of recommendations in relation to how it can seek to improve the Private Rented Sector (PRS).

1.2. This report seeks to deal with recommendation (f), that a Private Sector Housing Renewal Policy be developed for approval at this committee.

1.3. In West Lindsey, it is recognised that the Private Rented Sector (PRS) plays a key role in ensuring that our residents have suitable and safe accommodation, which meets the needs of its occupants. The PRS within West Lindsey currently accounts for around 20% of the overall households.

2. Context

2.1. Following on from the meeting of the Prosperous Communities Committee in September a meeting was held with the Chairs and Vice-Chairs to specifically consider what their requirements were. At the September 2023 committee meeting, there was not a detailed discussion in relation to recommendation (f), therefore direction was needed in order to determine what would be presented to committee in March 2024.

2.2. The meeting with the Chair and Vice-Chairs took place in December 2023 and considered the most appropriate approach moving forward. At this meeting it was confirmed that some form of action plan was required to create objectives for the coming 12 months and potentially beyond.

2.3. This timescale and approach also acknowledges that the West Lindsey Housing Strategy is due to be refreshed during 2024 and it can then reflect the commitments made within this report and review the current position.

3. Private Rented Sector Commitment

3.1. There are four main themes included within the PRS Commitment (Appendix 1). These are communication and education, tenancy support, regulatory reform and enforcement and standards.

3.2. The commitment seeks to bring together the positive work that is currently being undertaken and seek to extend this to make broader improvements within the PRS.

3.3. For communication and education, there are obvious positive outcomes in further engagement and discussions with tenants and landlords, particularly in relation the up-and-coming regulatory reforms which will have significant impacts on both parties.

3.4. Widespread regulatory reform is due to commence in 2024 within the PRS and with this will come additional legislative powers for the Council, which will need to be understood and adhered to by landlords. There are unknown elements of this reform, which the Council will seek to understand in the coming months.

3.5. Tenancy support is a key strand of the commitment and demonstrates that the Council are keen to look at working with landlords and tenants

to ensure that tenancies can be sustained. Through this work we will look to engage more directly with landlords and tenants on the ground.

3.6. The Council already has an effective enforcement and standards regime and the commitment provides focus to this so that this can continue and develop across all areas of the district. The council will continue to deliver this function in line with its legislative responsibilities and local policies.

3.7. It is proposed that the commitment is brought back to committee in around 18 months for a review and update.

4. Financial Information

4.1. There is likely to be a requirement for additional funding to be needed to deliver specific elements of the commitment, alongside what can be delivered via existing resources. Existing resources will be utilised to deliver a significant proportion of the activities.

4.2. Alongside this there is £19.1k available in the Enforcement Reserve in addition to a revenue budget of £35k available for selective licensing work, as agreed at Corporate Policy and Resources Committee on 11th November 2021.

4.3. The level of funding required is not specifically known at this point as there is still a significant unknown in relation to the Renters Reform Bill and the level of any new burdens funding that can be expected. Examples of what may need to be funded are as follows:

Item	Type of Activity	Est. Cost
Training programme for landlords and tenants	Series of online and face to face sessions delivered by the industry (to include seeking possession, dealing with ASB, Tax implications etc)	£5k to £10k
Comms campaign relating to legislative reform (or other initiatives)	Extensive and varied comms campaign targeted at landlords and tenants using various media. Inc. creation of "Tenants Guide"	£3k
"Call Before You Serve" Pilot Scheme	Initial feasibility consultation with a known provider. Can be extended to a full consultancy for delivery.	£1k to £10k
Extension and expansion of existing proactive Energy Performance Project.	Additional resources to increase the number of inspections undertaken	£15k to £20k

4.4. It is proposed that both sources of funding are utilised as required to support any addition work relating to the Private Rented Sector Commitment.

5. Regulatory Reforms

5.1. There is still no timetable proposed for the introduction of the regulatory changes set out in the Renters Reform Bill. The Bill is still making its way through parliament and elements of it have been delayed.

5.2. The Council will respond to these reforms accordingly as they arise and is engaging with the Government in regards to the impact that they may have and any additional resources that will be required to deliver them.

5.3. The Council have also been formally invited to participate in the Governments Health Homes Project, which is looking at testing different approaches to dealing with damp and mould in the PRS. The project will look to boost the capacity of enforcement teams and gather data on what works when enforcing against this issue. 90 Local Authorities have been selected to participate based on the assessment of a range of housing and health data.

5.4. To Council intends to participate in the project and have expressed an interest in doing so. Participation will mean that either the Council will receive funding to carry out a targeted intervention project (for additional resources, data collection and communications) or the Council will receive a much smaller amount of funding to provide data returns to support the evaluation of the project. The option given to the Council will be chosen at random by the Government.

5.5. The Healthy Homes Project will be delivered between mid-May 2024 and March 2025 and updates on progress in regards to it will be provided to Councillors.

END

Private Rented Sector Commitment

2024-2026

Introduction

In West Lindsey, it is recognised that the Private Rented Sector (PRS) plays a key role in ensuring that our residents have suitable and safe accommodation, which meets the needs of its occupants. The PRS within West Lindsey currently accounts for around 20% of the overall households.

There is potential for significant regulatory reform to occur within this area over the next 12 to 24 months, which will seek to strengthen the regulatory role that the Council undertakes alongside improving the ability for tenants to seek redress and gain more security of tenure.

This PRS Action Plan included in the commitment document, sets out the key matters that the Council will address over the next two years in order to ensure that the PRS is regulated appropriately and continues to provide hazard free and decent housing for those that wish to utilise it.



Strategic Background

The Council's Corporate Plan 2023-2027 sets out three key themes that will be focussed upon: Our People, Our Place and Our Council. It is recognised that many of the aims within each theme overlap, housing being one of these. Given that the Council is the regulatory body for the PRS, alongside its prominence with the housing sector it is clear that specific work is required within it in order for the Council to deliver its overall vision.

Quality Housing is a strategic aim under the theme of Our Place in the Corporate Plan and within this aim there is an objective to:

“Improve housing standards and take appropriate enforcement action where necessary”.

The Council also identifies a strategic aim for Clean Green and Safe Communities and within this aim there is an objective to “Use the Council's statutory functions to reduce anti-social behaviour and increase people's feelings of safety in their local communities”.

The Council's Housing Strategy Implementation Plan 2022, which is due to be refreshed in 2024 also commits to improve housing standards and reduce numbers of criminal landlords.

The Council also adopted a countywide Health and Wellbeing Strategy in 2023 and this has a specific strategic aim to:

“Improve the supply, quality and co-ordination of services to meet housing need and demand”.

This leads to a specific objective to “improve the quality of existing accommodation to secure an overall improvement in the health and wellbeing of residents.”

A cross-party Councillor working group (in place between X and X) has supported the development of the future approach to the PRS in West Lindsey and as part of this process, workshops for all Councillors were held. This work culminated in a report to the Council's Prosperous Communities Committee in September 2023 which has helped to set the direction for this document.¹

¹ Private Rented Sector Proposals (No 31) <https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=176&MId=3432&Ver=4>

Renters Reform Bill

The Governments proposals for Renters Reform are wide ranging and when introduced will make significant changes to how the sector is managed and regulated. Information on these reforms can be found here: www.gov.uk/guidance/guide-to-the-renters-reform-bill

The Governments proposals, which are now moving through the parliamentary approval process, commit to:

“Create a Private Rented Sector that is fit for the 21st century, with equal access to decent rented properties across the country and the security for tenants to make their house a home.”

The Bill and work associated with it commits to:

- Abolish Section 21 “no fault” evictions and introduce a range of new possession grounds.
- Make periodic tenancies standard.
- Set specific notice periods for rent increases.
- Give tenants more rights to keep pets in properties.
- Introduce a new private rented sector property ombudsman.
- Introduce a new property portal for landlords and tenants.
- Applying the Decent Home Standard to the PRS.
- Outlawing bans on renting to families with children or on benefits.

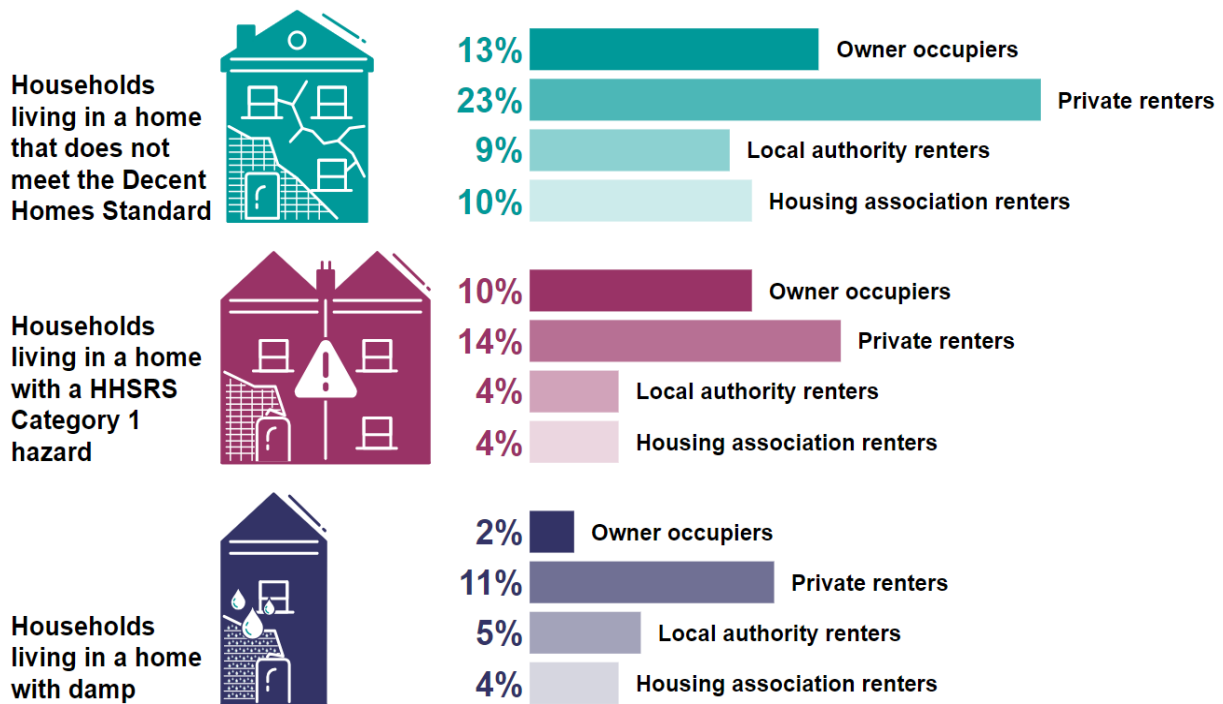
The first reading of the Bill took place in the House of Commons in May 2023 and it is estimated that it will receive royal assent towards the end of 2024. There is then likely to be a phasing in of the new reforms, which as yet have no specific timeline.

About the Private Rented Sector

The PRS has accounted for about one fifth of households in England since 2013-14 and makes up 4.6 million or 19% of households across the country. Throughout the 1980s and 1990s, the proportion of private rented households was steady at around 9% to 11%. While the sector has doubled in size since the early 2000s, the rate has remained around 19% or 20% since 2013-14.

The PRS also accounts for the highest number of households that do not meet the Decent Homes Standard or that have a home with HHSRS Category 1 Hazard or that is damp.²

It is also broadly accepted that improving the condition of and safety of housing contributes to the improved health and wellbeing of the persons residing within it.³



² English Housing Survey 21-22

³ The role of homes and buildings in levelling up health and wellbeing
<https://commonslibrary.parliament.uk/research-briefings/cdp-2022-0170/>

In January 2022, the Council's Stock Condition and Stressors Report⁴ identified a number of key features about the PRS in West Lindsey:

- There are circa 9,048 PRS dwellings which make up 20.4% of the overall housing stock, slightly higher than the national average.
- 6 out of 20 of the Council Ward areas have a higher percentage of PRS than the national average.
- 2,413 (27%) of PRS properties are likely to have a serious (Category 1, Housing Health and Safety Rating System (HHSRS)) hazard within them.
- PRS properties are disproportionately located across a few wards, being Gainsborough South-West, Gainsborough North, Market Rasen, Hemswell and Wold View.
- PRS properties have significantly higher levels of ASB incidents when compared to other tenures.

The Council averages around 200 property inspections per year and in 22/23, the Council ensured that 49 of the properties inspected had Category 1 Hazards removed. Alongside this, our inspections helped to ensure that a total of 130 properties within the PRS were improved. In achieving this the Council served 40 enforcement notices.

The Council has also delivered a specific, grant funded project relating to Minimum Energy Efficiency Standards (MEES) in the PRS, within which all known properties that did not meet the legal "E" Energy Performance Certificate requirement were addressed and brought up to standard using formal enforcement powers. Over 120 properties in the sector did not meet the minimum legal requirement.

The Private Rented Sector Commitment

The PRS is a key priority for the Council and this commitment sets out where we are now, where we want to get to over the next 18 months, how we plan to get there and how we will monitor our progress across the key themes.

The key areas of focus within the commitment are listed below:

- Tenancy Support
- Communication and Education
- Regulatory Reform
- Enforcement and Standards

⁴ Private Rented Sector: Housing Stock Condition and Stressors Report (January 2022)

Tenancy Support

What do we currently do?

- Deal with enquiries from tenants and landlords where tenancies may be at risk.
- Ensure that we signpost tenants and landlords to any support services that may assist to resolve the issues they are experiencing.
- Provide advice and guidance to tenants on specific subjects (e.g. damp and mould) so they can act to deal with any initial concerns they have.

Where do we want to get to?

- Tenants and landlords that understand where to get the advice and guidance they need and where to access the relevant support services.
- A broader range of tenancy support options offered by the Council in order to ensure greater tenancy sustainment.

How do we plan to get there?

- Offer an enhanced tenant liaison approach for difficult or complex tenancy issues, which seeks to mediate resolution between landlord and tenant.
- In consultation with landlords, consider the feasibility of introducing a “Call Before You Serve” type scheme within the district to provide proactive support and guidance in relation to tenancy issues.
- Offer enhanced support to landlords where there are issues with anti-social behaviour within their tenancies.

How will we know we are making progress?

In the long-term, we will work towards tenancies becoming more sustainable, which has broader benefits for both tenants and landlords. In turn, this will provide opportunities for the Council to create stronger relationship with tenants and landlords and leading to more resilient communities.

In the short-term, we will expect to see the following by way of progress:

- An increased number of enquiries from landlords seeking assistance where they are experiencing issues within their properties such as ASB or non-payment of rent.
- An increasing number of referrals for tenancy type support services following on from housing inspections.
- Increasing engagement, positive feedback and shared learning from Council run landlord workshops and legislation education sessions.

Communication and Education

What do we currently do?

- Provide a “Landlord Accreditation” service free of charge via DASH (Decent and Safe Homes) www.dashservices.org.uk/Accreditation
- Periodically provide landlords and tenants with key information relating to the PRS and changes in regulations.
- Provide information to landlords and tenants in relation to grant funding for property improvements,

Where do we want to get to?

- A well planned and routine approach to engaging and updating landlords and tenants on matters that may impact them to enable well informed preparation.
- An enhanced number of landlords who are signed up to an accreditation type scheme.
- An increased number of PRS properties accessing grant funding and assistance.

How do we plan to get there?

- Set up and deliver a twice-yearly landlord and tenant forum to provide information on key topics.
- Create a “tenants guide to the PRS” outlining what they should expect from their landlord and what their landlord should expect from them.
- Deliver annual focus groups on key issues that impact upon the sector to help determine how the Council can improve and develop its services.
- Create an online mailing list and information hub for landlords and tenants to sign up to, which can be used to disseminate information on key issues, useful online links, videos and activities.
- Increase awareness of the grant funding and other funding opportunities available to tenants and landlords.

How will we know we are making progress?

In the longer term we will create an engaged and constructive dialogue with landlords so that we can work together to drive up standards within the PRS.

In the short-term we will expect to see:

- An increased number of landlords signed up to accreditation schemes.
- A sustained reduction of Cat 1 Hazards across the PRS.
- An increasing number of landlords and tenants signed up to the new online communication tool.
- Successfully delivered focus groups, identifying key outcomes.
- An enhanced number of landlords accessing grant funding and other funding opportunities.

Regulatory Reform

What do we currently do?

- The proposed “Renters Reform Bill” will bring about significant changes to the PRS.
- The Council are currently seeking to stay informed and understand the implications of this.

Where do we want to get to?

- A set of regulatory reforms that enhance and improve the PRS.
- A smooth and supportive transition from existing regulations to the new reforms.
- A position whereby as many landlords and tenants as possible are aware of the reforms and the impacts that they may have on them.

How do we plan to get there?

- Delivering a communications campaign to raise awareness of the reforms and their potential impact. This will include any potential implementation timescales.
- By updating and gaining approval for revised policies that will include the new requirements of the reforms.
- To develop a support plan to establish where we can assist landlords to be compliant with the new reforms as appropriate.
- Provide consultation feedback to aim to influence the proposed reforms through positive engagement with the Government.

How will we know we are making progress?

In the short term, these reforms will require significant resource to implement for both the Council and landlords and we expect that any reforms will be accompanied by specific timescales in which they are to be implemented and adhered to.

We have delivered a landlord workshop on the current information available and have agreed a further session when more clarity is confirmed. We will continue to gain understanding into the what the overall impacts of the reforms may be and will complete a full review to consider this once they are in place.

- Delivering a communications campaign to raise awareness of the reforms and their potential impact. This will include any potential implementation timescales.
- By updating and seeking approval for revised policies that will include the new requirements of the reforms.
- To create an engagement plan where we can assist and support landlords to be compliant with the new reforms as appropriate.

Enforcement and Standards

What do we currently do?

- Seek to ensure that properties in the PRS meet the required legal standards.
- Carry out property inspections where complaints are received about poor conditions in the PRS.
- Utilise statutory enforcement powers to address serious hazards and poor practices.
- Utilise financial civil penalty and prosecution powers to hold landlords to account where they have failed to meet their legal obligations.

Where do we want to get to?

- A proactive inspection regime focusing on the highest risk and poorest standard properties.
- A PRS with a reduced number of category 1 hazards.

How do we plan to get there?

- Undertake proactive inspections of all properties owned by a landlord, if an initial inspection has identified a category 1 hazard within a property that they are responsible for.
- Utilise available intelligence to identify the priority areas and properties where additional inspections are required.
- Extend proactive work focussing on properties that have lower Energy Performance Certificate ratings.

How will we know we are making progress?

In the long term, reducing the number of category 1 hazards within the PRS will ensure that the PRS becomes a safer place to live for tenants. It is also broadly accepted that improving the condition and safety of housing contributes to the improved health and wellbeing of the persons residing within it ⁵

In the short-term, we expect to see the following by way of progress:

- An increased number of reports to the Council relating to hazards in the PRS. 163 were received in 22/23 and 143 to date in 23/24.
- An increase in the number of housing enforcement notices served.
- An updated and improved stock condition survey.
- Improved energy efficiency standards within the PRS.

⁵ The role of homes and buildings in levelling up health and wellbeing
<https://commonslibrary.parliament.uk/research-briefings/cdp-2022-0170/>

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Prosperous Communities Committee Work Plan (as at 11 March 2024)

Purpose:

This report provides a summary of items due at upcoming meetings.

Recommendation:

1. That Members note the contents of this report

Date	Title	Lead Officer	Purpose of the report	Date First Published
19 MARCH 2024				
19 Mar 2024	Private Sector Housing Renewal Policy	Andy Gray, Housing & Environmental Enforcement Manager	To approve the Private Sector Housing Renewal Policy	01 December 2023
19 Mar 2024	Waste Services Policies Review	Ady Selby, Director - Operational & Commercial Services	To present to Members for approval the Waste Services Policies which has been reviewed in line with approved timeline	22 January 2024
19 Mar 2024	Review of Side Waste Policy	Ady Selby, Director - Operational & Commercial Services	To review the side waste policy following a Motion at Full Council in November 2023	22 January 2024
19 Mar 2024	Voluntary & Community Sector Funding 2024/25	Grant White, Enterprising Communities Manager	To approve Voluntary & Community Sector core funding for 2024/25.	22 January 2024
19 Mar 2024	Recommendation from Overview & Scrutiny Committee: Cultural Strategy	Ele Snow, Senior Democratic and Civic Officer	To consider the recommendations from the Overview & Scrutiny Committee in relation to the progress of the Cultural Strategy	
19 Mar 2024	Economic Growth Strategy Task and Finish Group	Sally Grindrod-Smith, Director Planning, Regeneration & Communities, James Makinson-Sanders,	Short paper to outline the establishment of a task and finish group (including terms of reference) to oversee/direct the development of a new economic growth strategy for WL -	

Economic Growth Team Manager following direction from Leaders Panel (Jan 24).

23 APRIL 2024

23 Apr 2024	Garden Waste Service Community Engagement Exercise	Ady Selby, Director - Operational & Commercial Services	For Member to approve a Customer Engagement Exercise which will help shape the service offering in future years	18 October 2023
23 Apr 2024	Markets Working Group Quarterly Update	Ady Selby, Director - Operational & Commercial Services	To update Prosperous Communities Committee on the quarterly progress of the Markets Working Group	01 December 2023
23 Apr 2024	Gainsborough Housing and Support Project update	Sarah Elvin, Homes, Health & Wellbeing Team Manager	This paper updates members on the progress of the Gainsborough Viable Housing Solution - The Gainsborough Housing and Support project and measures successes against agreed outputs.	22 January 2024
23 Apr 2024	Sport & Active Leisure Development Plan	Grant White, Enterprising Communities Manager	To approve the development plan for sport and active leisure leading to future strategy adoption.	

4 JUNE 2024

4 Jun 2024	Annual Progress Report - UK Shared Prosperity Fund	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	To provide the annual progress update to Prosperous Communities Committee as resolved by CP&R Committee in February 2023	22 January 2024
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PENDING

30 Jan 2024	Annual Community Engagement Report 2022/23	Katy Allen, Corporate Governance Officer	Annual Community Engagement Report 2022/23	03 October 2023
5 Dec 2023	Refresh of Parish Charter	Katie Storr, Democratic Services & Elections Team Manager	Report setting out time line and actions to be undertaken to review and refresh the Charter	06 September 2023
5 Dec 2023	Cultural Strategy 2023	Cara Markham,	The Cultural Strategy creates a vision	06 September

