



## Executive Director/Director Non-Key Executive Decision Report

**Author/Lead Officer of Report:** Neil Townrow,  
Senior Waste Management Officer

**Tel:** 0114 2037622

**Report to:** *Executive Director of Place*

**Date of Decision:**

**Subject:** *Household Waste Recycling Centres: Temporary increase in opening hours*

Which Executive Member Portfolio does this relate to? *Housing, Roads & Waste Management*

Which Scrutiny and Policy Development Committee does this relate to? *Overview and Scrutiny Management Committee*

Has an Equality Impact Assessment (EIA) been undertaken? Yes  No

If YES, what EIA reference number has it been given? 965

Does the report contain confidential or exempt information? Yes  No

If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-

### **Purpose of Report:**

Sheffield's five Household Waste Recycling Centres (HWRCs) are currently operating under increased opening times, with all sites open 7 days a week until 30<sup>th</sup> September 2021. On 1<sup>st</sup> October the sites will change to their normal Winter opening times (9.30am to 3.30pm) and open/closed days, a reduction in opening times of 48 hours per week.

We are proposing to extend the current HWRC 7 day opening for a further month. This will see all five HWRCs remain open 7 days a week until the end of October 2021, rather than 30<sup>th</sup> September as per the current agreement.

The recommendation will increase site availability during October when garden waste is still produced in reasonable volumes, and will mitigate against increased

site demand associated with the risk of suspensions of the garden waste collection service due to the impact of Covid-19 on the Veolia workforce.

**Recommendations:**

It is recommended that the Executive Director for Place:

- Approves the recommendation to extend the current HWRC 7 day opening until 31st October 2021 as outlined in this report.
- Approves the Council issuing a notice of change to Veolia to reflect the change of opening hours.

**Background Papers:**

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: <i>Kerry Darlow</i>
	Legal: <i>Nadine Wynter/Gemma Day</i>
	Equalities: <i>Annemarie Johnston</i>
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>Lead Officer Name:</b> <i>Neil Townrow</i>
	<b>Job Title:</b> <i>Senior Waste Management Officer</i>
<b>Date:</b> <i>25<sup>th</sup> August 2021</i>	

## 1. PROPOSAL

- 1.1 The Council has five Household Waste Recycling Centres (HWRCs), provided for Sheffield residents to recycle and dispose of their excess household waste, free of charge.
- 1.2 The standard opening hours are:  
9.30am – 5.30pm 1st April to 30th September and  
9.30am – 3.30pm 1st October to 31st March.
- 1.3 Table 1: The opening days are shown in Table 1 below and were approved in 2013.

Site	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Beighton S13 7PS	Open	Closed	Open	Open	Open	Open	Open
Blackstock Road S14 1FY	Open	Open	Closed	Open	Open	Open	Open
Douglas Rd S5 8WA	Open	Open	Open	Open	Open	Open	Open
Deepcar S36 2DT	Open	Closed	Closed	Open	Open	Open	Open
High Green S35 4GR	Open	Open	Closed	Closed	Open	Open	Open

- 1.4 Due to site queuing pressures resulting from social distancing measures implemented in response to COVID-19, the five HWRCs are currently operating under temporary increased opening times, with all sites open 7 days a week until 30<sup>th</sup> September 2021.
- 1.5 On 1<sup>st</sup> October the temporary 7 day agreement will end and sites will change to their normal open/closed days, as well as changing to their scheduled Winter opening hours (9.30am to 3.30pm). This will see a reduction in opening times of 48 hours per week when compared to current opening times.
- 1.6 The removal of vehicle limits at sites on 1<sup>st</sup> April has seen a significant reduction in queuing times, queuing incidents and complaints. However, instances of queuing are still being recorded despite the extended opening times. The impact of COVID-19 is still being felt on services. Veolia suspended garden waste collections for a two week period between 20<sup>th</sup> and 30<sup>th</sup> July due to the impact of the virus on their workforce. Further disruption is a possibility, which could result in increased demand for HWRC usage as residents look for other disposal options.
- 1.7 This report recommends that all five sites remain open 7 days for an additional one month period, throughout October. This will increase site availability during October when garden waste is still produced in reasonable volumes, and will mitigate against increased site demand associated with the risk of further suspensions of the garden waste collection service due to the impact of Covid-19 on the Veolia workforce.

### Background

- 1.8 The impact of Covid-19 meant that social distancing measures were implemented from March 2020 until April 2021 to maintain the safety of customers and the workforce. The protective measures included limits on the maximum number of vehicles allowed on site at any one time and significantly reduced the capacity of customer throughput compared to business as usual. This resulted in significant queuing levels at sites, with queues regularly in excess of 60 minutes.
- 1.9 In 2020, a temporary increase in opening hours was agreed, to mitigate against the reduced capacity. All sites were open 7 days a week and for an extra hour between 20th June and 31st October. On 1st November 2020, the sites then reverted to their winter hours.
- 1.10 In 2021, site demand increased from March in line with warmer, longer days and start of the growing season, which meant site capacity was frequently exceeded, resulting in vehicles queuing on roads as they waited to access a site. A further temporary increase in hours was agreed, which means all sites are currently open 7 days a week from 1st April 2021 until 30th September 2021.
- 1.11 Vehicle restrictions were removed on 1<sup>st</sup> April with social distancing left to members of the public to manage. This along with the extended opening hours, resulted in a significant reduction in queuing times, frequency of queuing at sites, and complaints received.
- 1.12 The table below shows the number of days in which queues were recorded as 40 and 60 minutes or more against the number of recording days for the three-week period, 17th February to 9th March. This was before the extended 7 day opening hours were put in place.

Site Name	Number of recording days	40 mins+ queueing days	60 mins+ queueing days
Beighton	12	9	4
Blackstock	12	12	12
Deepcar	9	3	0
High Green	9	7	1
Longley Avenue West	15	14	12

- 1.13 The table below shows the number of days in which queues were recorded as 20, 40 and 60 minutes or more against the number of recording days for the three-week period, 12<sup>th</sup> to 30<sup>th</sup> July. This is during the period of extended, 7 day opening hours.

Site Name	Number of recording days	20* mins+ queueing days	40 mins+ queueing days	60 mins+ queueing days
Beighton	7	7	0	0
Blackstock	7	7	3	1
Deepcar	0	0	0	0
High Green	2	2	0	0

Longley Avenue West	9	9	6	4
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\* Queuing times of 20 minutes were not recorded between 17th Feb and 9th March.

## 2. HOW DOES THIS DECISION CONTRIBUTE ?

- 2.1 The decision will contribute to the 'Communities and Neighbourhoods' ambition set out in 'Our Sheffield - One Year Plan'. Providing additional HWRC capacity will help to deliver Neighbourhoods that are clean, green, safe and thriving.

## 3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 The Council is not required to consult on this proposal.

## 4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

### 4.1 Equality of Opportunity Implications

- 4.1.1 An Equalities Impact Assessment has been undertaken on this proposal. Because this proposal is to temporarily increase our service offer there are no negative impacts for protected groups arising from this proposal.

### 4.2 Financial and Commercial Implications

- 4.2.1 The temporary change to open all sites 7 days a week during October will cost £7,852.80 per week. The total cost (1<sup>st</sup> – 31<sup>st</sup> October) will be £34,777. The cost will be funded in full from the Council's Covid COMF grant

- 4.2.2 As a temporary measure, there is no significant change to the Integrated Waste Management Contract with Veolia. The price Veolia will charge per week for the additional hours includes meeting the existing service performance requirements.

### 4.3 Legal Implications

- 4.3.1 The Council has a statutory duty under the Environmental Protection Act 1990 to provide Household Waste Recycling Centres to enable residents to deposit their household waste. There are no stipulations about the availability of the service. It is as at the discretion of each Waste Disposal Authority to make appropriate arrangements.

- 4.3.2 Veolia provide the service on behalf of the Council. They have undertaken a consultation process with the workforce impacted by the proposed change. There have been no formal objections to the proposal.

- 4.3.3 If a decision is made to extend the 7-day opening at Sheffield's Household Waste Recycling Centres, Veolia will be issued with written notification of this change, in accordance with the Council's contract.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 In making the recommendation, alternative options were considered including;

- i) Do nothing and simply revert to the existing winter opening hours of the Household Waste Recycling Centres and standard opening days

Although zero cost, this option has been rejected on the basis that this option will reduce site opening times by 48 hours when compared to present, at a time when issues relating to queuing whilst reduced, are still being seen. Further disruption to services caused by the impact of COVID-19 Veolia's workforce will pose further pressure on site demand.

- ii) Operate 7 day opening and extend the summer opening times (9.30 am to 5.30pm) throughout October.

Although this option provides an additional 106 hours of opening times when compared to the standard Winter opening hours, this option has been rejected as the recommended option provides a better balance between cost and the need for additional hours. The recommended option is a lower cost option, at £34,777 compared to £102,398, whilst still delivering an additional 36 hours of opening times which is expected to be sufficient to meet site demand during October.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The recommendation is to extend the current HWRC 7 day opening for a further month. This will see all five HWRCs remain open 7 days a week until 31st October 2021, rather than 30<sup>th</sup> September as per the current agreement.
- 6.2 The recommendation will increase site availability during October when garden waste is still produced in reasonable volumes, and will mitigate against increased site demand associated with the risk of further suspensions of the garden waste collection service due to the impact of Covid-19 on the Veolia workforce.
- 6.3 It is anticipated from the end of October that demand for the sites will significantly reduce during the Winter period and there will be no need to operate increased opening times.