

# Environmental Excellence Panel

## Agenda

### Date

Thursday 22 March 2018

### Members of the Environmental Excellence Panel

Mr J F Fisher  
(Chairman)

Mr R F Grady  
Mrs J Leggett  
Mr I J Mackie  
Mr G K Nurden  
Mr V Ray-Mortlock  
Mrs B H Rix  
Mr V B Tapp  
Mr J M Ward

### Time

4.00 pm

### Place

Trafford Room  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich

### Contact

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If any member wishes to clarify details relating to any matter on the agenda they are requested to contact the relevant Head of Service.



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# **A G E N D A**

**Page No**

- 1 To receive declarations of interest under Procedural Rule no 8**
- 2 Apologies for absence**
- 3 [Minutes of meeting held on 7 December 2018](#) 3 – 8**
- 4 Matters arising**
- 5 Warm Home Fund Bid**  
  
To receive a verbal update from the Private Sector Housing Manager.
- 6 [Norfolk Waste Partnership Workstreams](#) 9 – 21**  
  
To receive a report setting out the projects in the Norfolk Waste Partnership Workstreams.
- 7 Update on MRF Contract – Paper Markets**  
  
To receive a verbal update from the Environmental Protection Manager (Special Projects).
- 8 Thorpe Community Fridge**  
  
To receive a verbal update from the Environmental Protection Manager (Special Projects).

P C Kirby  
Chief Executive

Minutes of a meeting of the **Environmental Excellence Panel** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **7 December 2017** at **4.00 pm** when there were present:

Mr J F Fisher – Chairman

Mrs J Leggett  
Mr I J Mackie

Mr V Ray-Mortlock  
Mrs B H Rix

Mr V B Tapp  
Mr J M Ward

Mrs Mancini-Boyle also attended the meeting for item 35 – Environment Agency Proposal to Rationalise Parts of the Main River Network

Also in attendance were the Deputy Chief Executive, Head of Housing and Environmental Services, Head of Finance and Revenue Services, Food, Safety and Licensing Team Manager, Private Sector Housing Manager, Environmental Manager and the Committee Officer (JO).

### **33 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Grady and Mr Nurden.

### **34 MINUTES**

The Minutes of the meeting held on 12 October 2017 were confirmed as a correct record and signed by the Chairman.

*Minute no: 29 – Community Renewables Update*

The Private Sector Housing Manager confirmed that he would forward the information sheets on Community Grants to Members.

The Panel was also advised that there was still £1,250 available in the Community Renewables Fund for projects in the district.

### **35 ENVIRONMENT AGENCY PROPOSAL TO RATIONALISE PARTS OF THE MAIN RIVER NETWORK**

The report informed the Panel about a proposal from the Environment Agency to rationalise the Main River network and the potential implications for Broadland.

The Environment Agency was leading on a pilot project that could see some Main Rivers reclassified as Ordinary Watercourses (known as 'de-maining').

This would transfer maintenance powers to the relevant Internal Drainage Board or the District Council; however there would be no additional resources to accompany this transference of power. The Environment Agency had suggested that these stretches of river would need little maintenance, although they had so far provided no evidence of this.

If the power was transferred to the Internal Drainage Board they could increase their levy to take account of any extra costs. This would also impact on the Council as it would be taken into account as part of the £5 limit that Council Tax could be increased by before triggering a local referendum.

The Environment Agency had confirmed that Internal Drainage Boards had expressed an interest in being given the power to carry out essential maintenance under their supervision.

The Head of Housing and Environmental Services confirmed that he had voiced his concerns with the Environment Agency over this issue and they had confirmed that they would not de-main where the local authority or Internal Drainage Board did not want the power.

A consultation was to have been held in December; however given the concerns expressed it had now been deferred until summer 2018.

The Chairman suggested that the Internal Drainage Boards should be made aware of the financial consequences for the Council if they took on this responsibility. It was also suggested that expert opinion on the condition of the watercourses be sought, as well as details of how much the Environment Agency was spending on their upkeep. It was noted that the Internal Drainage Boards had a very good technical advisor who might be able to assist with this.

Members were advised that the Norfolk Rivers Special Levy collected through Council Tax was £600,000, so the costs of maintaining the watercourses could be considerable.

The Head of Finance and Revenue Services confirmed that she would liaise with the 70 other local authorities with Internal Drainage Boards to lobby the Department of Communities and Local Government regarding this issue.

### **RESOLVED**

to recommend to the Portfolio Holder for Environmental Excellence that further information be sought from the Environment Agency and Internal Drainage Boards regarding this issue, so that an informed response could be made to the consultation.

### 36 DIVERSIFICATION OF FOOD SAFETY SERVICE

The report set out proposals to expand, develop and diversify the food safety service with a view to future proofing service delivery within Broadland as well as assisting businesses and generating revenue.

The Food Standards Agency (FSA) had announced plans for future food regulation in the UK. The aim was to create a modern, flexible and responsive regulatory service.

The following five principles had been identified:

- (1) Businesses were responsible for producing food that was safe and genuine what it says it is, and should be able to demonstrate that they do so. Consumers have the right to information to help them make informed choices about the food they buy – businesses have a responsibility to be transparent and honest in their provision of that information.
- (2) FSA and regulatory partners' decisions should be tailored, proportionate and based on a clear picture of UK food businesses.
- (3) The regulator should take into account all available sources of information.
- (4) Businesses doing the right thing for consumers should be recognised, action will be taken against those that do not.
- (5) Businesses should meet the costs of regulation, which should be no more than they need to be.

To meet these changes a proposal had been drawn up and the Panel was asked to consider the diversification of the Food Safety Service with the launch of a Broadland Food Safe Brand to champion food safety in Broadland.

The brand would initially pursue the following key areas:

- (1) In liaison with Broadland Training Services, deliver specialist food safety training which was not currently provided.
- (2) To provide specialist advice, guidance and information visits over and above those visits normally provided to businesses and currently beyond any statutory service requirement.

In each of the above, levy fees for the services on a cost recovery basis.

In pursuing these activities, other potential opportunities, projects and activities could emerge for the Food Team to develop and deliver with a key aim to assist Broadland's food businesses to improve, develop and prosper.

Members were advised that the Food Safety Team officer costs would be met from within existing budgets and costs associated with marketing and promotion from within existing Communications Team budgets.

The Panel was advised that a high hygiene rating could have a very beneficial impact on a food business and this was increasing due to social media. Of the 870 food businesses in Broadland, currently included in the rating scheme 714 were rated the maximum five.

Members commended the proposal, as it would be good for businesses as well as generating income for the Council. It was also noted that the service could be provided for businesses in neighbouring local authorities also and that it could be an opportunity to work collaboratively with South Norfolk Council.

### **RECOMMENDED TO CABINET**

- (1) to agree to the diversification of the Food Safety Service; and
- (2) delegate authority to the Portfolio Holder for Environmental Excellence and the Food, Safety and Licensing Team Manager to take all necessary steps to implement the decision.

## **37 ENVIRONMENTAL STRATEGY REVISION**

The report sought Members' views regarding updating the Environmental Strategy and Action Plan to cover the period 2017-2020.

The existing Environmental Strategy covered the period 2013-2016 and brought together the Council's green initiatives and set the direction for the future delivery of low carbon projects and programmes. It was proposed that the Strategy be revised to reflect the Government's Clean Growth Strategy, which proposed a means of achieving a low carbon future for the country and ensure an affordable energy supply whilst stimulating economic growth. Therefore, the Strategy would outline the Council's low carbon priorities, and highlight the Council's key achievements and planned future actions.

In addition there would be a number of key themes identified in the Environmental Strategy including:

- Adapting to climate change
- Energy efficiency
- Renewable energy
- Sustainable development
- Procurement
- Transport
- Waste
- Water

It was proposed that a number of workshop style meetings would be held with key internal stakeholders to inform the revised draft Strategy. The resulting draft Strategy would be used to consult more widely with neighbouring authorities, parish and town councils and local environmental and charity organisations.

A Member suggested that as part of the themes wider sustainability issues should be considered, such as flora and fauna, as the district had an abundance of natural wealth. It was also suggested that a workshop be scheduled to allow Members to contribute to the Strategy.

It was also noted that measures to reduce car usage and promote public transport would be linked to the Council's growth agenda.

It was envisaged that the consultation process would be conducted over a six week period and the resulting Strategy considered by the Environmental Excellence Panel before submission to Cabinet in May/June 2018.

The Chairman suggested that revisiting the provision of double glazing at Thorpe Lodge to improve the Council's carbon footprint should also be looked at, as part of wider energy efficiency measures.

### **RESOLVED**

to recommend to the Portfolio Holder for Environmental Excellence that a Member Workshop be held as part of the Environmental Strategy consultation process.

### **38 HEAD OF HOUSING AND ENVIRONMENTAL SERVICES**

The Chairman advised the Panel that the Richard Block, the Head of Housing and Environmental Services, was leaving the Council to take up a senior role at another local authority. Members thanked Richard for all his hard work at Broadland and wished him well for the future.

*The meeting closed at 5.41 pm*

DRAFT



### NORFOLK WASTE PARTNERSHIP WORKSTREAMS

**Portfolio Holder:** Environmental Excellence  
**Wards Affected:** All

#### 1 SUMMARY

- 1.1 At a previous Panel, Members were provided with an overview of the Norfolk Waste Partnership (NWP) Work Programme. This has recently been reviewed and at the last NWP Board, Members supported the continuation of the NWP's four workstreams together with a fifth workstream to explore and strengthen secondary market reprocessing capacity in or closer to Norfolk.

#### 2 KEY DECISION

- 2.1 This is not a key decision.

#### 3 BACKGROUND

- 3.1 The NWP Officer Liaison Team has developed a SMART Business Plan setting out the five NWP workstreams. These were tabled for discussion at the recent Member Workshop on 27 February 2018. Further comments and ideas generated from the workshop together with the setting of realistic timescales for each projects within each of the five workstreams have been incorporated into the proposed NWP Business Plan which is attached at Appendix 1.
- 3.2 As a reminder the NWP's workstreams are:
- Infrastructure to support Resource and Waste Management Services
  - Reuse and Repair Services to prevent wastage
  - Collection system improvements to maintain recycle quality
  - Communications and behaviour change initiatives to underpin services
  - Grow indigenous reprocessing capacity for Norfolk's quality recycle

#### 4 RESOURCE IMPLICATIONS

- 4.1 It has been noted that Partnership projects need to be undertaken with the level of existing officer resource available across the NWP constituent authorities. Councils have also committed funding for the communications

work and the Senior Communications Officer until 31 March 2019.

### **5 LEGAL IMPLICATIONS**

5.1 None.

### **6 CONCLUSION**

6.1 The detailed Work Programme will be presented to the NWP Board meeting on 27 March 2018 for final approval.

### **7 OPTIONS**

7.1 The Environmental Excellence Panel has the following options:

- (1) to note the contents of the report and endorse the NWP Work Programme; or
- (2) any other action the Panel deems appropriate.

Sarah Bruton  
Environmental Services Manager (Special Projects)

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### **Background Papers**

None

For further information on this report please email Paula Boyce (Senior NWP Comms Officer) at [paula.boyce@norfolk.gov.uk](mailto:paula.boyce@norfolk.gov.uk)

## Norfolk Waste Partnership – BUSINESS PLAN (2018/19 onwards)

### Workstream 1 – Infrastructure to support resource & waste management services (Lead: Nicola Young)

Project	What?	How?	Why?	Aim/Target	Measure
1.1	<b>Depot Review</b>	<p>Review current waste infrastructure provision including:</p> <ul style="list-style-type: none"> <li>• Depots, recycling centres and transfer stations</li> <li>• Current land used for waste management across the County</li> <li>• Known pressures and barriers on current provision including transport infrastructure, housing growth, forecast waste levels, contractual issues, leases</li> <li>• Outline key risks and opportunities e.g. Brexit, Fiscal Measures, new legislation</li> <li>• Costs associated with current infrastructure provision</li> <li>• Ideal provision of facilities based on key determining factors</li> </ul>	Understand the current infrastructure in Norfolk and the potential impact of growth.	Shared understanding of waste infrastructure provision and pressures across Norfolk	Mapping and report completed
1.2	<b>Assessment of Future Opportunities</b>	<ul style="list-style-type: none"> <li>• Potential for co-location of services and the benefits and costs</li> <li>• Proposed infrastructure changes to HWRC network and future provision of transfer stations e.g. along A11 corridor</li> <li>• Site specific plans if required</li> <li>• Potential for funding and developing local facilities</li> <li>• Specific consideration to the following</li> </ul>	Ensure opportunities to improve the waste infrastructure are fully explored and projects have business cases ensuring they are funding ready.	<p>Increase efficient use of Norfolk's waste infrastructure network</p> <p>Improve health, safety and environment standards on our waste sites.</p> <p>Reduce revenue costs and</p>	Business cases

		<p>waste streams: Reuse, Food and Trade Waste</p> <ul style="list-style-type: none"> <li>• Link in with reuse hub under reuse and repair workstream</li> </ul>		<p>increase potential capital receipts through release of land.</p> <p>Identify costs, barriers and key risks to development</p>	
<b>1.3</b>	<b>Infrastructure Options Appraisal Tool</b>	<p>Explore scope to develop a tool to review infrastructure options and assess total systems costs. The appraisal tool should inform the following scenarios:</p> <ul style="list-style-type: none"> <li>• Service change impacts on infrastructure, such as contract changes</li> <li>• Housing and waste growth and cost implications for infrastructure</li> <li>• Procurement of services</li> <li>• Potential legislative pressures/ impact</li> </ul> <p>Develop appropriate NWP policies for dealing with change (smoothing, evaluation, tipping away, round optimisation costs)</p>	<p>Understand the whole system cost for infrastructure change and implement appropriate change mechanisms</p>	<p>Development of a tool for assessing costs.</p>	<p>Agreed methodology for dealing with changes</p>

## Workstream 2 – Reuse and Repair services to prevent wastage (Lead: Alun Housago)

Project	What?	How?	Why?	Aim/Target	Measure
2.1	<b>Increase reuse from Recycling Centres</b>	<p>Expand and refine Reuse Shop network.</p> <p>Work with charity partner East Anglian Air Ambulance to raise profile and throughput.</p> <p>Focused communication on and off site.</p> <p>Increased commercialisation, eg pricing strategies and links to retail.</p>	To increase reuse, income and diversion of materials from waste.	<p>Increased reuse tonnage.</p> <p>Increased income.</p> <p>Reduced residual waste</p>	<p>Number of reuse shops.</p> <p>Tonnage.</p> <p>Cashflow.</p> <p>Increased awareness.</p>
2.2	<b>Reuse Hub Development</b>	<p>Focus on a strong financial driver, eg paint reuse, deliver that as a core element and then build additional elements around that.</p> <p>Build on reuse models used elsewhere.</p> <p>Complete business case and options appraisal.</p>	<p>To increase diversion of materials to new users, eg paint, furniture, WEEE.</p> <p>To reduce costs.</p>	<p>Diversion of items from waste stream</p> <p>Reduce system costs.</p> <p>A sub-regional approach, ie with Suffolk.</p> <p>External funding, eg LEP.</p>	<p>Avoided costs.</p> <p>Tonnes reused.</p>
2.3	<b>Reuse Network</b>	<p>Reuse Locator Tool on Recycle for Norfolk website to channel shift customer choices towards reuse and away from disposal.</p> <p>Establish a reuse stakeholder network.</p>	<p>To divert materials from disposal by enhancing existing routes or developing new ones.</p> <p>To increase understanding and participation in reuse and repair.</p> <p>To promote joint working</p>	<p>Online tool optimised and kept up to date, promoted and being used.</p> <p>Increased reuse from Recycling Centres</p> <p>Increase repair by collaborative joint working</p>	<p>Locator tool embedded.</p> <p>Locator tool usage.</p> <p>Network fully established</p>

### Workstream 3 – Collection system improvements to maintain recyclate quality (Lead: Chris Eardley/Scott Martin)

Project	What?	How?	Why?	Aim/Target	Measure
3.1	<b>Increase householder participation rates for existing recycling and other diversion schemes</b>	Norwich City to work with WRAP to measure impact of householder interventions for food waste collections.	To increase take-up and capture rates for an existing services.  To maximise return on investment.	To measure the impact on dry mixed recyclables, food waste and residual waste of these food waste interventions.	WRAP delivered.  Results available and disseminated across the NWP as key learning points to improve collection services.
3.2	<b>Improve the quality of recycling through operational system/process checks and inspections</b>	Develop tried and tested 'tools' to ensure consistency across collection services and to maintain or improve the quality of recyclate. To include, for example, crew and householder: <ul style="list-style-type: none"> <li>• Promotion of recycling rules via education</li> <li>• Reinforcement of recycling rules via nudge and remind (bin tags)</li> <li>• Enforcement of recycling rules (bin tags)</li> <li>• Toolbox talks for frontline and support staff to ensure they understand the reasoning behind WCA policies</li> <li>• Review of policy in favour of picking-up only recycling bins containing the required items (Clean, Dry and Not Bagged)</li> <li>• Pooled resources to exploit the economies of scale across the NWP of having a greater impact with campaigns, both broad and focused (link to 3.3 and work stream 4)</li> </ul>	To improve the quality of recyclables.	An agreed county-wide toolbox of measures for tagging and dealing with contaminated recycling bins  Incoming audits of dry mixed recyclables show a reduction in the amount of weight-based contamination  Reduction in the number of failed re-processor inspections (need to consult NEWS for this target)	Adopted contaminated bin protocol in place  MRF Audits  Increased, accurate use of bin tags by crews  Re-processor material inspection results

3.3	<b>Explore and develop future funding model</b>	<p>Review funding approach within the Partnership to facilitate and incentivize improved recycling and waste reduction performance and reduce total system costs.</p> <p>Evaluate options that meet Board requirement that no party is to be worse off (NWP Board Meeting 13 Dec 17).</p>	<p>To reduce total system costs.</p> <p>To increase recycling, reuse and composting.</p> <p>To reduce residual waste.</p>	<p>Reduced total system costs.</p> <p>Improved performance.</p> <p>A saving for WDA and increased share of avoided costs for WCAs.</p>	<p>Funding options developed.</p> <p>Preferred approach established.</p>
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## Workstream 4 – Communications and behaviour change initiatives to underpin services (Lead: Paula Boyce)

Project	What?	How?	Why?	Aim/Target	Measure
4.1	<b>Contamination – improve quality of recycle</b>	<p>Continue ‘Give your recycling a little bit of love’ brand:</p> <ul style="list-style-type: none"> <li>• Focus on what can &amp; can’t be recycled</li> <li>• Look to incentivise or build competitions ‘Star Bin’</li> <li>• Target items and explain level of cleaning required, say how clean etc.</li> <li>• Tailor marketing collateral to socio-demographic groups via ACORN/MOSAIC data sets and NCC’s Profiler</li> <li>• Explore business case for use of a NWP contracted ‘door-knocking’ resource for target demo-graphics</li> </ul>	<p>Contamination costs</p> <p>De-values secondary products for market</p>	A decrease in contamination rates	MRF audit
4.2	<b>Contamination – explain the rules</b>	<p>Develop resources to communicate how to recycle in Norfolk depending on property type:</p> <ul style="list-style-type: none"> <li>• Flats, communal properties &amp; HMOs</li> <li>• Second and holiday homes</li> <li>• Support enforcement work undertaken at point of collection</li> <li>• Link to 3.2 to support conformance with an adopted contaminated bin protocol across the NWP area</li> </ul>	<p>Householders’ &amp; visitors’ to Norfolk need to keep material clean</p> <p>Collection crews’ role in only emptying bins containing clean material is key</p>	An increase in quality of recycle	MRF audit
4.3	<b>Prevention – promote avoidable food waste prevention</b>	<p>Create a ‘Call to Action’ across the Norfolk food &amp; drink value chain:</p> <ul style="list-style-type: none"> <li>• Aim to prevent avoidable food waste</li> <li>• Support better participation in food waste collection services for unavoidable food wastes</li> </ul>	<p>Norfolk (&amp; Suffolk) can act as a catalyst. Demonstrates leadership working with the local food sector.</p> <p>Connects householders’ to the value chain &amp; will demonstrate</p>	<p>Norfolk seen as leading the way nationally</p> <p>Greater awareness of how to avoid food waste</p>	Positive publicity about Norfolk



		<ul style="list-style-type: none"> <li>• Continue to promote re-distribution of usable food items (e.g. Community Fridges)</li> <li>• Support continued promotion of home composting</li> <li>• Connect at a national level with food waste reduction initiatives &amp; policy drivers.</li> </ul>	<p>practical waste prevention</p> <p>Reduces cost burden on council tax payers</p>	Drop in residual waste tonnage over time	<p>Reduction in residual waste</p> <p>Increase in participation - food waste collection</p>
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## Workstream 5 – Grow indigenous reprocessing capacity for Norfolk’s quality recycle (Lead: Ian Roe)

Project	What?	How?	Why?	Aim/Target	Measure
5.1	<b>Exploration and scoping</b>	<p>Map what recyclers/reprocessors exist in Norfolk and scope commercial value requirements:</p> <ul style="list-style-type: none"> <li>• Liaise with economic development, planning, LEP, Chamber of Commerce/Trade re: funding opportunities &amp; need</li> <li>• Determine demand - Identify material specialisms, source of secondary material to date, ability to flex sourcing, purchase power</li> <li>• Quantify supply – material that can be supplied to local market, define local</li> <li>• Quality of product – understand what al local market requires and the cost to produce it</li> </ul>	To determine feasibility prior to expending resources	To identify what already exists in terms of the local market	<p>First phase on scoping complete</p> <p>Feasibility report available</p>
5.2	<b>Identify methods to add value to MRF &amp; HWRC products</b>	Working with NEWS, review markets and potential to reprocess secondary or make primary products in Norfolk	To determine feasibility prior to committing resources	To identify what is achievable in the short, medium and long term.	That commercial discussions can move forward
5.3	<b>Maintain awareness of national policy</b>	<p>Contribute to the national agenda to grow the UK’s reprocessing capacity:</p> <ul style="list-style-type: none"> <li>• Track development of Resources &amp; Waste Strategy</li> <li>• Be ready to grasp opportunities that arise from the Industrial Strategy etc.</li> <li>• Be part of networks: Resources Association, NAWDO, LGA &amp; RECOUP</li> </ul>	<p>To demonstrate Norfolk is open for business</p> <p>To keep abreast of opportunities</p>	Maintain a watching brief and influence where/when required	Norfolk’s views help shape the national agenda and vice versa

## Workstream Timeline and Deliverables (2018/19)

Workstream 1 – Infrastructure to support resource & waste management services (Nicola Young)			
	Project's Activity	Estimated Delivery Date	Member Sponsor / Lead Officer(s)
1.1	Depot Review	End Sept 2018	
1.2	Assessment of Future Opportunities	End March 2019	
1.3	Infrastructure Options Appraisal Tool	End March 2019	
<p>Comments:</p> <p>Note - Delivery dates are dependent on securing available resource to support project lead.</p>			

Workstream 2 – Reuse and Repair services to prevent wastage (Alun Housago)			
	Project's Activity	Estimated Delivery Date	Member Sponsor / Lead Officer(s)
2.1	Increase reuse from Recycling Centres	March 2019	
2.2	Reuse Hub Development – business plan developed and approach agreed and implemented	March 2020	
2.3	Reuse Network – Online tool and network established	March 2019	
<p>Comments:</p> <ul style="list-style-type: none"> <li>• 9 reuse shops open at Recycling Centres.</li> <li>• <u>Online locator tool</u> being developed for Recycle For Norfolk website to guide enquiries to reuse options ahead of collection or RC disposal points by asking for the item / material a householder wants to dispose of then identifying options.</li> <li>• New reuse charity partner - Norfolk Air Ambulance.</li> <li>• Reuse hub concept to start with focus on a joint paint based hub with Suffolk using a Cambridgeshire model.</li> </ul>			

### Workstream 3 – Collection system improvements to maintain recyclate quality (Chris Eardley/Scott Martin)

	Project's Activity	Estimated Delivery Date	Member Sponsor / Lead Officer(s)
3.1	Increase householder participation rates for existing recycling and other diversion schemes	By October 2018	
3.2	Improve the quality of recycling through operational system/process checks and inspections	By December 2018	
3.3	Explore and develop future funding model	By March 2019	

#### Comments:

3.3 is being developed within scope set by Board that no party should be worse off and three models are being developed by Eunomia as a part of the Wrap funded Norwich project: (a) Increased payments from the WDA to WCAs for new services that are shown to save the WDA money (b) Target based avoided costs sharing (c) WDA makes arrangements to process WCA materials and pays gate fee and makes additional payment to WCAs. The outcome of this work will be presented to the Board in Summer 2018.

### Workstream 4 – Communications and behaviour change initiatives to underpin services (Paula Boyce)

	Project's Activity	Estimated Delivery Date	Member Sponsor / Lead Officer(s)
4.1	Contamination – improve quality of recyclate	By December 2018	
4.2	Contamination – explain the rules	By May 2018 (for start of summer)	
4.3	Prevention – promote avoidable food waste prevention	By June 2018 then ongoing	

#### Comments:

**Workstream 5 – Grow indigenous reprocessing capacity for Norfolk’s quality recyclate (Ian Roe)**

	<b>Project’s Activity</b>	<b>Estimated Delivery Date</b>	<b>Member Sponsor / Lead Officer(s)</b>
5.1	Exploration and scoping	By March 2019	
5.2	Identify methods to add value to MRF & HWRC products	By March 2019 (in parallel with 5.1)	
5.3	Maintain awareness of national policy	Ongoing	
<p>Comments:</p> <p>Note - Delivery dates are dependent on securing available resource to support project lead.</p>			