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Environment and Sustainability Committee

Wednesday, 22 January 2025 at 7.30 pm

Council Chamber - Civic Centre

Supplementary Agenda

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7. Simpler recycling and DEFRA funding for food waste collection	2 - 29

Report title	Simpler Recycling and DEFRA funding for Food Waste Collections
Report author	Helen Clark
Department	Environmental Services
Exempt?	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report:

- **To resolve**
- **To recommend to the Corporate Management Committee**

Synopsis of report:

Approval is sought for the release of DEFRA capital new burdens grant funding for the purchase of one 12 tonne Refuse Collection Vehicle (RCV) which will be used to collect food waste from flats, not currently covered by the Council's food waste collection. From April 2026 new legislation mandates local authorities to offer a food waste collection to all households.

Approval is also sought for the purchase of food caddies and food bins to support the roll out of food waste collection from flats. All purchases will be funded by the DEFRA grant which totals £175,585.

This report also updates members on work so far to deliver food waste collection facilities for residents living in flats who have communal bin stores.

Recommendation(s):

- 1. The committee approve the proposal to procure one 12 tonne RCV for use to progress collection of food waste from flats, including CCTV and on-board weighing capability with the remaining DEFRA grant being used to purchase additional communal food wheelie bins and kitchen caddies to progress the separate collection of food waste for flats.**
- 2. The Corporate Management Committee be requested to approve a Capital Estimate in the sum of £175,585 to meet the cost of purchasing a new food waste collection vehicle and food waste bins and caddies as set out in the report, to be financed from new burdens grant funding.**
- 3. The Corporate Management Committee be requested to approve a supplementary revenue estimate in the sum of £16,990. This will allow the**

service to meet current revenue costs associated with the additional vehicle and collections.

4. To note the work already being delivered by the recycling team to ensure Runnymede residents living in flats have facilities for food waste collection.

1. Context and background of report

- 1.1 In February 2024, Runnymede was awarded a grant towards a new food waste collection vehicle and provision of new caddies and bins. The money was awarded by DEFRA under a new burdens funding programme to progress the amount of food waste collected from domestic properties. The money must be spent by end of March 2026.
- 1.2 Details of the grant funding are in Appendix A. For Runnymede, the grant was specifically allocated to progress the collection of food waste from flats as Surrey districts and boroughs have separately collected food waste from houses since 2010.
- 1.3 The Environment Act 2021 (Commencement No. 9 and Transitional Provisions) Regulations 2024 were adopted on 14 May 2024 and will introduce mandatory separated food waste collections from 31 March 2026 for all households.

2. Report

2.1 Food Waste Collection in Runnymede

- 2.1.1 In Runnymede, food waste is collected separately on a weekly basis. All street-level properties, almost exclusively houses, have access to the weekly collection (roughly 85% of the 39,000 households within Runnymede). The remaining properties are flats or properties that are served by a communal collection point. Currently, not all properties served by a communal collection point have access to a weekly food waste collection due to either space or access limitations on site.
- 2.1.3 The existing fleet consists of four, twelve tonne Iveco chassis Refuse Collection Vehicles (RCVs). These vehicles are reaching maximum capacity covering the existing rounds.
- 2.1.4 The Recycling Team has been working with Surrey Environmental Partnership (SEP) since Autumn 2023 to roll out food waste collections to 357 properties in 38 locations.
- 2.1.5 In all cases, the new communal food collection bins are being located into communal bin stores. This work commenced before the new burdens funding formula for delivering food waste collection had been finalised and funding allocated by DEFRA. Appendix B is the leaflet being used in the SEP supported campaign.
- 2.1.6 The chart below shows the progress being made with this project in November 2024.

Locality	Communal SITES (BINSTORES) with food waste	Communal SITES (BINSTORES) survey planned 2025/2026	Total number of communal SITES (BINSTORES)
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Addlestone	39	87	126
Chertsey	34	74	108
Egham	17	35	52
Englefield Green	14	14	28
Longcross	3	4	7
Lyne	0	1	1
New Haw	1	2	3
Ottershaw	0	2	2
Staines-upon-Thames	2	10	12
Virginia Water	6	12	18
	116	241	357

2.1.7 The additional locations will increase the distance the crews need to travel, and the time taken to cover these collections. This is likely to add a modest additional fuel cost. However, this work will be included within the forthcoming route optimisation project which should mitigate the increased fuel cost by optimising associated routes.

2.2 New Burdens Funding allocation

2.2.1 In 2018, Surrey Environmental Partnership (SEP) bid on behalf of the Surrey Districts and Boroughs through the Waste and Resource Action Programme (WRAP) portal for DEFRA (Department for Food, Environment and Rural Affairs) new burdens grant funding to support collection of food waste for recycling. WRAP is a not-for-profit company which works with Government Departments.

2.2.2 In February 2024, Runnymede was awarded a capital grant towards a new food waste collection vehicle and provision of new caddies and bins. As anticipated, for Runnymede the money was awarded to progress the amount of food waste collected from flats.

Runnymede was allocated new burdens funding as follows.

New kitchen Caddies - £19,692
 New kerbside collection caddies - £5,975
 New communal wheeled bins - £47,619
 New food waste collection vehicle - £102,300

Runnymede received a total new burdens capital grant of **£175,585**.

2.2.3 There are a range of food waste collection vehicle sizes ranging from very small 7.5 tonne to 11/12 tonne medium sized up to a maximum 26 tonnes.

2.2.4 The delay between bid submissions to WRAP in 2018 and funding allocation in 2024 has been problematic for some local authorities. Funding allocations were based on 2018 prices and fell short of true costs in 2024. For example, the funding allocated for full sized food waste collection vehicles at £102,300 per vehicle was insufficient for Local Authorities which needed to buy large fleet vehicles.

2.2.5 In July 2024 Runnymede officers sought clarification from DEFRA regarding use of the capital grant funding. DEFRA confirmed that elements of the grant were not ring

fenced. Using the grant flexibly to purchase a food waste collection vehicle and bins or caddies to support residents living in flats meets the grant terms. See Appendix C

2.3 Recommended use of new burdens funding

2.3.1 Once the project to offer food waste collection points in communal bin stores is completed, there will be an increase in the amount of food waste collected from Runnymede residents. Runnymede now collect from 116 bin stores with potentially a further 241 bins stores coming on stream over the next 12 months which will expand existing collection rounds.

2.3.2 Consultation that has taken place alongside the planning application process since 2019 has ensured that the provision of food waste collection is considered for all new housing developments. Guidance on bin store design is sent to all developers where relevant.

2.3.3 Colleagues in the planning policy team have provided the following indicative figures for new housing developments over the next five years. These figures demonstrate that the size of each collection round is predicted to grow beyond the 357 locations identified in the Surrey Environmental Partnership project at point 2.1.6. The volume of food waste collected is consequentially also predicted to grow. Of note is the fact that more than half of the new units predicted will be flats.

Settlement Area	Flats	Houses
Addlestone	87	0
Chertsey	811	356
Egham	257	62
Englefield Green	35	10
Longcross	136	244
Lyne	20	64
Ottershaw	59	187
Thorpe	79	44
Virginia Water	46	56
Woodham and New Haw	14	0
Non-area specific small sites	26	49
Non-area specific windfalls	36	66
Total	1,606	1,138

2.3.4 In order to demonstrate best value a review of lease v purchase options was carried out for two possible vehicle models. The review considered total cost over both 5- and 10-year periods. Data is included in the business case at appendix D and identifies that procurement is the cheaper option on this occasion over both 5 year and 10-year scenarios.

2.3.5 The business case review also identified that the DAF 12 model would be suit the demands of the service. This vehicle is already in use within the fleet and has shown reliability and longevity. The alternative model reviewed was a 7.5 tonne Isuzu Orus. This vehicle was thought to be too small with a higher likelihood of going overweight.

- 2.3.5 Consequentially the Direct Services team propose to commence procurement of a new 12 tonne DAF food waste collection vehicle as per the DEFRA funding allocation.
- 2.3.6 DEFRA have confirmed that the grant can be used flexibly but must be used to promote the collection of food waste. The DSO team propose to use any capital funding remaining after the purchase of a vehicle to purchase additional food caddies and food bins for communal collection points. The amount allocated to food caddies and bins may be reduced to cover an increase in purchase price at the point of procurement beyond the indicative quotation received.

2.4 **Alignment with the Sustainable Fleet Management Strategy**

- 2.4.1 The Sustainable Fleet Management Strategy approved by Full Council in 2024 covers a ten-year period 2024 to 2034 which fits with the standard 10-year life of new vehicle.

The strategy seeks to support the council's commitment to reduce carbon emissions from Council operations to Net Zero by 2030 and sets out the strategic framework that will guide the procurement, management and maintenance of all assets within the fleet over the lifetime of the strategy.

- 2.4.2 Infrastructure to support an electric Food Waste Collection vehicle is not presently available at the Chertsey Depot so the final model approved must be capable of running on HVO fuel. This is the main fuel now used by the Runnymede fleet and is the fuel approved in the sustainable fleet management strategy to support transition to zero emissions.

2.5 **Vehicle considerations.**

The new vehicle will be fitted with CCTV which is standard across the fleet and on-board weighing capability to ensure the vehicle does not present overweight at the weighing station.

The Fleet Manager and Operations Manager have reviewed the likely demand and concur in their proposal to purchase a 12 tonne vehicle which will offer full access to all known bin store locations, and sufficient tonnage capacity. This vehicle will be a similar size to the existing food waste collection fleet vehicles which are all 12 tonnes.

- 2.4.2 The choice of vehicle in the procurement process will consider the following factors which are outlined in the sustainable fleet management strategy.

- Value for money,
- Fit for purpose,
- Safety and compliance,
- Likely vehicle operational life,
- Cost of maintenance and availability of spare parts
- Compatibility for HVO fuel

- 2.4.3 The procurement process will be by competitive tender. The preferred vehicle is a 12 tonne DAF as this vehicle is already in use and has demonstrated reliability and longevity. Quoted indicative prices for the purchase of a vehicle as of December 2024 are below. This price is subject to change as a consequence of the

procurement process. The indicative purchase price is followed by lease and contract hire alternative costs.

- 2.4.4 The fleet manager considered an alternative 7.5 tonne Orus vehicle in the business case attached but this vehicle although cheaper was ruled out due to limited capacity

The DEFRA grant is a capital grant which cannot be used for revenue expenditure. However, the comparative figures demonstrate good value for money from the procurement route.

Capital costs

Purchase option – estimated cost 10-year life DAF 12 Tonne

Total body chassis price	£155,820
Fleet Clear CCTV Included	
On board weighing Included	
In house maintenance x 5 years	£32,000
Plus In house maintenance for another 5, years	£50,000

Total ten-year life £237,820

Lease option without 3rd party maintenance DAF 12 Tonne 5 years

Lease cost per year	£31,585
Fleet clear CCTV Included	
On board weighing Included	
In house Maintenance x 5 years	£32,000

Total first 5 years **£207,925**

Followed by, either a repeat exercise for another 5 years or:

Contract Hire with maintenance DAF 12 Tonne 5, years

Cost of contract Hire per year	£41,085
Fleet clear CCTV Included	
On board weighing Included	

Total following 5 years **£205,425**

Ten-year equivalent total cost £413,350/ £415,850

3. The statutory framework

- 3.1 The Environment Act 2021 (Commencement No. 9 and Transitional Provisions) Regulations 2024 were adopted on 14 May 2024 and will introduce mandatory separated food waste collections from 31 March 2026 for all households

4. Policy framework implications

- 4.1 Increasing the amount of food waste collected from flats is in line with the Runnymede Climate Change Strategy and Corporate Business Plan.

5. Resource implications/Value for Money

- 5.1 In April 2024 the Council received a grant towards a new food waste collection vehicle and provision of new caddies and bins. Due to the lateness of the award, this was placed in the Capital Programme as a provision pending member approval to progress the scheme.
- 5.2 As with all new schemes a full business case is required to enable members to make an informed decision (see Appendix D) and approval of a supplementary capital estimate equal to the total cost of the proposed scheme is required and the recommendations for the report have been worded accordingly.
- 5.3 Given the Council's current financial situation the prioritisation criteria set out in the approved Capital Strategy should be taken into consideration before any such decision is made. The prioritisation methodology means that schemes are evaluated according to the agreed corporate criteria to give an order of priority. As this is needed to meet a new statutory obligation to collect food waste from all households, this would rank as a Priority 1 scheme:

Priority 1

- Schemes essential and to the extent necessary to comply with statutory obligations, including Health and Safety.
- Schemes for which there is a contractual commitment to another party.
- Schemes necessary to avoid a service breakdown.
- Schemes which a business plan demonstrates to be self-financing.
- Schemes which will permit future savings or increased efficiency

- 5.4 As set out in the business case, the ongoing revenue costs for the provision of this extended service is anticipated to be £16.990 per annum. It is anticipated that these costs will be met from existing fleet budgets once the route optimisation and vehicle rationalisation work has been undertaken. However, in order to meet Financial Procedures a supplementary revenue estimate will be required in order to cover these costs in the interim.

6. Legal implications

- 6.1 Runnymede acting as waste collection authority has a duty to collect household waste under section 45 of the Environmental Protection Act 1990 (EPA 1990) be it generic or recyclable waste.
- 6.2 The Environment Act 2021 (Commencement No. 9 and Transitional Provisions) Regulations 2024 were adopted on 14 May 2024, amending the EPA1990 and introduce mandatory separated food waste collections from 31 March 2026 for all households. If food waste collection is not provided to all households in the borough, the Council will be breaching legislation and therefore open to challenge.

7. Equality implications

- 7.1 Expanding the food collection service to residents living in flats will give this cohort of residents access to a service similar to the one already available to residents living in households with kerbside collections.

8. Environmental/Sustainability/Biodiversity implications

- 8.1 Progressing the collection of food waste from flats will increase the percentage of food waste recovery within Runnymede. Food waste is taken to the Eco Park in Shepperton, an anaerobic digestion facility where it is composted and used to

generate electricity, heat and transport fuel. It also produces digestate which is used as a fertiliser.

- 8.2 There are no electric small RCV vehicles available on the market at this point in time. The collection vehicles within the Runnymede fleet are now operating on 100% HVO fuel. This fuel, depending upon blend will cut carbon emissions by up to 90%. The new vehicle will have the capability of being powered by HVO fuel which is the transition fuel approved in the Sustainable Fleet Management Strategy.

9. Risk Implications

- 9.1 DEFRA have confirmed that the new burdens funding must be spent by the end of March 2026 and the Environment Act 2021 (Commencement No. 9 and Transitional Provisions) Regulations 2024 will introduce mandatory separated food waste collections from 31 March 2026 for all households. Consequentially a large number of local authorities are procuring additional food waste collection vehicles at the same time.

- 9.2 Given these time restrictions the intention is to procure a new vehicle as soon as possible to be ready in advance and assure compliance. The expected procurement timeframe is 6-9 months so the new vehicle should be in place several months in advance of this date ready to deliver the increased service for flats.

10. Other implications

10.1 Procurement

The Contract Standing Orders require authorisation by the relevant Committee for all procurements over the amount of £100,000 in accordance with the Scheme of Delegation, Officers reporting back to the Committee on the award of the contract if the actual value is above the agreed amount.

The contract value of this project being over £100,000, it needs to be approved by Committee. The committee dealing with refuse collection and recycling being this committee, Environment and Sustainability is the correct committee to authorise this project.

A number of procurement processes are available to the Council and Competitive Tendering likely via a Framework is the most appropriate for this purchase.

The Council's e-tendering system (In-Tend) will need to be used for the procurement process.

11. Timetable for Implementation

- 11.1 The procurement process will commence once approved by CMC.

12. Conclusions

- 12.1 This report is seeking approval for the release of DEFRA capital new burdens grant funding for the purchase of one 12 tonne Refuse Collection Vehicle which will be used to collect food waste. The vehicle will be required to collect food waste from flats. From April 2026 new legislation mandates local authorities to offer a food waste collection to all households and the vehicle will support the delivery of the extended food waste collection service.

Capital release is also sought for the purchase of food caddies and food bins to support the roll out of food waste collection from flats. All purchases will be funded by the DEFRA new burdens grant which totals £175,585. All purchases will be contained within the grant funding budget envelope.

13. Background papers

- None

14. Appendices

- A Schedule of grant funding for local authorities.
- B Leaflet to promote recycling in flats
- C Email from DEFRA confirming flexible use of the grant.
- D Business Case



12 February 2024
Ref No 31/7069

Dear Chief Executives,

Food waste collections – capital transitional grant to support the delivery of weekly food waste collections.

On the behalf of the Minister of State for Department for Environment, Food, and Rural Affairs, I am writing to confirm Defra intends to make a capital grant payment under Section 31 of the Local Government Act 2003. I attach a signed Grant Determination Form.

The capital element of funding is for the purchase of food waste bins (this includes internal kitchen caddies, external kerbside caddies and communal bins) and food waste collection vehicles, provided on a non-ring-fenced basis. As we are providing funding that will cover the purchasing of bins, we do not expect local authorities to charge residents for the provision of bins. This grant will be published, as is standard practice, and will therefore be publicly available. Information on how this funding has been calculated was laid out in my previous letter to you, informing you of your indicative funding allocations.

The conditions of the grant are outlined in Annex B. I ask that authorities with waste collection responsibilities provide financial reporting on the spend of this funding. Reporting should be sent to recycling@defra.gov.uk. So that the reporting is not burdensome, we will not be expecting a template to be completed. Therefore, please provide the reporting that is used internally. The first reporting submission is expected by 31 October 2024, with subsequent quarterly submissions until 31 March 2026. If this funding is not exhausted delivering the project, we will request it to be used for delivering waste collection improvements.

Local Authorities must ensure that robust arrangements are in place to manage fraud risk, including ensuring that project deliverers have a robust fraud risk management process and pay particular attention to projects that involve the payment of grants to beneficiaries e.g. businesses. Local Authorities are expected to ensure that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely, state aid / subsidy control, equalities duties,

procurement, health and safety, and fraud prevention. Local Authorities have prerogative to establish internal governance and assurance arrangements as they see fit to achieve this. Local Authorities will ensure data can be shared for the prevention and detection of fraud by including the following clause in all agreements with companies or external entities: "Data may be shared with other public bodies and enforcement agencies for the prevention, detection and investigation of fraud."

Defra may request documentation from Local Authorities regarding this grant to ensure compliance with this requirement.

Local Authorities should report/make Defra aware of suspected fraud and error within the grant to Defra.

The vehicles that are purchased for food waste collections should not be used for commercial purposes. In the event that you have procured a private contractor to carry out waste collections on your behalf, we advise that this is stipulated in your contracts.

In the event that the sale or income of additional waste and anaerobic digestion raises additional revenue for the authority, we advise that this money is reinvested in waste collection.

Your acceptance of the award of this grant payment will be made by signing below. If you have currently requested a review, we ask that you accept this funding while we assess your request. This will ensure that you receive funding this financial year. Subject to the result of the review, if a local authority requires further funding, then this will be provided separately. No other form of acknowledgement will be accepted. Please do this by 1 March 2024. Please quote the reference number in any future communications relating to this grant.

If you have any questions regarding this letter, please do not hesitate to contact

recycling@defra.gov.uk.

Yours sincerely,



Emma Bourne
Director
Resources and Waste

CAPITAL grant determination (non-ringfenced)

Food Waste Collection GRANT DETERMINATION (2024): No 31/7069.

The Minister of State for Department for Environment, Food, and Rural Affairs (“the Minister of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as the Food Waste Collection Grant Determination 2024 [No31/7069].

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

3) The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

Grant conditions

4) Pursuant to section [31(3) and] 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Annex B.

Treasury consent

5) Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

UK Government Branding

6) The Grant Recipient shall at all times during and following the end of the Funding Period:

6.1 comply with requirements of the Branding Manual in relation to the Funded Activities; and

6.2 cease use of the Funded by UK Government logo on demand if directed to do so by the Authority.

7) **Branding Manual** means the HM Government of the United Kingdom of Great Britain and Northern Ireland ‘Funded by UK Government branding manual’ first published by the Cabinet Office in November 2022 and is available at

<https://gcs.civilservice.gov.uk/guidance/marketing/branding-guidelines/> including any subsequent updates from time to time.

Signed by authority of the Minister of State for Department for Environment, Food, and Rural Affairs.

Emma Bourne
Director
Resources and Waste

12 February 2024

ANNEX A

Capital Grant allocations to local authorities 2023 to 2024

Local Authority	Capital Funding 2023/24
Adur District Council	£507,870
Amber Valley Borough Council	£1,202,866
Arun District Council	£1,665,840
Ashford Borough Council	£136,950
Babergh District Council	£1,008,912
Barking and Dagenham London Borough	£1,297,083
Barnet London Borough	£2,706,942
Basildon District Council	£102,300
Basingstoke and Deane Borough Council	£1,383,648
Bath and North East Somerset Council	£693
Bedford	£1,569,080
Bexley London Borough	£240,233
Birmingham City Council	£6,825,450
Blaby District Council	£919,856
Blackburn with Darwen Borough Council	£1,157,421
Blackpool Borough Council	£1,115,005
Bolsover District Council	£691,654
Boston Borough Council	£728,645
Bournemouth, Christchurch and Poole Council	£1,153,126
Bracknell Forest Borough Council	£179,622
Bradford City Metropolitan District Council (MBC)	£3,660,690
Braintree District Council	£319,648
Breckland Council	£1,140,978
Brent London Borough	£201,039
Brentwood Borough Council	£130,713
Brighton and Hove Council	£2,443,812
Bromley London Borough	£52,025
Bromsgrove District Council	£902,511
Broxbourne Borough Council	£54,068
Buckinghamshire Council	£620,491
Burnley Borough Council	£710,135
Calderdale Metropolitan Borough Council	£150,000
Camden London Borough	£606,909
Cannock Chase Council	£1,026,211

Central Bedfordshire	£454,355
Charnwood Borough Council	£1,359,633
Chelmsford Borough Council	£172,293
Cherwell District Council	£118,200
Cheshire East	£2,711,705
Cheshire West and Chester	£197,700
Chesterfield Borough Council	£765,001
Chichester District Council	£1,243,037
Chorley Borough Council	£1,182,775
City of London	£47,780
Colchester Borough Council	£196,134
Cornwall	£5,516,888
County Durham	£4,716,813
Coventry City Council	£1,869,505
Crawley Borough Council	£848,408
Croydon London Borough	£45,848
Darlington Borough Council	£1,182,778
Dartford Borough Council	£860,552
Derby City Council	£1,676,084
Dover District Council	£20,034
Dudley Metropolitan Borough Council	£2,679,480
Ealing London Borough	£406,411
East Hampshire District Council	£1,326,410
East Hertfordshire District Council	£1,501,261
East Lindsey District Council	£1,440,450
East Riding of Yorkshire Council	£2,945,875
East Staffordshire Borough Council	£986,295
East Suffolk Council	£2,367,763
Eastbourne Borough Council	£857,480
Eastleigh Borough Council	£24,184
Elmbridge Borough Council	£20,932
Enfield London Borough	£919,590
Epsom and Ewell Borough Council	£108,302
Erewash Borough Council	£1,084,651
Exeter City Council	£857,138
Fareham Borough Council	£969,223
Folkestone and Hythe District Council	£4,690
Fylde Borough Council	£794,751
Gloucester City Council	£138,535

Gosport Borough Council	£670,045
Gravesham Borough Council	£134,348
Great Yarmouth Borough Council	£849,755
Greenwich London Borough	£401,983
Guildford Borough Council	£13,070
Hackney London Borough	£194,576
Halton Borough Council	£1,019,111
Hammersmith and Fulham London Borough	£1,439,199
Harborough District Council	£901,880
Haringey London Borough	£47,700
Harlow District Council	£76,447
Harrogate Borough Council	£1,757,340
Hart District Council	£810,579
Hartlepool Borough Council	£806,679
Hastings Borough Council	£821,138
Havant Borough Council	£875,533
Havering London Borough	£1,894,383
Herefordshire Council	£1,847,132
Hertsmere Borough Council	£764,605
High Peak Borough Council	£920,833
Hillingdon London Borough	£606,837
Hinckley and Bosworth Borough Council	£1,071,138
Horsham District Council	£1,486,271
Hounslow London Borough	£230,382
Hyndburn Borough Council	£665,610
Ipswich Borough Council	£949,081
Islington London Borough	£1,106,700
Kings Lynn and West Norfolk Borough Council	£1,113
Kingston-upon-Hull City Council	£1,494,922
Knowsley Metropolitan Borough Council	£1,205,675
Lambeth London Borough	£1,153,350
Lancaster City Council	£1,462,385
Leeds City Council Metropolitan Borough Council	£6,877,314
Leicester City Council	£2,241,048
Lewisham London Borough	£1,004,400
Lichfield District Council	£1,131,643
Lincoln City Council	£829,410
Liverpool City Council	£3,373,697
Luton Borough Council	£1,415,497

Maldon District Council	£10,097
Malvern Hills District Council	£977,409
Medway Borough Council	£502,801
Melton Borough Council	£563,884
Merton London Borough	£315,212
Mid Suffolk District Council	£1,041,808
Mid Sussex District Council	£1,073,268
Middlesbrough Borough Council	£930,834
Milton Keynes Council	£156,185
Mole Valley District Council	£12,974
New Forest District Council	£1,800,434
Newcastle-under-Lyme Borough Council	£14,207
Newcastle-upon-Tyne City Council Metropolitan Borough Council	£2,213,024
Newham London Borough	£2,067,727
North East Derbyshire District Council	£844,292
North East Lincolnshire Council	£1,217,660
North Kesteven District Council	£936,516
North Lincolnshire Council	£1,549,407
North Norfolk District Council	£1,097,527
North Northamptonshire	£2,495,563
North Somerset Council	£53,806
North Tyneside Council	£1,644,270
North Warwickshire Borough Council	£545,907
North West Leicestershire District Council	£1,062,066
Northumberland	£2,949,940
Nuneaton and Bedworth Borough Council	£980,720
Oadby and Wigston Borough Council	£464,835
Pendle Borough Council	£793,377
Plymouth City Council	£1,941,574
Preston City Council	£1,065,359
Reading Borough Council	£125,231
Redbridge London Borough	£1,797,750
Redcar and Cleveland Borough Council	£1,040,335
Redditch Borough Council	£766,498
Reigate and Banstead Borough Council	£201,834
Ribble Valley Borough Council	£588,541
Richmond upon Thames London Borough	£548,630
Rochford District Council	£102,976

Rossendale Borough Council	£738,776
Rother District Council	£1,041,939
Royal Borough of Kensington and Chelsea	£1,563,672
Royal Borough of Kingston upon Thames	£159,111
Rugby Borough Council	£967,721
Runnymede Borough Council	£175,585
Rutland County Council	£533,500
Sandwell Metropolitan Borough Council	£336,268
Sefton Metropolitan Borough Council	£2,644,182
Sevenoaks District Council	£1,181,206
Shropshire	£2,791,092
Slough Borough Council	£2,176,290
Solihull Metropolitan Borough Council	£1,688,158
Somerset Waste Partnership	£387,359
South Derbyshire District Council	£811,830
South Gloucestershire Council	£171,531
South Hams District Council	£471,183
South Holland District Council	£806,891
South Kesteven District Council	£1,371,150
South Norfolk Council	£1,363,766
South Ribble Borough Council	£861,326
South Staffordshire Council	£1,266,480
Southampton City Council	£1,882,612
Southend-on-Sea Borough Council	£845,991
Southwark London Borough	£1,315,889
Spelthorne Borough Council	£290,010
St Albans City and District Council	£18,317
Stafford Borough Council	£1,457,824
Staffordshire Moorlands District Council	£932,962
Stevenage Borough Council	£591,677
Stockport Metropolitan Borough Council	£508,419
Stockton-on-Tees Borough Council	£1,433,091
Stoke-on-Trent City Council	£1,665,210
Surrey Heath Borough Council	£10,880
Sutton London Borough	£345,164
Swale Borough Council	£23,216
Swindon Borough Council	£1,754,820
Tameside Metropolitan Borough Council	£210,939
Tamworth Borough Council	£634,896

Tandridge District Council	£1,272
Tendring District Council	£277,365
Test Valley Borough Council	£1,330,665
Thanet District Council	£142,050
Three Rivers District Council	£39,293
Thurrock Council	£348,694
Torbay Council	£148,609
Trafford Metropolitan Borough Council	£449,083
Tunbridge Wells Borough Council	£143,949
Walsall Metropolitan Borough Council	£1,844,769
Waltham Forest London Borough	£1,478,992
Wandsworth London Borough	£2,419,261
Warrington Borough Council	£1,863,566
Warwick District Council	£208,389
Watford Borough Council	£176,171
Wealden District Council	£1,637,844
Welwyn Hatfield Council	£792,634
West Lancashire Borough Council	£1,072,995
West Lindsey District Council	£1,023,179
West Northamptonshire	£334,124
West Oxfordshire District Council	£3,204
West Suffolk Council	£1,697,717
Westminster City Council	£1,498,530
Winchester City Council	£1,382,034
Wirral Metropolitan Borough Council	£2,376,737
Wolverhampton Metropolitan Borough Council	£1,805,280
Worcester City Council	£728,160
Worthing Borough Council	£875,810
Wychavon District Council	£1,236,473
Wyre Borough Council	£1,296,715
Wyre Forest District Council	£1,037,762

ANNEX B

GRANT CONDITIONS

1. Grant paid to a local authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003.

2. The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to the team leader of the Resource and Waste Division of the Department for Environment, Food, and Rural Affairs a declaration, to be received no later than 1 March 2024, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to Food Waste Collection Grant Determination No 31/7069 have been complied with”.

3. If an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Minister of State may-

- a. reduce, suspend or withhold grant; or
- b. by notification in writing to the authority, require the repayment of the whole or any part of the grant.

4. Any sum notified by the Minister of State under paragraph 3(b) shall immediately become repayable to the Minister.



Find out
more
inside

Food recycling

22

Your new food recycling service



Your new food waste recycling service

Collections will begin shortly and you will be able to recycle all your food waste, such as plate scrapings, peelings and tea bags.

You will shortly receive a free indoor food caddy and a roll of liners. Simply line your caddy, and when you're ready, take it to the new food waste bin in your bin area.

Once you've run out of liners you can line your caddy using plastic bags, compostable liners, or newspaper.

Don't have room for a caddy? Try using a plastic tub.



What we will provide

1



A food caddy to collect the waste in the kitchen

2



A roll of liners to line the caddy

3



An outside food waste bin which we will empty weekly

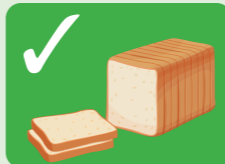
What will I be able to recycle?

You will be able to recycle all your food waste, including the following:

YES PLEASE



All uneaten food and scrapings



Bread, cakes and pastries



Dairy products, cheese and eggs



Raw and cooked meat plus bones



Rice, pasta and beans



Tea bags and coffee grounds



Raw and cooked fish plus bones



All fruit and vegetables

NO THANKS



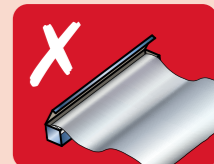
Packaging of any kind



Milk or any types of liquids



Oil, sauces or liquid fat



Any material that's not food

Remember to recycle your mouldy and out of date food, including ready meals removed from their packaging.



Reasons to recycle your food waste

More than half of all food waste that could be recycled in Surrey is ending up in rubbish bins. By making use of your new food waste bin, you will be helping to...



Save money – It's as much as three times cheaper to send food to an anerobic digestion facility where it can be recycled than to dispose of it as rubbish.

Power the planet – Your food waste recycling is collected and taken to a facility where it is broken down to produce biogas, which is then collected and used to generate electricity and create fertiliser.

Your food waste will be collected weekly and free up space in your rubbish bin. Recycling your food waste will help reduce how full your rubbish bins are, as it's collected weekly.



For tips and recipes to help you waste less food and save money, visit surreyep.org.uk

To find out more about food waste recycling visit runnymede.gov.uk/foodwaste

Appendix C


[EXTERNAL] RE: Food Waste recycling grant - top up funding to buy split load vehicle.



SM-Defra-Recycling <Recycling@defra.gov.uk>

To ● Helen Clark

Cc ○ SM-Defra-Recycling

 Follow up. Start by 11 July 2024. Due by 11 July 2024.
You forwarded this message on 11/07/2024 15:44.



Thu 11/07/2024 09:12

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Helen,

Thank you for your email. As the money being provided is not ringfenced, councils are able to spend the funding as they see fit. We ask that this is spent in a way that enables weekly food waste collections to be introduced by 31 March 2026.

Thank you,

Rob Cawthorne | Policy Advisor | Simpler Recycling

He/him ([see why I've put this](#))

I have recently changed my surname from Cole to Cawthorne following marriage.

Household Waste and Recycling | Resources and Waste | Environmental Quality

Department for Environment, Food & Rural Affairs | Horizon House | Deanery Road | Bristol | BS1 5AH

Robert.Cawthorne@defra.gov.uk

Project/Item Title	Procurement of DEFRA funded Food waste collection vehicle		Version	
Corporate Head	Helen Clark	Service Area	Environmental Services	
Service Committee to Approve Budget	Environmental Services			
Anticipated Cost of Proposal (Capital)	£175,585	Anticipated Cost Proposal (Revenue)	£16,990	

To be completed for Projects only

Type of Project	Equipment	Project Duration	n/a
Proposed Project Start Date	Feb-25	Proposed Project End Date	n/a

Business Case Context

Background

Describe the purpose of the Business Case, what benefits are expected to be delivered or what problem will be solved (What is wrong with the status quo? What are the drivers for change?). Is the scheme a result of legal/statutory requirements or a stakeholder consultation?

Approval is sought for the release of DEFRA capital new burdens grant funding for the purchase of one 12 tonne Refuse Collection Vehicle (RCV) which will be used to collect food waste from flats, not currently covered by the Council's food waste collection. From April 2026 new legislation mandates local authorities to offer a food waste collection to all households.

Capital release is also sought for the purchase of food caddies and food bins to support the roll out of food waste collection from flats. All purchases will be funded by the DEFRA grant which totals £175,585. The Environment Act 2021 (Commencement No. 9 and Transitional Provisions) Regulations 2024 were adopted on 14 May 2024 and will introduce mandatory separated food waste collections from 31 March 2026 for all households.

Strategic Links - relate this Business Case to RBC Corporate Strategies and Corporate Values

Corporate Strategies	Describe how this Business Case meets / contributes to the Corporate Business Plan through each of the Corporate Strategies. - Delete those not applicable
Climate Change Strategy <i>Reducing Carbon emissions from the Council's operations and the wider Runnymede community.</i>	Climate Change: The vehicle will help RBC meet new statutory duties relating to food waste collection from all households. Increasing the percentage of food waste collected will increase the % of waste recycled.
Organisational Development Strategy <i>Enable Officers and Members to perform their duties to the best of their ability and make Runnymede Borough Council the employer of choice for local people.</i>	
Economic Development Strategy <i>Ensuring that the Borough continues to be a leading economy in Surrey and the wider sub-region.</i>	
Empowering the Community Strategy <i>Evidence Based Decision Making, Listening to residents, Enabling Communities to help themselves and to take control of services or plans for their areas, Working effectively with partner organisations, Dealing with inequalities.</i>	
Health and Wellbeing Strategy <i>Support the delivery of a range of services and functions to improve outcomes for residents and their quality of life.</i>	
Corporate Values	Describe where this Business Case fits in our Corporate Values - Delete those not applicable
People-focussed – we will put people at the heart of what we do and they will be able to deal with us easily.	Performance driven - this is a new statutory function
Passionate – we will empower our staff to be passionate about all we do.	
Performance driven – we will strive for excellence in all we do.	
Innovative – we will aim to creatively improve our services and be open to new ways of providing services.	
Promoting equality and diversity – we believe in fairness as well as maintaining a diverse workforce so we can draw upon a wide range of views and experiences to meet the changing needs of our communities.	
Delivering excellent value for money – we will strive to be as efficient and effective as possible.	

Collaborative – we will work together and with others to deliver positive outcomes for our communities.

Transparent – we will be open and honest to all about what we do.

List your Business Case Objectives, ensuring they are Specific, Measurable, Achievable, Realistic and Timely

The objective will be to offer food waste collections to all residents of flats, both existing and incorporating future new developments. Data from Surrey Environmental Partnership suggests a further 241 locations already in existence are not presently provided with food waste collection provision. Planning colleagues indicate that potentially 1600 new flats will need food waste collection provision if these proposed new developments are built in the next 5 years. The new vehicle will be used to progress this statutory work. The new vehicle is needed as all existing rounds are already close to capacity.

List the Constraints or Parameters in which this Business Case will operate

The vehicle must be procured from the DEFRA funding envelope

List the Outcomes and Benefits (including efficiency gains) you expect the scheme to achieve

Compliance with the Environment Act 2021 (Commencement No. 9 and Transitional Provisions) Regulations 2024 which were adopted on 14 May 2024 and which will introduce mandatory separated food waste collections from 31 March 2026 for all households. Improved recycling of food waste from flats

Appraisal of Business Options (must include evaluation of a 'do nothing' option)

Option 1 (preferred option):

Description

Describe the preferred option and why. Describe the current position and the consequences/reasons that do nothing is not a viable option.

The preferred option is procurement of one new 12 RCV via the councils In-Tend e-tendering process. This will add the additional collection capacity required to deliver the expanded food waste collection round. If the vehicle is not purchased the new burdens funding can only be used to purchase food bins and caddies. Not all the budget could be used for this purpose so a large proportion would remain unspent and have to be returned to DEFRA post the March 2026 deadline.

Description

Five options have been considered. For each option all remaining capital will be used to buy food waste caddies and food waste bins for communal collection points.

Option one which is the preferred option is the procurement of one new DEF LF12 RCV via the councils In-Tend e-tendering process. This will add the additional collection capacity required to deliver the expanded food waste collection round. This is the preferred option as it will deliver the necessary additional food waste collection capacity.

Option two is a 5-year lease/contract hire plan for the same vehicle (DAF LF12 RCV). This option is not recommended as the total price for 5 years is higher than quoted purchase price.

Option three is purchase of one new 7.5 Tonne Isuzu Orus RCV via the councils In-Tend e-tendering process. This will add the additional collection capacity required to deliver the expanded food waste collection round. This option is not recommended as the vehicle is likely to go overweight due to limited capacity.

Option four is 5-year lease/contract hire plan for the same vehicle 7.5 Tonne Isuzu Orus RCV. This option is not recommended as the total price for 5 years is higher than quoted purchase price.

To note It is likely that a procured vehicle will give serviceable life beyond 5 years giving further added value to these options.

Option five is do nothing. This option is not recommended as the DEFRA grant can only be used for capital purchase to support delivery of the extended food collection service. This procurement will deliver an additional vehicle to support the fleet at revenue cost only.

If the vehicle is not purchased the new burdens funding can only be used to purchase food bins and caddies. Not all the budget could be used for this purpose so a large proportion would remain unspent and have to be returned to DEFRA post the March 2026 deadline.

Benefits (comparison to other options considered)

Consider any tangible benefits of the Preferred Option, consider benefits such as income generation, savings, great efficiency, compliance with legislation / industry standards – soft benefits, reputation, residents' satisfaction, perception of Council

The new vehicle will offer additional capacity to collect food waste from flats which do not have this service at present and from flats which will be built in the next 5 years. The vehicle will allow us to meet the new statutory duties. The vehicle must be used to increase food waste collection capacity but can also be used for alternative duties as long as it is not used to collect commercial food waste.

Advantages to Service Area (preferred option)	Disadvantages to Service Area (preferred option)
New vehicle and increased capacity for food waste collection round. Given there are two small RCV vehicles in the fleet beyond their expected serviceable life it is possible that a replacement vehicle may be required at short notice due to catastrophic failure. This vehicle would become a back up which could enable service delivery to continue in these circumstances.	Additional revenue cost to maintain the vehicle
Costs to Organisation (preferred option)	Benefits to Organisation (preferred option)
Additional revenue costs such as tax and insurance. Additional fuel will be required to cover the additional collections whether or not the vehicle is purchased.	Ability to deliver the expanded food waste collection service for residents living in flats.

Environmental Sustainability Benefits (direct and indirect benefits to support Climate Change Strategy)

Outline any direct and indirect benefits of the Preferred Option that aims to minimise negative and promote positive environmental impacts and/or reduce carbon emissions, where possible

Direct Environmental Sustainability Benefits (preferred option)	Indirect Environmental Sustainability Benefits (preferred option)
capability of running on HVO fuel	Increased recycling rates

Negative Environmental Impacts

Resource Requirements

Staffing Appraisal (preferred option):

Outline the expected staffing / resourcing requirements for the preferred option in the table below, think about resources required in your team and others. This should include job titles, number of hours worked and salary.

Existing Staffing	New RBC Staff Requested	New External Staff Requested
2-3 depending upon the round	none - it is not anticipated that there will be enough additional food waste to require provision of one full time collection round	Potentially additional agency staff depending upon the number of flats built in the next 5 years.

Add any costs into the financial appraisal table.

FINANCIAL APPRAISAL

Finance Appraisal (preferred option) - To be completed with the Finance Department:

Describe the financial and resource implications of this option. See Financial Appraisal below to capture numbers.

How will it be financed? Is a Supplementary Revenue Estimate required? Can it be resourced via a Virement (including areas other than your own)?

Is there other funding available? Has funding been agreed? Demonstrate how the council can receive a return on investment, whether cashable, cost avoidance or quantifying tangible benefits –

Seek advice from your accountant. Business cases will not be considered by the Chief Executive unless a full financial appraisal has been agreed by the Accountancy Team.

Explain how the cost estimate has been drawn up e.g. based on the costs of a similar project/item; based on quotes from suppliers etc:	cost examples are based on January 2025 quotes from approved suppliers for leasing and purchasing vehicles.
Please explain how you have considered the VAT implications of the project/item:	Normal standard VAT will be applicable on the purchase of the equipment
What external funding sources and opportunities have been explored for this initiative? Contact Howard Collins, Bid Writer and Grants Officer and provide details.	This is external funding
Does this proposal require new or impact existing ICT hardware or software? How will this be progressed? Contact Linda Norman, Corporate Head of Customer, Digital & Collection Services and provide details.	None
Does this proposal require building modification or refurbishment work of a corporate asset? How will this be progressed? Contact Alex Williams, Corporate Head of Assets and Regeneration and provide details.	No

CAPITAL COSTS

Capital Expenditure (specify codes required)	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Year 6 (£)
Vehicle	155,820					
Bins	19,765					
Total Capital Expenditure	175,585	-	-	-	-	-
Net Capital Outlay	175,585	-	-	-	-	-

Estimated Useful Life of the Asset: Where the expected lives of each significant component of the asset are different (i.e. buying a house with a flat roof) you must estimate both the useful live and cost of replacing each component part. Please only include components greater than £20,000 in cost or more than 20% of the total value of the asset.	Estimated Value (£)	Estimated Life (yrs)
Overall asset		
RCV vehicle		
Bins		
Component 3 (specify):		

REVENUE COSTS

Revenue Expenditure (specify codes required)	Year 1 (£)	Year 2 (£)	Year 3 (£)	Year 4 (£)	Year 5 (£)	Year 6 (£)

maintenance including repair and service	6,400	6,400	6,400	6,400	6,400
road tax	290	290	290	290	290
insurance	1,800	1,800	1,800	1,800	1,800
- this would be required if the additional food waste were to be collected by the existing fleet	8,500	8,500	8,500	8,500	8,500
Less: Savings to existing budget (Please specify)					
It is anticipated that additional revenue costs will cease after year one due to					
fleet rationalisation post route optimisation		- 16,990	- 16,990	- 16,990	- 16,990
Total Revenue Expenditure	16,990	-	-	-	-

Business Case / Risks

Outline the risks (Managerial, Financial, Operational etc.) to RBC if delivering the preferred option. A risk summary only is required here.

Risk Description	Mitigation / Help needed
delay in purchase means that we don't meet the grant timeframe	ensure procurement starts soon after the procurement is approved
risks already linked to the service, accidents, health and safety, breakdowns,	manage the vehicle according to established procedures for safety
Given there are two small RCV vehicles in the fleet beyond their expected serviceable life it is possible that a replacement vehicle may be required at short notice due to catastrophic failure. This vehicle would become a back up which could enable service delivery to continue in these circumstances.	

Impact

Consider the impact of the Business Case on the Organisation / Environment / Technology / Commercialisation / Cultural / HR

Option 3 (rejected option)

Description

What else have you considered and rejected? Why were they rejected?

Disadvantage to Organisation (rejected option)	Disadvantages to Service Area (rejected option)
additional cost over 10 year predicted lifetime of vehicle 7.5 Tonne too small	scarcity of small 12T RCVs means that leasing companies may fail to provide replacements when vehicle is not operational
Costs to Organisation (rejected option)	Benefits to Organisation (rejected option)
	Replacement may be found to cover long period when vehicle is not in service due to accident or mechanical failure. This is questionable due to scarcity of smaller vehicles.

Authorisation

Approved by Corporate Head of Finance		Date	
Approved by Corporate Leadership Team		Date	Priority Score
Corporate Leadership Team Feedback			
Taken to Corporate Property & Acquisitions Member Working Group / Services and Digital Transformation Working Party (Where applicable)		Date	
Committee Report to be presented to:		Date	