

**Corporate Waste Minimisation
Strategy and Action Plan**

2006 - 2011

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1 Introduction and Context

1.1 Why a Waste Minimisation Strategy?

Warwickshire County Council has a legal duty to provide appropriate arrangements for the disposal of its waste. The Council can act as an exemplar to business and residents in the county thereby reducing waste directly and indirectly.

1.2 Purpose of the Corporate Waste Minimisation Strategy

Waste is potentially a valuable resource. Disposal of waste results in the loss of a valuable raw material, product and resources. Generating significant amounts of waste is not sustainable for today's society. Our growing waste mountain presents one of the most significant environmental and economic challenges of the future. A challenging waste policy, the need for improved environmental protection, increased public expectation and the need to make maximum use of our resources all put pressure on us to manage our own waste more effectively. As with municipal waste the authority must find ways of reducing its dependence on landfill and move towards more sustainable methods of managing waste and resources. We should seek to reduce the growth in our corporate waste, minimise resources used and reduce the hazardous contents of our waste.

The County Council generates many different waste types in potentially significant quantities. These range from highways and construction material, catering and office waste to green garden waste. We therefore need to further develop our work around waste minimisation, re-use, recycling, and sustainable methods of disposal. However we also need new approaches such as the use of local markets, as well as providing education and information on sustainable waste management, particularly the scope for our waste being a future resource for others and ourselves.

By managing our waste more effectively, we could reduce costs and contribute to our Gershon efficiency targets. There are fundamental business reasons for minimising waste, as well as environmental ones, particularly as waste disposal costs are often more than initially thought. When materials, the cost of treatment, energy and wasted labour are taken into consideration, the real price tag on waste disposal is often 5-20 times the initial cost of disposal. A systematic waste minimisation programme could save 1% of turnover. Waste Minimisation is therefore as much about improving the efficiency of the organisation as it is about cost savings and reducing our impact on the environment.

Legislation is also a key driver for this Strategy ranging from Duty of Care to the Hazardous Waste Directive (1991) and it will also support the Council's environmental management system ISO14001.

1.3 What does the Strategy cover?

The strategy has been developed in line with moving towards the more desirable and sustainable elements of the Waste Hierarchy (see Appendix 1) and covers the

whole County Council waste stream including waste at source. The Strategy will promote minimisation, re-use, recycling and disposal in accordance with the Waste Hierarchy.

2 Strategy Objectives

The five key objectives of this strategy are to:

- Reduce the waste produced by all activities across the County's services.
- Increase the proportion of waste that is re-used and recycled and dispose of waste that cannot be re-used or recycled by the most sustainable means in accordance with the Waste Hierarchy (see Appendix 1).
- Establish robust data collection and recording systems for all waste streams.
- Reduce waste generated within the supply chain through the Procurement policy for 2005 – 2010. (See Appendix 2)
- Raise awareness of the necessity for staff involvement in sustainable waste management.

3 Roles and Responsibilities

- The Environmental Sustainability Board (ESB) have overall responsibility for the delivery of this strategy and will be accountable to Strategic Directors Management Team (SDMT) and Cabinet for implementing the strategy and achieving the targets. The ESB will report to SDMT on the progress of the action plan on an annual basis.
- Office waste¹ will be the responsibility of the Head of Facilities Management in the Resource Directorate as this draws a direct link between the cost of disposal and the need to reduce waste.
- Heads of Service will be responsible for regulating their own waste that is generated aside from office waste¹.
- Communicating and promoting will be led by the Environment and Economy Directorate working through champions appointed for each directorate.

4 Key Drivers for Development of a Strategy

This strategy will support the Corporate Objective "Pursuing a Sustainable Environment" and the underlying principle to:

"Pursue sustainability, by taking into account the needs of our future generations in our planning."

¹ Office waste encompasses paper, glass, plastic, cans, printer cartridges, mobile phones, batteries and stamps.

4.1 Sustainable Development

The concept of sustainable development underpins the development of the Corporate Waste Minimisation Strategy. Sustainable development, put simply is:

‘Development which meets the needs of the present without compromising the ability of future generations to meet their own needs.’

A revised version of the UK Sustainable Development Strategy was published in March 2005, the Strategy aims to:

‘Enable all people throughout the world to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations’

The strategy identifies a framework for Sustainable Development which advocates the following guiding principles:

- Living within environmental limits
- Ensuring a strong and healthy and just society
- Achieving a sustainable economy
- Promoting good governance
- Using sound science responsibly

Following on from these principles, key priority action areas have been identified, these are:

- Sustainable consumption
- Climate change and energy
- National resource protection and environmental enhancement
- Sustainable communities

4.2 The Growing Waste Problem

Waste minimisation is at the top of the waste hierarchy. It is pivotal to the development of sustainable waste management practices and therefore, a key part of the County Council’s Corporate Waste Minimisation Strategy. Due to an increase in the number of roles the authority will become accountable for and a massive growth in commercial waste, our biggest challenge will be to address waste growth. Over the next 15 years increases of 25% for waste oil and tyres, 64% for discarded paper and cardboard, and 50% for general packaging waste are predicted.

Nationally and in Warwickshire we have started to take steps to ensure that we reduce the amount of waste we produce and this commitment should be applied corporately as this Waste Minimisation Strategy and Action Plan.

4.3 How Are We Going To Tackle The Waste Problem?

The Council will:

- Manage waste in order to move up the waste hierarchy and work towards resource management versus waste management.

- Minimise the amount of waste generated corporately. This strategy being instigated at the beginning of the supply chain having full regard to the Procurement Policy for 2005 – 2010. (See Appendix 2).
- Maximise the amount of material recycled and composted corporately.
- Limit the amount of waste disposed of to landfill.

4.4 Tackling Our Waste Problem

Waste Reduction

To reduce the amount of waste we produced it is imperative that waste management is moved up the waste hierarchy and we move towards more prevention than remediation.

Whilst recycling is a key part of our strategy we will shift our focus to concentrate more on minimisation of waste. Each directorate will employ waste reduction and re-use practices and be able demonstrate excellence to other directorates.

Improve Communications

Improved communications will help reduce and re-use waste and increase the amount we recycle and compost. Channels of communication will be formalised through the appointment of recycling champions for each directorate and with the backing of the Waste Minimisation Team in the Environment and Economy Directorate, the champions will promote the following to staff within their directorate:

- 1) Objectives and targets of the strategy
- 2) Themselves as a local source of information and advice for staff
- 3) The benefits of recycling particularly if they are raising funds for a charitable organisation
- 4) Awareness of the recycling schemes within the directorate
- 5) Clear and concise information on the recycling facilities available
- 6) Successes and progress such as recycling rates to staff.

Increase Recycling and Composting Facilities

An expansion of recycling and composting facilities, with effective communication will lead to an increase in recycling and composting rates. Currently there are recycling facilities for plastic, glass and cans in 20 locations, primarily within the Warwick area. Increasing awareness of these sites will increase recycling slightly but to increase the recycling rate significantly it will be necessary to expand the recycling facilities to other County Council buildings across the County.

The expansion of the scheme will rely on the Caretakers who provide the collection service and the scheme should look to expand to a further 10 County Council properties with recycling facilities by 2008 and a further 10 again by 2009.

Composting facilities are currently limited to the Barrack Street offices of the Environment and Economy Directorate. To be able to remove the organic waste element from the waste stream it will be necessary to expand this facility to other

directorates which will require the capital investment of more anaerobic digesters. As such it would be necessary to identify the buildings generating high quantities of organic waste such as catering establishments.

There is also a need to develop a collection system for the organic waste in negotiation with the Caretakers.

Staff Consultation

It is crucial that staff are consulted on various topics such as the quality of the service provided, location of recycling facilities and ways that the service could be improved. The Directorate champions will be ideally placed to receive such comments if the feedback is small and infrequent. This should then be fed back to the schemes managers, Resources Directorate and Environment and Economy Directorate officers. However, if staff are keen to comment on the scheme it may be more appropriate to provide a more formal feedback system to be discussed and agreed by the ESB.

The benefits of sustainable waste management practices are numerous. Besides the Corporate commitment to “Improve the Environment”, sustainably managing waste results in more efficient use of resources and a reduction in the amount disposed both resulting in financial gain. There is also the potential to educate staff and to create a habit forming environment which they will take home with them and help meet the County’s domestic waste targets. For habits to form it is crucial that staff deal with waste in the same way in all areas of their life. If staff are trying to recycle at home, but do not have the facilities to continue this at work then it will be very difficult for habits to form.

5 General Overview of Types of Waste

The Council has a large portfolio of properties across the county ranging from schools to offices. We presently spend £2 million on general maintenance and a further £39 million per annum on capital projects. It is necessary to identify sources of waste to be able to determine how to reduce it and comply with appropriate regulations and Duty of Care (See Appendix 2). Below is a general overview of the main sources of waste and proposed stretched targets, however it is not a comprehensive list nor is it intended to take the place of a waste audit.

5.1 Highways and Construction Services

The construction industry produces a variety of different wastes, the amount and type depends on factors such as the stage of construction, type of construction work and on-site practices. Over 90% of non-energy minerals extracted in the UK are used to supply the construction industry. Yet every year more than 70 million tonnes of construction and demolition waste is produced in England and Wales.

Waste minimisation in this area of work can make a great impact. It can reduce the quantity of materials used (and therefore the potential for wastage) or by re-using existing materials.

The potential impacts of waste minimisation practices are as follows:

- Economic: Incorporating best practice waste management can make potentially large savings. There is also potential to support local businesses in terms of supplier and contractors.
- Social and economic: Potential to create skilled employment, improved knowledge-based business providing job safeguarding through cost savings and staff training related to waste management.
- Environment: Reducing the need to use virgin materials and waste to landfill

Recommended target of construction works to utilise 10% recycled materials by April 2008. (See Action Plan for further details)

5.2 Landscape projects

Landscape sites can generate both hard and soft materials for disposal. With small amounts of broken up hard materials, such as concrete and brick, the possibility of retaining the material on site for use as hardcore or in low-tech soakaways, should be considered. Poor topsoil should be improved and retained on site, rather than replaced.

Surplus woody vegetation, if not diseased, should be chipped on site and used as mulch; herbaceous material should be rotovated or buried deeply, so that it will rot down and contribute to the organic content of the soil. All pernicious weeds and diseased material should be removed from site.

Tree stakes and other horticultural sundries should be reused wherever possible and the use of biodegradable plant pots and wrappings should be encouraged.

5.3 Catering

With over 240 schools, staff facilitates and social service homes under the Councils jurisdiction, the generation of a diverse waste stream is inevitable. Waste from canteen premises is largely unsegregated and disposed of as controlled waste. The unsegregated nature creates problems for recycling by mixing packaging and food waste.

School waste is classed as municipal waste. The County Council has statutory targets to reduce the amount of Biodegradable Municipal Waste (BMW) that is sent for disposal to landfill. There is a need for alternative solutions for the disposal of biodegradable waste under the control of the authority. The Environment and Economy Directorate has an invessel composter to manage its biodegradable waste and there is the potential to expand this scheme to other buildings.

Recommended targets of a reduction of 35% by April 2011 and a recycling rate of 90% by April 2009. (See Action Plan for further details)

5.4 Green Waste

Green waste includes vegetation and plant matter from all Council owned grounds including schools and care homes. Current practices are disparate and range from

disposal to landfill to on-site composting. There are opportunities to share best practice between directorates to optimise the minimisation of green waste and reduce disposal costs.

Recommended target of 95% of green waste composted by 2010. (See Action Plan for further details)

5.5 Vehicle Maintenance

As a result of the Landfill Directive and Hazardous Waste Directives there are restrictions on the disposal of certain wastes including tyres, waste batteries and oil. These materials need to be disposed of appropriately but reducing the need to dispose of them will result in financial savings.

The Directive on Batteries and Accumulators and Spent Batteries and Accumulators (EC Directive 91/157/EEC) requires the separate collection of certain batteries including those which contain more 0.4% lead by weight, this includes vehicle lead acid batteries. Currently around 90% of lead acid vehicle batteries are recycled at lead smelters in the UK. A revision of this legislation is anticipated, which is likely to impose a 95% collection target for automotive lead acid batteries with a minimum recycling target of 55% which should have been met by the end of 2003.

Removing fluids from vehicles, a target of 100% recycling cannot be achieved due to the use of operation of removing material, etc. Therefore 99% is the maximum realistic recycling achievement.

5.6 Refurbishing Offices

Waste from office refurbishments can include furniture, internal partitions, carpets, electronic equipment and other fixtures and fittings. Much of these items can be re-used or recycled saving on disposal costs and if procured correctly may not even require disposal. Council policies and procedures need to be in place to minimise waste and maximise the usage of this material through external avenues if it cannot be re-used in-house.

Recommended targets are re-use of 70% of office furniture by April 2011 and a 60% recycling rate by April 2011. (See Action Plan for further details)

5.7 General Office Waste

Waste from office premises is classed as commercial waste, which forms 6% of the 434 million tonnes of total solid waste produced annually in the country. A recent study of resource consumption and waste generation of the financial sector found that 60% of the waste produced in company head offices was paper waste, including printing and writing paper, newspapers and magazines and cardboard. If we are to make an impact on reducing our own waste, this will be the area where most staff can contribute.

Recommended targets are 5% reduction by 2010 based on 2006 total waste and 60% recycling rate by 2011. (See Action Plan for further details)

5.8 Waste Electrical and Electronic Goods

Nearly every member of staff will come into contact with some form of electrical or electronic goods during the working day. The national Waste Strategy 2000 estimated that around 1 million tonnes of electrical and electronic equipment is entering the UK waste stream each year. Since 1996 the market for refurbished computers has increased by 500%, but still less than 20% of all discarded UK computers are recycled.

The implementation of the WEEE (Waste Electrical and Electronic Equipment) Directive 2007 (see Appendix 2) sets out measures aimed to:

- Prevent waste from electrical and electronic equipment
- Promote re-use, recycling and other forms of recovery
- Minimise the risks and impacts to the environment associated with the treatment and disposal of end-of-life electrical and electronic equipment.

The WEEE Directive covers all equipment dependent on electrical currents. In addition, extensions to the EC Hazardous Waste list now mean that certain electronic wastes including computer monitors (cathode ray tubes) and fluorescent-light tubes are now deemed to be hazardous waste.

Recommended targets are 70% of WEEE to be re-used by 2008 and 10% recycling by April 2008. (See Action Plan for further details)

5.9 Packaging Waste

Packaging can be defined as materials used for the containment, protection, handling, delivery, and presentation of goods and can be divided into three broad categories:

- **Primary** packaging is the wrapping or containers handled by the consumer.
- **Secondary** packaging is the term used to describe larger cases or boxes that are used to group quantities of primary packaged goods for distribution and for display in shops.
- **Transit** packaging refers to the wooden pallets, board and plastic wrapping and containers that are used to collate the groups into larger loads for transport, which facilitates loading and unloading of goods.

The most common types of material used for packaging are paper, board, plastic, glass, steel and aluminium, which are all easily recycled with the exception of plastic. However it is minimisation of waste packaging that will ultimately result in cost savings.

Consideration should be given to areas where potential savings could be made such as re-using packaging if we have regular deliveries from companies.

The Producer Responsibility Obligations (Packaging Waste) Regulations 1997 apply to companies that are handling more than 50 tonnes of packaging or having more than £2 million financial turnover. This clearly does not apply to the County Council but the Regulations provide a benchmark and targets to work towards.

Recommended targets are 60% of packaging waste to be recycled by April 2008 and that from December all tenders require contractors to include a take back scheme for packaging. (See Action Plan for further details)

6 Current Corporate Waste Management

The current recycling rate for office waste is 3.5% (9.337 tonnes) for 2004 - 2005. This is an improvement on the previous year and 2007 – 2008 is set to improve further. This increase is due to expansions of recycling facilities from six in 2003 – 2004 to twenty in 2005 – 2006. However, it is estimated that there is the potential to recycle up to 70% of office waste.

Other than the information collected for the recycling of plastic, glass, cans and paper, there is very little information available on quantities of waste.

7 Reporting and Monitoring

- The Environmental Sustainability Board have overall responsibility for the delivery of this strategy and will be accountable to Strategic Directors Management Team (SDMT) for implementing the strategy and achieving the targets. The ESB will report to SDMT on the progress of the action plan on an annual basis.
- Heads of Service will be responsible for regulating their own and will be responsible for reporting progress to the ESB annually.
- Communicating and promoting will be led by the Environment and Economy Directorate working through champions appointed for each directorate.
- Champions will be appointed to drive the targets relating to their own directorates waste resources and oversee the development of a waste action plan.
- Targets are monitored by the Environmental Sustainability Board and must be reported by the responsible parties on an annual basis.

It is essential that progress against set targets is monitored to determine their effectiveness. The ESB provides the ideal forum for the recycling statistics to be reviewed in the form of annual reports from each directorate champion.

Statistics on the recycling of office waste (plastic, glass, cans and paper) will be collated by Environment and Economy Directorate and progress reports put before the ESB on a half yearly basis. The board will review the Strategy and Action Plan in August 2008.

Corporate Waste Minimisation Action Plan

Performance and Management			
Section Reference	Action	Service lead	Target / Timescale
6.0a	Waste legislation training - Training developed - Identify officers to be trained - Training delivered	Environment and Waste	September 07 September 07 October 07
6.0b	Baseline waste audit on all materials - Identify buildings and owners - Document the audit process - Train the auditors - Undertake assessment	Facilities Management	December 07 January 08 April 08 July 08
6.0c	Each Directorate to set sustainable measures within Service Plans	All Service Heads	April 08

Highways and Construction Waste			
Section Reference	Action	Service lead	Target/ Timescale
5.1a	Waste management plans to be produced by contractors for each new highways capital project over £100,000	Transport and Highways	August 2007
5.1b	Waste management plans to be produced by contractors for each new construction capital project over £250,000.	Property Services	From October 2007
5.1c	Waste management plans to be produced by contractors for each building contract (new build or refurbishment) of over £100,000 value	Property Services	From January 2008
5.1d	Monitor contractors performance against agreed waste management plan.	Transport and Highways and Property Services	Between October 2007 and September 2008, after

			which targets will be discussed and set by November 2008.
5.1e	Construction works to utilise recycled materials on all schemes over £100,000 value	Property Services	From January 2008

Landscape Projects

Section Reference	Action	Service lead	Target/ Timescale
5.2a	An Environmental Policy will be obtained from our Landscape Contractors as part of the accreditation procedure for our 'Select List'	Rural and Management and Regeneration Service	From September 2007
5.2b	Contract specifications will be worded so as to encourage waste minimisation.	Rural and Management and Regeneration Service	From September 2007

Catering Waste

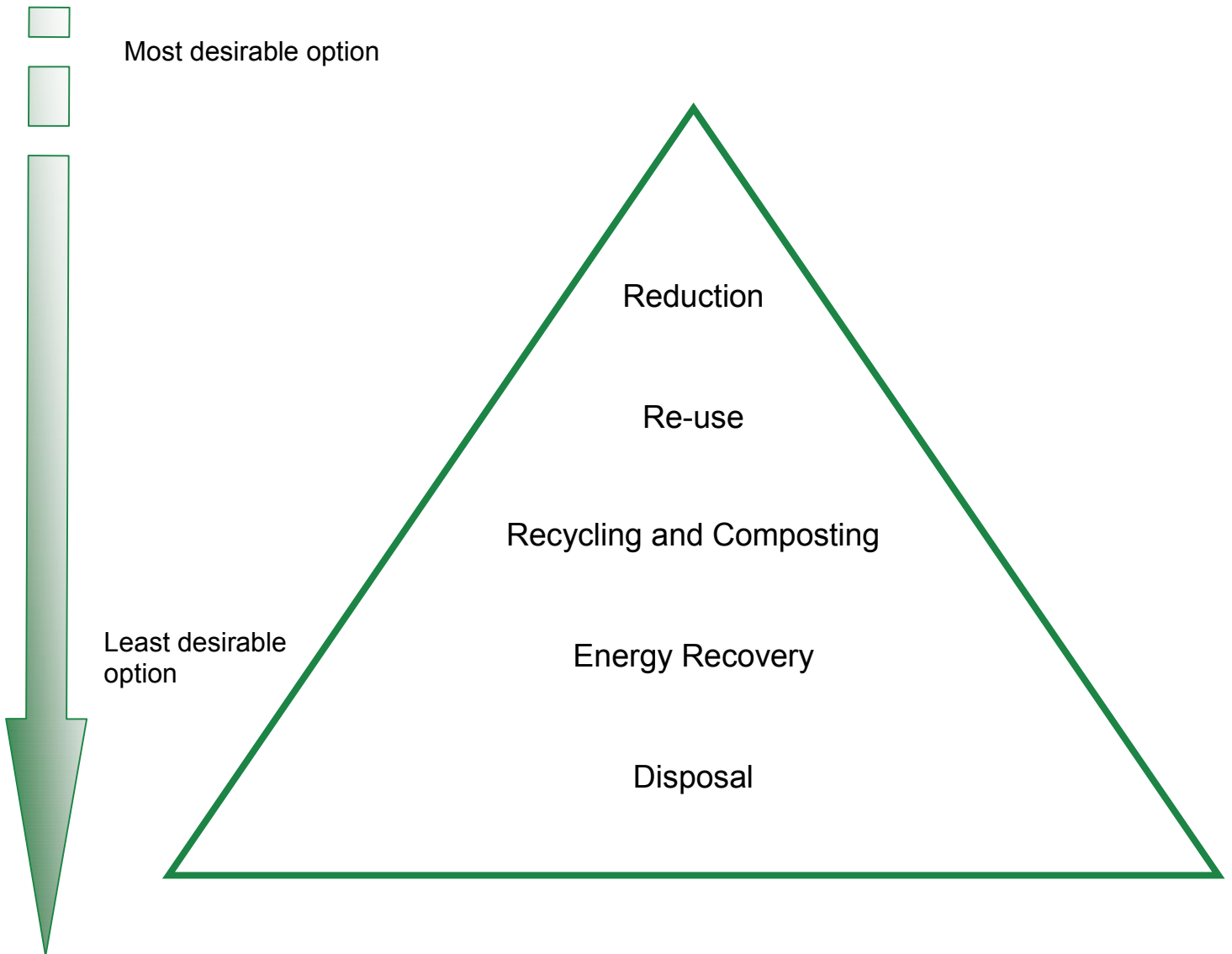
Section Reference	Action	Service Lead	Target/ Timescale
5.3a	Undertake baseline audits to county catering sites to establish food waste levels. Following completion of audits, introduce targets for reduction across all site.	Facilities Management	Undertake baseline audit at 8 sites by May 2008.
5.3b	In conjunction with a school enrolled in the Council's "Eco-schools" programme recycle food waste	Facilities Management	Pilot one project in recycling 85% of the food waste by March 2008.

Green Waste			
Section Reference	Action	Service lead	Target/ Timescale
5.4a	Composting of green waste	Facilities Management	95% by 2010

Hazardous Waste			
Section Reference	Action	Service lead	Target/ Timescale
5.5a	Recycling of waste oil	Transport and Highways	99% by 2007/8
5.5b	Recycling of metals	Transport and Highways	99% by 2007/8
5.5c	Recycling of brake fluid	Transport and Highways	99% by 2007/8
5.5d	Recycling of antifreeze	Transport and Highways	99% by 2007/8
5.8a	Re-used of WEEE	Facilities Management	70% by April 2008 and 75% by April 2009
5.8b	Recycling of WEEE	Facilities Management	10% by April 2008 and 15% by April 2009

Office waste			
Section Reference	Action	Service lead	Target/ Timescale
5.6a	Re-use of office furniture	Facilities Manager	40% by April 2008 50% by April 2010 60% by April 2011
5.6b	Recycling of office furniture	Facilities Manager	40% by April 2007 50% by April 2009 60% by April 2011
5.6c	Reduction of packaging waste	Resource Directorate	TBA
5.6d	Ensure that tenders require contractors to include a take back scheme for packaging	All Service Heads	From December 2007
5.9e	Recycling of packaging waste	Facilities Manager	90% by 2008
5.7f	Reduction of office waste	Facilities Manager	5% reduction by 2010
5.6g	Recycling of office waste	Facilities Manager and Environment and Economy	20% by 2007 40% by 2009 60% by 2011

Appendix 1 – The Waste Hierarchy



Appendix 2 – Policy and Legislation

European Policy and Legislation

The European Union has become the major source of environmental legislation and guidance in relation to the management of waste. A number of relevant European Directives and their likely impact on the authority are detailed in the following sections.

The Landfill Directive (1999/31/EC)

The Landfill Directive requires improvements to landfill management, bans specified hazardous, corrosive and clinical materials from being landfilled together with other waste, requires the pre-treatment of all waste before landfill and sets progressively tighter limits to restrict the amount of biodegradable waste that can be sent to landfill.

Waste Electrical and Electronic Equipment Directive (2002/96/EC)

The aim of the Waste Electrical and Electronic Equipment Directive (WEEE Directive) through producer responsibility is to prevent the generation of electrical and electronic waste and to promote re-use, recycling and other forms of recovery. Restrictions on the use of hazardous substances in the manufacture of electronic equipment are also being imposed from 1 July 2006, through the Restriction of use of Certain Hazardous Substances Directive (RoHS), which was written in conjunction with the WEEE Directive. Manufacturers will need to ensure that their products and their components comply in order to stay on the market.

Hazardous Waste Directive (91/689/EEC)

The Hazardous Waste Directive (1991) provides the framework for the control of hazardous or 'special' waste. The aim of the Directive is to provide precise and pan-European definitions of hazardous waste to ensure that it is correctly managed and regulated.

In 1994, a comprehensive list of all wastes, hazardous and otherwise, was produced, which is known as the European Waste Catalogue (EWC). The EWC was revised in 2002 to include a range of newly hazardous wastes, which were not previously consigned in England, including everyday items such as computer monitors, televisions and fridges.

End of Life Vehicles Directive (2000/53/EC)

The End of Life Vehicles Directive (ELV) came into effect in October 2000. This obliges manufacturers to arrange for the collection and the take back of motor vehicles. Treatment of all end-of-life vehicles must be carried out at authorised facilities prior to disposal. Potentially damaging liquids (such as oil and break fluid) will be removed prior to recycling. A certificate of destruction must be given to the owner of the vehicle (or the council in the case of abandoned vehicles) to ensure that the vehicle is not re-sold.

Draft Directive on Batteries and Accumulators and Spent Batteries and Accumulators (2003) (EC Directive 91/157/EEC)

The European Commission has adopted a proposal for a new Batteries Accumulators Directive on 20 December 2004. The draft Directive aims to maximise the separate collection and recycling of spent batteries and accumulators and to reduce the disposal of batteries and accumulators in the municipal waste stream. The proposal, unlike existing EU legislation on batteries, applies (with limited exception) to all batteries and accumulators regardless of chemical composition. It will repeal earlier Directives, which only apply to batteries containing certain quantities of lead, mercury or cadmium. The UK Government anticipates that the Directive will be agreed in the next few months. Once agreed member states will have 24 months to bring into force the laws, regulations and administrative provisions necessary to comply with this Directive.

National Requirements

Environmental Protection Act 1990 and Environment Act 1995

The requirements of the Framework Directive on Waste were implemented in the UK through the Environmental Protection Act 1990, (as amended by the Environment Act 1995). This primary act controls how waste is managed, defining the different categories of waste and how waste should be controlled. The EPA 1990 defines the duties of Waste Collection and Waste Disposal authorities, it also sets out the Duty of Care applicable to all those handling and disposing of waste.

The Environment Act 1995 also implements various elements of the Waste Framework Directive and is the enabling legislation to cover producer responsibility. The Environment Act facilitated the establishment of the Environment Agency as UK's regulatory authority.

Local Government Act 1999 – Best Value Regime

All Authorities are required under the Local Government Act 1999 to provide “Best Value” services and to secure continuous improvement by regularly reviewing the economics, efficiency and effectiveness of their functions. There are four key principles, which underpin Best Value:

- **Challenge** why and how a service is being provided.
- **Compare** performance with other councils and service providers whether services could be improved.
- **Consult** local stakeholders to determine opinions of the service.
- **Compete** wherever practicable, fairly and openly to provide the best services.

Waste and Emissions Trading Act 2003

The Government has implemented the requirements of the Landfill Directive through the Waste and Emissions Trading Act 2003. This sets Waste Disposal Authorities (such as Warwickshire County Council) annual allowances limiting how much biodegradable municipal waste (BMW) can be landfilled in any particular year with effect from April 2005.

Animal By-Products Order and Regulations 2003

As a result of the foot and mouth crisis in the UK, the Government amended the Animal By-Products Order in May 2001, which states that composting is not a permitted disposal route

for any material that has possibly been contaminated by meat products. This prevents kitchen material from being composted in open windrows, even if vegetable material only has been targeted for a collection campaign.

The regulations also place restrictions on the use of compost material (that has been produced by material which has or may have contained meat products) on land where animals (including wild birds) may have access.

Warwickshire County Council Environmental Procurement Strategy 2005 - 2010

The procurement strategy was developed to support other Warwickshire County Council environmentally sustainable projects and targets, of which waste minimisation is a key element. It also looks to *“increase the efficiency with which the Council uses resources and minimise the environmental footprint of our procurement activities”*.

Waste minimisation begins with procurement and green procurement has the benefit of identifying products and services that minimise potential impacts on the environment both during the creation of the product and product lifecycle, for example purchase of electronic goods that can be easily re-used and recycled, procurement of construction services which have a contract condition requiring the minimisation of waste.

The Environment Procurement Strategy will:

- Ensure we identify areas of high impact and address them in a structured and achievable manner
- Ensure that our procurement activities support other WCC environment sustainability projects and targets
- Implement the requirements of our Environmental Procurement Policy
- Ensure our environmental procurement activities meet legal requirements
- Increase the efficiency with which the Council uses resources and minimise the environmental footprint of our procurement activities
- Demonstrate ownership and responsibility of the environmental impact of our procurement activities, and to establish Warwickshire as an instrumental authority in ongoing development of sustainable procurement

Aims and Objectives

Where an environmentally preferable product is available we will seek to use it, unless an auditable reason for not doing so can be shown through a life cycle assessment.

Auditable reasons include:

- There is now environmentally preferable product available to meet requirements
- Delay in supply would impact on performance or service delivery
- Whole life costs of an environmentally preferable product or service do not offer Best Value

Duty of Care

Waste poses a threat to the environment and to human health if it is not managed properly and recovered or disposed of safely. The duty of care is designed to be an essentially self regulating system which is based on good business practice. It places a duty on anyone who in any way has a responsibility for controlled waste to ensure that it is managed properly and recovered or disposed of safely.

The duty applies to any person who produces, imports, carries, keeps, treats or disposes of controlled waste, or as a broker has control of such waste. Breach of the duty of care is an offence, with a penalty of an unlimited fine if convicted on indictment.

As such, all activities which result in the production of waste within the County Council should be properly managed and comply with the Duty of Care code of practice under the Environmental Protection Act 1990, Section 34.

Appendix 3 - Definitions

Waste Prevention and Reduction Prevention means eliminating or reducing the quantity of waste, which is produced in the first place, thus reducing the quantity of waste, which must be managed. Prevention can take the form of reducing the quantities of materials used in a process or reducing the quantity of harmful materials, which may be contained in a product. Prevention can also include the re-use of products.

Re-use Re-use means the use of a product on more than one occasion, either for the same purpose or for a different purpose, without the need for reprocessing. Re-use avoids discarding a material when its initial use has concluded. It is preferable to re-use a product in the same state e.g. returnable plastic pallets, using an empty glass jar for storing items or refilling it and using second hand clothes. Re-use is normally preferable to recycling as there isn't the same requirement for the material to go through a detailed treatment process thus helping to save energy and material usage.

Recycling Recycling involves the treatment or reprocessing of a discarded waste material to make it suitable for subsequent re-use either for its original form or for other purposes. It includes recycling of organic wastes but excludes energy recovery. Recycling benefits the environment by reducing the use of virgin materials. Many different materials can be recycled. Waste materials can either be recycled for use in products similar to their original use (e.g. paper recycling) or can be recycled into a product which is different than the original use (e.g. recycling plastic bottles into fleece jackets or using construction and demolition waste as road aggregate).