


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
To engage a supplier to carry out a Waste Composition Analysis sampling exercise to enable the Council to understand and assess its options regarding the future design and delivery of a separate weekly food waste collection service.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/Constitution/Minute No. etc.)
DO/31/2024 (AB)	Constitution 3D.1 b) and c)
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
13 th September 2024	Alastair Blunkett – Assistant Director Environment and Enforcement 
<u>RECORD OF THE DECISION</u>	
<p>a) The issue: Waste Composition Analysis exercise of general waste bins in preparation of weekly food waste collection food-waste collections</p> <p>b) The Decision: To appoint a supplier to deliver the exercise based on the Council's Contract Procure rules.</p>	

REASON FOR THE DECISION

By April 2026 the Council is required to start to collect food waste on weekly basis from households in Borough. The Waste Composition Analysis will allow the Council to determine the composition of residual waste bins sampled across the Borough, specifically the amount of food waste being thrown away.

The sampling will be taken from 250 properties across the whole authority area over a 5 day period. While the properties will be randomly chosen, those included will have different Output Area Classifications (OAC).

The Output Area Classification (OAC) filters key results from the National Census for the entire UK to indicate the character of local areas. It profiles populations and other data to produce a socio-demographic break down of households into 8 distinct profiles. This level of sampling will ensure that the results are representative of the communities within the Borough and will enable the Authority to make detailed plans on the resources it will need to deliver the service.

No personnel data will be collected, individual properties and individuals will not be identifiable from the sampling. Once the waste is segregated it will go for disposal as all the other Council's general waste.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

This requirement has no alternate options as the information can only be sourced via such an exercise and is bespoke to the Borough.

WARD RELEVANCE

The exercise will include samples of waste arisings from a number of various property-types across the borough, not every property or ward will be involved.

FINANCIAL AND BUDGET IMPLICATIONS

The funding will come from the Waste Services existing Service Transformation Budget.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

The proposal has been discussed with both the Portfolio Holder responsible for the Service as well as the relevant strategic Director.

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

None

HUMAN RESOURCES IMPLICATIONS

N/A

<p><u>FINANCIAL IMPLICATIONS</u></p> <p>Budget is in place</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>N/A</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>N/A</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>Operational risk-assessments and Safe System of works will be carried out by the contractor and reviewed by the Council prior to commencement</p>
<p><u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u></p> <p>N/A</p>
<p><u>ENVIRONMENTAL IMPLICATIONS</u></p> <p>All waste-sampling practices will be done so in accordance with environmental guidelines and third-party provided working practices at a licensed site.</p>
<p><u>LEGAL IMPLICATIONS</u></p> <p>Any and all household waste arisings, once presented for collection, are the legal responsibility of the council and will be disposed of through its existing arrangements with Warwickshire County Council.</p>
<p><u>ANY OTHER COMMENTS</u></p>

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER