Appendix 1 - Southampton City Councils Weekly Collection Support Scheme Bid

FINAL BID

- **Notes:** WeeklyCollectionSupportScheme@communities.gsi.gov.uk.

Section 1. Basic Information

Name of Bidding Organisation	Southampton City Council
Name of Contact Contact Details (e-mail and telephone)	Gale Williams, Development & Performance Manager Gale.williams@southampton.gov.uk Tel: 023 8083 2536
Name of Bid (please give the bid a short name, unique to any other bids from your organisation)	Weekly Collections and Improved Recycling
If you are a lead bidding authority, please name those organisations you are bidding on behalf of	
If you are submitting other bids, please list all other bids	
Please describe in 150 words your current collection pattern	Residual Waste is collected weekly using wheeled bins (sacks are provided if a bin can't be sited). Flats and housing blocks are collected weekly or more frequently, depending on size of bin store and number of dwellings in each block. Recycling (paper, card, plastic bottles, tin and aluminium cans and aerosols) is collected co-mingled (using wheeled bins) on a fortnightly basis. Approximately 99% of flats and housing blocks have been supplied with micro-recycling points where possible, ensuring the city's schemes are inclusive. Green garden waste is collected free of charge on a fortnightly basis. Each household is issued with up to two reusable polypropylene sacks free of charge.

	There are in excess of 90 recycling bring sites. Bulky Household Waste Collections are provided at a cost of £25 for five items (maximum two collections per year). Collections are provided in-house. The council also operates a stand alone commercial waste service which is available to all businesses.
What is the level of grant sought? Please outline the amount sought in; 2012/13 2013/14 2014/15 Please note – it will be assumed that the profile provided here reflects your first preference, but please also refer to the 'Further Information' section of this form (which enquires about the budget flexibility of your bid).	Level of grant sought - £8280K 2012/13 – capital - £876K 2012/13 – revenue - £1097K 2013/14 – capital - £979K 2013/14 – revenue - £2373K 2014/15 – capital - £310K 2014/15 – revenue - £2645K
Please describe any other external sources of funding (private or central government) that will help meet project costs and whether these are essential to delivery of the project	
Please indicate if this is a continuation of a previous expression of interest submitted for the scheme, or a new proposal	A continuation of our original expression of interest for retaining weekly collections and introducing a glass collection service. The bid now also includes home composting and a more sustainable reward scheme.
Please describe your bid in 500 words	With pressure on resources and a key council priority to increase our recycling rate and retain weekly collections our bid is described below: Feedback from resident focus groups (as part of a recent Customer Insight project) and our customer engagement group informed us that residents have a strong desire for a kerbside glass recycling service.

	Objectives The key objectives of Southampton's bid are to; • Retain weekly residual collections. • Improve the recycling service by expanding the range of materials collected for recycling, in this instance, fortnightly glass collections. • Reduce waste and minimise the amount sent to landfill through the provision of 15,000 subsidised compost bins and 3,000 food waste digesters • Reduce environmental impacts through route-optimisation and increased efficiencies • Optimise the efficiency and cost effectiveness of the waste and recycling service by using route optimisation software and in-cab terminals • Maximise efficiencies through a reward scheme to encourage behaviour change and increase the quantity and quality of material collected for recycling. The funding would deliver the following outcomes: 1) Retention of the weekly refuse collection service, improving our recycling rate by nearly 5% and reducing waste through increased composting. Please note that the bid includes costs to retain weekly collections and purchase six new vehicles to replace vehicles at the end of their lease life. 2) Expansion of our kerbside recycling service by providing glass collections to all houses and flats across the city, which will be fortnightly in years 2 and 3 and four weekly in years 4 and 5, unless savings and income are sufficient to enable the continuation of fortnightly collections. We will expand our commercial waste recycling service to the city's business community by the introduction of a chargeable glass recycling

	service which will enable greater efficiencies through the coordination of joint collections. With nearly 2000 small/medium sized businesses as customers this will help us maximise the use of vehicles we have requested as part of this bid. 3) An enhanced home composting programme to increase the amount of material diverted from landfill through the provision of subsidised compost bins and food waste digesters, with an accompanying awareness raising campaign. 4) Introduction of a reward scheme to improve the capture and quality of recycling, by selecting and rewarding a number of residents each month who are recycling the correct items. The project will also: 4) Use innovative in-cab technology (Bartec Collective) to identify residents who do not recycle or who contaminate their recycling, and provide targeted communications to promote behavioural change (this technology is already in place). 5) Promote channel shift and the use of new technology (social media/web based solutions etc) to focus and target communications to residents. 6) Enhance communication channels with residents about recycling and waste minimisation. 7) Reduce short journeys to recycling banks by introducing a route-optimised, kerbside glass recycling scheme, saving energy and reducing carbon emissions in support of Southampton's Low Carbon City Strategy.

Section 2. Additionality

All bids need to provide reasonable evidence that funding will support different or improved activity, rather than activity that would have gone ahead anyway. For some authorities, that might mean adding a weekly collection of residual household waste. For others, it might mean adding a separate recycling collection. Where bids seek to retain a pattern of service provision already in place, you should provide evidence that your bid will fund genuine service improvements (for example by increasing affordability and sustainability of the chosen service configuration). **Please therefore describe (in 250 words) what is likely to happen to your waste and recycling collection services if your bid is not successful**[1]	If our bid is not successful, we would not introduce a glass collection service, a recycling reward scheme or an enhanced home composting programme. There is also a considerably increased likelihood that without the bid funding, we will need to consider the introduction of alternative collection methods in order to achieve environmental and efficiency improvements. Southampton City Council needs to make significant financial savings and whilst our bid provides a number of different activities to improve recycling performance, including rewarding residents, it also includes costs to retain weekly collections (including six vehicles). Without this support it is unlikely that we would be able to retain weekly collections. With a recycling rate of 23.61% (NI 192), SCC recognises we need to see a step change in our performance to reach a satisfactory recycling rate. It is also important that we provide good customer service and our bid is focused on making recycling easier and meeting residents' needs. We have invested in route optimisation technology (RouteSmart), which will allow us to implement glass recycling collection rounds that are efficient and cost effective. Our bid will mean we have a comprehensive waste collection service that keeps weekly collections, encourages and enables increased recycling and reduces the amount of waste sent to landfill.

[1] It is important that you provide us with some supporting evidence that supports this alternative scenario, such as minutes of Council meetings or consultation on alternative options. Please provide this as an annex

Section 3. Commitment to Weekly Collections[2]

		Current	With successful bid	Without bid
Number of households with weekly collection pattern for residual or food waste[3].	In Local Authority	101,350 Weekly refuse and no separate weekly food waste collection	101,350 Weekly refuse and no separate weekly food waste collection	101,350 Weekly refuse and no separate weekly food waste collection*
	In area of benefit (if different, i.e. if your project is not intended to deliver service improvements across the whole of your area)			
Please describe any additional recyclate collection patterns that you operate, both currently and with the successful bid, identifying number of households served, materials collected, frequency and method of collection (i.e. kerbside sort, co-mingled, separate containers)		101,350 Fortnightly co-mingled DMR + free green waste	101,350 Fortnightly co-mingled DMR, four-weekly glass + free green waste	101,350 Fortnightly co-mingled DMR + free green waste*

*Although there are currently no approved alternative plans, there is a considerably increased likelihood that without the bid funding, SCC will need to consider the introduction of alternative collection methods.

[2] We require a commitment to a weekly collection for 5 years. If you anticipate having a trial period in which not all households are covered by the collection pattern you are committed to, then please provide details of the implementation process as part of an annex and record here the final configuration

[3] Please state the number of households served by collection type, using the 8 collection type categorisation used by WRAP and reproduced below. "Weekly" includes collections which are more frequent than weekly

Weekly Refuse and Weekly Food Waste	Weekly Refuse + Weekly mixed food and garden waste	Weekly Refuse + fortnightly mixed food and garden waste	Weekly refuse and no separate weekly food waste collection	AWC and Weekly Food Waste	AWC + weekly mixed food and garden waste	AWC + fortnightly mixed food and garden waste	AWC and no separate weekly food waste collection

Section 4. Cost Effectiveness (Please see appendix 1 and appendix 1a which provides explanation about how costs derived)

Please outline costs of project (please add further rows as necessary).	In this section describe the key cost components of the project over a minimum five year period[4]. Please show actual costs in each year (i.e. do not attempt to calculate Net Present Values) and identify which elements of the bid are revenue and which are capital expenditure. Separate out individual costs (e.g. the acquisition of principal assets - please indicate number, type and cost of assets -, staffing costs, publicity & communications, and overheads). Credit will be given to projects which increase service effectiveness. Assessors will also be looking for: •The cost of the proposed project in absolute terms (taking into account private costs to a local authority and taking the year before the project start date as the baseline year). How these costs compare with industry standards/benchmarks and the performance of similar local authorities, whether delivered in-house or out-sourced; •The budgetary impact of the project compared to current expenditure level and likely expenditure pattern if bid is not successful (a minimum of five years); •evidence that, where relevant, different service design options and procurement approaches have been tested; and •anticipation of changes to costs over time, for example allowing for asset depreciation and future design reconfigurations.		
	With bid	Without bid[5]	Difference
Total Costs[6] Please see appendix 1 and 1a	£8,280K These figures exclude an estimated surplus disposal saving of £0K in 2013/14 and £19K in 2014/15 – this assumes that 40% of the diverted glass tonnage is replaced by additional waste. Some disposal savings from 2013/14 & 2014/15 are carried forward to 2015/16 & 2016/17 to allow scheme to break even.	£0K	£8,280K Note: this includes Notional Asset Depreciation of £78K per annum from 2014/15 onwards Bid total = 8,280K allows for Notional Depreciation
Baseline Year (i.e. year prior to the start of your project)	**Collection costs** Staffing costs 4065K Vehicles 1297K	**Collection costs** Staffing costs 4065K Vehicles 1297K	**Collection costs** Staffing costs 0K Vehicles 0K

[4] For a larger or more complex bid, eg investment in new infrastructure, costs may be shown over a longer time horizon where this is necessary to illustrate cost effectiveness. Please add further rows as appropriate

[5] This is what is likely to happen if you do not receive funding. Please do not simply roll forward the current figures

[6] For joint bids, please disaggregate for each party separately

Please show collection and disposal costs separately[7] These are our total service costs.	Vehicle running costs 621K Bins / containers 79K Internal charges 871K Other costs 306K Fees & charges income -1750K Total collection costs 5490K **Disposal Costs** Staffing costs 108K Disposal contract 7170K Bins / containers 13K Internal charges 177K Other costs 149K Income -346K Total disposal costs 7272K **Total Waste Service Costs** Staffing costs 4173K Vehicles 1297K Vehicle running costs 621K Disposal 7170K Bins / containers 92K Internal charges 1048K Other costs 456K Fees & charges income -2096K Total waste service costs 12762K	Vehicle running costs 621K Bins / containers 79K Internal charges 871K Other costs 306K Fees & charges income -1750K Total collection costs 5490K **Disposal Costs** Staffing costs 108K Disposal contract 7170K Bins / containers 13K Internal charges 177K Other costs 149K Income -346K Total disposal costs 7272K **Total Waste Service Costs** Staffing costs 4173K Vehicles 1297K Vehicle running costs 621K Disposal 7170K Bins / containers 92K Internal charges 1048K Other costs 456K Fees & charges income -2096K Total waste service costs 12762K	Vehicle running costs 0K Bins / containers 0K Internal charges 0K Other costs 0K Fees & charges income 0K Total collection costs 0K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Disposal 0K Bins / containers 0K Internal charges 0K Other costs 0K Fees & charges income 0K Total waste service costs 0K
Year 1 of project	**Collection costs** Staffing costs 7K Vehicles 810K Vehicle running costs 0K Bins / containers 66K	**Collection costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Bins / containers 0K	**Collection costs** Staffing costs 7K Vehicles 810K Vehicle running costs 0K Bins / containers 66K

[7] For each year please show individual components by quantity and total cost values

	Internal charges 10K Other costs 1080K Composters 0K Fees & charges income 0K Total collection costs 1974K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 7K Vehicles 810K Vehicle running costs 0K Disposal 0K Bins / containers 66K Internal charges 10K Other costs 1080K Composters 0K Fees & charges income 0K Total waste service costs 1974K	Internal charges 0K Other costs 0K Composters 0K Fees & charges income 0K Total collection costs 0K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Disposal 0K Bins / containers 0K Internal charges 0K Other costs 0K Composters 0K Fees & charges income 0K Total waste service costs 0K	Internal charges 10K Other costs 1080K Composters 0K Fees & charges income 0K Total collection costs 1974K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 7K Vehicles 810K Vehicle running costs 0K Disposal 0K Bins / containers 66K Internal charges 10K Other costs 1080K Composters 0K Fees & charges income 0K Total waste service costs 1974K
Year 2 of project	**Collection costs** Staffing costs 548K Vehicles 611K Vehicle running costs 121K Bins / containers 188K Internal charges 20K	**Collection costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Bins / containers 0K Internal charges 0K	**Collection costs** Staffing costs 548K Vehicles 611K Vehicle running costs 121K Bins / containers 188K Internal charges 20K

	Other costs 1638K Composters 255K Fees & charges income -29K Total collection costs 3352K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 548K Vehicles 611K Vehicle running costs 121K Disposal 0K Bins / containers 188K Internal charges 20K Other costs 1638K Composters 255K Fees & charges income -29K Total waste service costs 3352K	Other costs 0K Composters 0K Fees & charges income 0K Total collection costs 0K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Disposal 0K Bins / containers 0K Internal charges 0K Other costs K Composters 0K Fees & charges income 0K Total waste service costs 0K	Other costs 1638K Composters 255K Fees & charges income -29K Total collection costs 3352K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 548K Vehicles 611K Vehicle running costs 121K Disposal 0K Bins / containers 188K Internal charges 20K Other costs 1638K Composters 255K Fees & charges income -29K Total waste service costs 3352K
Year 3 of project	**Collection costs** Staffing costs 750K Vehicles 122K Vehicle running costs 179K Bins / containers 62K Internal charges 6K Other costs 1622K	**Collection costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Bins / containers 0K Internal charges 0K Other costs 0K	**Collection costs** Staffing costs 750K Vehicles 122K Vehicle running costs 179K Bins / containers 62K Internal charges 6K Other costs 1622K

	Composters 255K Fees & charges income -41K Total collection costs 2955K **Disposal Costs** Staffing costs 0K Disposal contract K Bins / containers K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 750K Vehicles 122K Vehicle running costs 179K Disposal 0K Bins / containers 62K Internal charges 6K Other costs 1622K Composters 255K Fees & charges income -41K Total waste service costs 2955K	Composters 0K Fees & charges income 0K Total collection costs 0K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Disposal 0K Bins / containers 0K Internal charges 0K Other costs 0K Composters 0K Fees & charges income 0 K Total waste service costs 0K	Composters 255K Fees & charges income -41K Total collection costs 2955K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 750K Vehicles 122K Vehicle running costs 179K Disposal 0K Bins / containers 62K Internal charges 6K Other costs 1622K Composters 255K Fees & charges income -41K Total waste service costs 2955K
Year 4 of project	**Collection costs** Staffing costs 380K Vehicles 0K Vehicle running costs 108K Bins / containers 8K Internal charges 0K Other costs 0K Composters 0K	**Collection costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Bins / containers 0K Internal charges 0K Other costs 0K Composters 0K	**Collection costs** Staffing costs 380K Vehicles 0K Vehicle running costs 108K Bins / containers 8K Internal charges 0K Other costs 0K Composters 0K

	Fees & charges income -29K Total collection costs 466K **Disposal Costs** Staffing costs 0K Disposal contract -491K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs -491K **Total Waste Service Costs** Staffing costs 380K Vehicles 0K Vehicle running costs 108K Disposal -491K Bins / containers 8K Internal charges 0K Other costs 0K Composters 0K Fees & charges income -29K Total waste service costs -25K	Fees & charges income 0K Total collection costs 0K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Disposal 0K Bins / containers 0K Internal charges 0K Other costs 0K Composters 0K Fees & charges income 0K Total waste service costs 0K	Fees & charges income -29K Total collection costs 466K **Disposal Costs** Staffing costs 0K Disposal contract -491K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs -491K **Total Waste Service Costs** Staffing costs 380K Vehicles 0K Vehicle running costs 108K Disposal -491K Bins / containers 8K Internal charges 0K Other costs 0K Composters 0K Fees & charges income -29K Total waste service costs -25K
Year 5 of project	**Collection costs** Staffing costs 387K Vehicles 0K Vehicle running costs 114K Bins / containers 8K Internal charges 0K Other costs 0K Composters 0K Fees & charges income -29K	**Collection costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Bins / containers 0K Internal charges 0K Other costs 0K Composters 0K Fees & charges income 0K	**Collection costs** Staffing costs 387K Vehicles 0K Vehicle running costs 114K Bins / containers 8K Internal charges 0K Other costs 0K Composters 0K Fees & charges income -29K

	Total collection costs 480K **Disposal Costs** Staffing costs 0K Disposal contract -611K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs -611K **Total Waste Service Costs** Staffing costs 387K Vehicles 0K Vehicle running costs 114K Disposal -611K Bins / containers 8K Internal charges 0K Other costs 0K Composters 0K Fees & charges income -29K Total waste service costs -131K	Total collection costs 0K **Disposal Costs** Staffing costs 0K Disposal contract 0K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs 0K **Total Waste Service Costs** Staffing costs 0K Vehicles 0K Vehicle running costs 0K Disposal 0K Bins / containers 0K Internal charges 0K Other costs 0K Composters 0K Fees & charges income 0K Total waste service costs 0K	Total collection costs 480K **Disposal Costs** Staffing costs 0K Disposal contract -611K Bins / containers 0K Internal charges 0K Other costs 0K Income 0K Total disposal costs -611K **Total Waste Service Costs** Staffing costs 387K Vehicles 0K Vehicle running costs 114K Disposal -611K Bins / containers 8K Internal charges 0K Other costs 0K Composters 0K Fees & charges income -29K Total waste service costs -131K

Section 5. Environmental Benefit[8]

Please provide a brief outline of the environmental benefits you expect from a successful bid	Our bid demonstrates the following environmental benefits: • An increase in the amount of material recycled (glass, DMR) • An increase in the amount of waste composted • A reduction in the amount of waste sent to landfill as a result of increased recycling and composting • Reduced CO2 emissions through more effective collection and processing arrangements • Promotion of positive behaviour which will increase environmental awareness and reduce the impacts upon the local environment

Waste Management Outcomes Waste tonnages		**Baseline Year**	**With successful bid**					**Without bid**				
			Yr 1	**Yr 2**	**Yr 3**	**Yr 4**	**Yr 5**	**Yr 1**	**Yr 2**	**Yr 3**	**Yr 4**	**Yr 5**
Total household waste arising		86,836	89,176	90,522	90,938	90,503	90,693	89,176	89,362	89,549	89,737	89,926
Total Recycled/Prepared for Re-use		20,504	21,693	25,452	26,885	25,435	25,546	21,693	21,802	21,911	22,020	22,130
Of which[9]	Kerbside Dry Recycling	7,544	8,148	8,188	8,229	8,270	8,312	8,148	8,188	8,229	8,270	8,312
	Paper banks	161	162	163	163	164	165	162	163	163	164	165
	Bulky items	89	96	97	97	98	98	96	97	97	98	98
	HWRC recycled	2,914	2,929	2,943	2,958	2,973	2,988	2,929	2,943	2,958	2,973	2,988
	Small WEEE	70	70	71	71	71	72	70	71	71	71	72
	Re-use	1,063	1,068	1,074	1,079	1,084	1,090	1,068	1,074	1,079	1,084	1,090

[8] Please provide data for all aspects of your bid for each of the successive 5 years, this is all that is needed to score the environmental impact (even if you have provided disposal costs for a longer period). If you have one, then you may in addition annex a waste flow analysis if this helps illustrate the assumptions behind your data.

[9] This should sum to 100% of the total

	Mixed glass bottles & jars	1,319	1,326	5,207	6,764	5,211	5,217	1,326	1,332	1,339	1,346	1,352
	Food Waste	0	0	0	0	0	0	0	0	0	0	0
	Garden Waste	6,854	7,402	7,214	7,027	7,064	7,102	7,402	7,439	7,477	7,514	7,552
	Wood for composting	490	492	495	497	500	502	492	495	497	500	502
Energy Recovery – 95% of is black bag waste via Marchwood energy from waste incinerator / 5% mixed wood from HWRC to biomass energy recovery		51,950	51,950	51,950	51,950	51,950	51,950	51,950	51,950	51,950	51,950	51,950
Landfill		14,382	15,533	13,120	12,103	13,118	13,197	15,533	15,610	15,688	15,767	15,846
Recycling/Re-use/Compost %		23.61%	24.33%	28.12%	29.56%	28.10%	28.17%	24.33%	24.40%	24.47%	24.54%	24.61%

Net impact on kgCO2e emissions[10]	During the 5 years of the bid period the net impact on CO2 emissions due to the introduction of the bid changes would be a net reduction in CO2 of 6,618,327 kilograms **Please see appendix 2**

[10] Please use August 2011 Guidelines to Defra/DECC's Greenhouse Gas Conversion Factors for Company Reporting (available at http://archive.defra.gov.uk/environment/business/reporting/pdf/110819-guidelines-ghg-conversion-factors.pdf) to calculate this for the total 5 year period of the bid. The waste management factors are contained in the spreadsheet in Annex 9, table 9d. You should attach the completed spreadsheet as an annex to the bid. For more information on completing this section of the form, please see Annex 1 at the end of this Bid Form.

Other environmental impacts not accounted for above. If there are environmental impacts that will result from your bid that are not accounted for above (e.g. improvements in air quality) please describe in this section and quantify them as far as possible.	• Reduction in the number of glass recycling sites and the associated noise nuisance and anti-social behaviour. • Reduction in short journeys to recycling banks will result in reduced carbon emissions. • Implementation of route-optimised, co-collections of household and commercial glass will save energy and reduce carbon emissions. • Supports positive behavioural change which will reduce impacts of negative behaviour on the local amenity • Improvements to the streetscene and reduced enforcement activity around the presentation of waste

Section 6. Innovation

Please describe any elements of your bid which you feel are innovative. Credit will be given for innovative bids. You may, for example, demonstrate: • The extent to which private sector investment has been engaged; • Participation of SMEs or the voluntary sector in the delivery of waste management services; • More effective or joined up procurement / service delivery; • The use of technology; • Making service more customer focussed (e.g. reduced number of bins); • Synergies with existing waste management plans or strategies (where these are in place).	The following elements of Southampton's bid are felt to be innovative; <u>Glass collection</u> • Use boxes rather than bins for the collection of glass (making the service more customer focused). • Use RouteSmart to optimise rounds • Use Bartec Waste Collective to manage the new collection rounds • Introduce a commercial glass recycling service in order to maximise efficiencies through procurement and route optimisation/co-collections. <u>Enhanced composting</u> • Encourage and enable an increase in the amount of green and food waste diverted from landfill through the promotion of subsidised compost bins and food waste digesters. <u>Rewarding residents</u> • Target areas of poor recycling based on data from Bartec Waste Collective. Reward a number of residents (20 per month) who recycle correctly. Promote this via website and social media channels to encourage all residents to recycle more of the right materials. • Rewards would be in the form of a voucher for recycling the right materials. In times of austerity, these rewards will be valued by residents. <u>Synergies with existing waste management plans or strategies</u> The bid project proposals meet the key aims and objectives contained in SCC's Consolidated Waste Plan (further details below under 'further information'.) In addition, the expected environmental benefits resulting

	from increased recycling, reduced waste to landfill, reduced short car journeys to glass recycling banks, route optimisation and increased collection efficiencies will all contribute to saving energy and reducing carbon emissions in support of Southampton's Low Carbon City Strategy. The key aims of the strategy are to; • Use less, waste less and recycle more. Southampton will reduce unnecessary consumption and production. Resource efficiency will be a hallmark of the city. • Prevent waste through existing initiatives and motivating behaviour change. • Divert waste from landfill to other treatment methods. • Monitor, report and set targets on our management of waste and the reduction of waste sent to landfill. • Encourage reduction and reuse initiatives, both in business and domestically through public education and community action programmes. • To work in partnership with residents to help them reuse or recycle more reducing their impact on the local environment.

Section 7. Feasibility

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<tr>
<td>What is the proposed timetable to deliver the project</td>
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<table>
<tr><th>Date</th><th>Activity</th></tr>
<tr><td rowspan="4">Oct – Mar 2012/13</td><td>Project set-up</td></tr>
<tr><td>Recruit staff to support project</td></tr>
<tr><td>Commence procurement</td></tr>
<tr><td>Commence communications delivery
Commence rewards for residents</td></tr>
<tr><td rowspan="3">Apr – Sep 2013</td><td>Glass collections phased rollout/Home composting rollout/Reward scheme rollout</td></tr>
<tr><td>Complete procurement</td></tr>
<tr><td>Communications</td></tr>
<tr><td>Apr – Mar 2013/14</td><td>Ongoing communications and support</td></tr>
<tr><td>Apr – Mar 2014/15</td><td>Ongoing communications and support</td></tr>
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<td>Please confirm that you have attached a realistic assessment of the risks and dependencies of the project (eg a Risk Register). That should include dependencies and contingencies, eg forecast changes in gate fees, applications for planning permission or operator licenses, as well as some indication of its sensitivity to these.</td>
<td>
<u>Risks (please see appendix 3)</u>

Procurement timescales
Supplier availability
Industrial relations issues impacting on use of Bartec (in-cab technology)
Failure to change behaviour

<u>Dependencies</u>

Residential and commercial glass recycling.

<u>Contingencies</u>

Priority given to project and integral to overall service priorities.
Up-front planning (including operational strategy, joint working, communications)
Plan to hire vehicles to enable roll out from April 2013.
Phased roll-out planned.
Internal communications strategy to engage staff.

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	• Ability to use paper based systems (as alternative to Bartec) • Comprehensive and targeted communications plan developed and planned to roll out from November 2012
Please describe here your proposed project governance arrangements (including details of legal ownership of any assets)	The Project Board will include Southampton City Council's Waste and Fleet Transport Senior Management, Finance and Communications Overall responsibility will be with the Director of Environment (SCC). **Please see Governance chart attached as appendix 4.**
Please provide evidence that your S151 officer has approved this bid[11]	S151 officer has approved bid (please see accompanying email).
Where applicable, also outline procurement strategy, including evidence of compliance with European Procurement Rules as relevant. What alternative procurement options have been considered and discounted.	We will use existing frameworks for the glass collection scheme procurement (i.e. for vehicles, boxes).and for the procurement of compost bins.

[11] This might be in the form of that officer's signature (electronic or otherwise) in this box, or append a letter or e-mail from them. If your LA is having elections in May it might not be possible to get approval from your s151 officer at the Outline Bid stage. This is acceptable but all bids will need to have full sign-up at Full Bid stage.

Section 8. Further Information

Where possible we will try to match the funding profile of successful bids set out in the 'Basic Information' section of this form. However, budget constraints mean we may not be able to match your funding profile preferences. **It would be helpful therefore if you could indicate here if there is flexibility in your projected funding profile in each year that you are bidding for funding.**	We would be able to be flexible in terms of when (i.e. which year) the funding is received in and would adjust the implementation timescales accordingly.
If it is a joint bid, please specify the identity and role of each of the other parties, clearly identifying the lead authority	
Please provide a brief outline of your Waste Strategy (plus that of the disposal authority if different) and how this bid supports delivery of these strategies.	The bid project will support delivery of SCC's Consolidated Waste Plan by; • Increasing the collection of materials for recycling in order to contribute towards the national 'recycling target of 50% of household waste by 2019/20'. • Maximising 'the beneficial use of as much household waste as possible through (in order of priority) materials recycling, composting and maximising the recovery of resources and energy'. • 'Reducing the growth of household waste' through the provision of subsidised compost bins and food waste digesters. • 'Increasing the efficiency and cost effectiveness of the waste collection service' through the introduction of a route optimised glass collection service. Project Integra (PI) is the adopted brand name for the waste management partnership for Hampshire. Its membership comprises all eleven District Councils, the two Unitary Authorities, Hampshire County Council and Hampshire Waste Services (a subsidiary of Veolia), the waste disposal contractor; it is controlled by a Management Board constituted under S.101(5) and S.102(1) of the Local Government Act 1972.3. In 2001 PI was constituted as a formal Joint Committee and in 2005 it

	endorsed a Joint Municipal Waste Management Strategy (JMWMS) for Hampshire which forms the basis of its current decision making framework. Southampton's bid supports the following elements of Project Integra's current Joint Municipal Waste Management Strategy: • To deliver the relevant municipal elements of the Material Resources Strategy as set out in the stakeholder document *'More from Less*. • Win the support and understanding of the wider public, leading to a change in behaviour towards material resources; • Make access to recycling and related facilities a positive experience for residents and businesses by improving the coverage of kerbside collection systems, implementing further material recovery streams and continuous improvement of services; • Improve the understanding of, and contain the year on year growth in material resources generated by household consumption; • Maximise value for money by considering the system as a whole; • Meet the statutory obligations but at the same time maintain Hampshire at the forefront of the waste to resources agenda. Annually the partnership produces an Action Plan which is the mechanism by which the Project Integra Board receives its mandate to work on behalf of the partnership. The Plan includes a Strategic Overview which sets out the political, economic, social and environmental context within which the partnership will be working over the next 5 years. Emerging from this overview are 5 strategic outcomes as follows: • Sustainable and ethical recycling • Eliminating landfill • Commercial materials management • Efficiencies/value for money

<table>
<tr><td></td><td>

- Leadership and influence

</td></tr>
<tr><td>We expect local residents to track and hold you to your five year commitment to a weekly collection. Please set out here how you intend to promote your commitment. For example, this could be via your website, in waste and recycling collections literature for householders, or as a statement in your annual report/accounts.</td><td>We intend to promote our commitment to weekly residual collections via

- Printed materials relating to the new glass collection service and home composting scheme (letters/leaflets sent to all residents)
- Council magazine
- Website and social media, including App

</td></tr>
<tr><td>If funding is requested for communications activities please give details of the types of activities proposed and explain the assumptions and evidence base that you are relying on to predict the environmental benefits (recorded in Section 5 above) or any other benefits claimed.</td><td>A comprehensive communications campaign will be developed and delivered to support the glass collection service, promote the home composting scheme and raise awareness of the Reward Scheme and will be based on WRAP and Project Integra best practice.
<table>
<tr><th>Communication method</th><th>Detail</th><th>Timescales</th></tr>
<tr><td rowspan="4">Direct Marketing</td><td>Collection calendar (current)</td><td>Nov 2012</td></tr>
<tr><td>Rewards promotion</td><td>Jan 2013</td></tr>
<tr><td>Service leaflet</td><td>Feb 2013</td></tr>
<tr><td>Service calendar</td><td>Mar 2013</td></tr>
<tr><td rowspan="4">Advertising</td><td>City View (council magazine)</td><td>Ongoing</td></tr>
<tr><td>Signage on vehicles</td><td>Ongoing</td></tr>
<tr><td>Local newspapers</td><td>Jan-Apr 2013</td></tr>
<tr><td>Posters</td><td>Jan-Apr 2013</td></tr>
<tr><td rowspan="3">Events/
community engagement</td><td>Launch event</td><td>Mar/Apr 2013</td></tr>
<tr><td>Attend community events + talks</td><td>Ongoing</td></tr>
<tr><td>Schools programme</td><td>Ongoing</td></tr>
<tr><td>PR</td><td>Regular press releases</td><td>Ongoing</td></tr>
<tr><td rowspan="4">Online + new technology</td><td>Website</td><td>Ongoing</td></tr>
<tr><td>Social media (Facebook, Twitter)</td><td>Ongoing</td></tr>
<tr><td>Mobile phone app</td><td>Ongoing</td></tr>
<tr><td>E-newsletter and Govdelivery bulletins</td><td>Ongoing</td></tr>
<tr><td rowspan="4">Internal</td><td>Crew and contact centre staff briefings/training</td><td>Nov-Mar 2013</td></tr>
<tr><td>Member briefing and info packs</td><td>Nov-Mar 2013</td></tr>
<tr><td>Internal bulletins (staff, members)</td><td>Ongoing</td></tr>
<tr><td>Intranet and regular e-newsletters</td><td>Ongoing</td></tr>
</table>
</td></tr>
</table>

For bids from collection authorities in a two tier area only, please provide evidence that your disposal authority is aware and supportive of this bid.[12]	
If you are adding a new, weekly food waste collection to an existing fortnightly residual collection, then please summarise here the evidence that consultation with residents has confirmed this has their credible support.	

[12] This could be in the form of a confirming letter or e-mail from that authority, the recorded decision of a waste partnership or some other appropriate evidence.

Section 9. Additional Documentation if Necessary

There is no requirement to provide additional documentation. However, in some cases, depending on the scale and complexity of your bid, you may find it necessary to enclose a business case or relevant modelling and analysis where this supports your bid. If that is the case, then please list here the numbers and titles of all attachments and signpost the relevant sections. Also please note you are still required to complete fully the outline bid form as this provides the basis for scoring bids.

Please specify the number and titles of any additional documents and attachments and signpost the relevant sections	Appendix 1 – Summary of Financial Information Appendix 1a – Financial Information (signposts to Section 4, Cost Effectiveness) Appendix 2 - Workings from Environmental Tool Spreadsheet (signposts to Section 5, Environmental Benefits) Appendix 3 – Risks and Dependencies spreadsheet (signposts to Section 7, Feasibility) Appendix 4 – Project Governance (signposts to Section 7, Feasibility)

Notes on how your Bid will be assessed

Stage 1 - Each bid will be assessed individually to ensure that it meets the three core criteria, i.e. it is cost-effective, shows an environmental benefit over current performance and that there is the required frequency of collection. Each bid that meets the core criteria will go through to Stage 2 of the assessment, and the rest are rejected.

Stage 2 – Each bid is then scored against all the criteria – Cost Effectiveness, Collection Pattern, Environmental Benefits and Innovation. The metrics for all criteria are calibrated on a 0-100 interval scale so they can be combined to produce a single overall score (without weights). 100 is the "best" score.

Stage 3 – Separately, the Policy Team will assign weightings to the core criteria and carry out a sensitivity analysis to sense-check the effect these weightings have on the ranking of bids. The choice of the weightings will ensure that the overall package of successful bids (when taken as a whole) maximises cost effectiveness, satisfies the aggregate environmental tests, and demonstrates a reasonable spread of successful bids (noting factors such as type of bids, geographical spread, and the number of households or local authorities).

Stage 4 - A feasibility check will be applied to the whole package of bids. This feasibility check will consider technological risks, financial risks (i.e. access to finance), evidence of support between collection and disposal authorities in two-tier areas, statutory requirements (i.e. planning permission, Environment Agency licensing, procurement timescales, EU State Aid compliance), and realistic timetables for delivery. Feasibility will be weighed alongside the absolute size of the bid, so that we can manage risk to the fund as a whole and avoid committing funding to high risk projects.

Stage 5 – The overall package of bids will then be assessed in the aggregate against the environmental tests and value for money. This might lead to further adjustment to the final weightings in the scoring system in order to assemble a package which maximises cost effectiveness and demonstrates a reasonable spread of bids (type of bid, geographical spread, and the number of households or local authorities benefiting).

The scoring system we intend to use is set out below. Weightings between criteria are to be settled following consideration of outline bids.

Criteria	Scoring	
	Process	Rating
Cost Effectiveness	**Expert Assessment by Technical Advisory Group on whether bids demonstrate a cost effective means of achieving their aims**	**Bids arranged on an interval scale (0, 25, 50, 75, 100)**
Collection Pattern committed to	**Partly based on type of collection pattern, with a hierarchy within "weekly" as follows:** ▪ **Weekly residual collection + some recycling streams taken weekly (could be food waste)** ▪ **Weekly residual collection** ▪ **Fortnightly residual collection+ weekly food waste collection**	**Bids will receive a score between 0 and 100**
	Also in part related to the effect of the project on the absolute number of households to which a weekly service is offered as well as the percentage of households in that council's to which that service is offered	
Quantifiable Environmental Benefits	**We will create an estimate of the carbon impact of your proposal against a 'do nothing' (no bid) scenario using the data on anticipated changes in waste arisings and management over the period of the scheme.**	**Best bid gets 100, worst gets 0. Other bids calibrated on 0-100 interval scale**
Innovation	**Assessment of how innovative the bid is, using the criteria set out in the guidance**	**Bids arranged on an interval scale (0, 25, 50, 75, 100)**

Annex 1

Guidance on completing the environmental benefit section of the bid form

This section of the form is for you to set out what waste management/ environmental changes your bid is expected to deliver. The guidance for this section has been prepared by the Defra Household Waste team, and further advice is available if necessary from Michael Sigsworth on 0207 238 4450, or michael.sigsworth@defra.gsi.gov.uk .

Outline of environmental benefits

The section starts with a text box for you to briefly describe the environmental benefits that you expect from a successful bid. This may build on, or repeat, the information you have already provided in the basic information section of the bid form but the intention is to provide some brief context for the numbers that you will be presenting in the tables to aid the understanding of the assessors. For example

The bid is for the roll out of food waste collections to x households. This will be phased over the first year of the bid so the benefits anticipated in the first year will be less. By year 2 the service will be in full operation to all households and by year 3 we expect the additional collection to be diverting x tonnes of food waste from landfill.

The bid is for retaining a weekly residual waste collection service along with the purchase of x electric powered vehicles. This is anticipated to provide an estimated fuel saving of y driven by reduced fuel consumption of z. We anticipate this will save x in carbon emissions annually for the 5 year commitment.

Waste Management Outcomes Table

In this section we are seeking basic information about waste management outcomes, starting with the baseline year, and for five successive years. This should be shown for both with the impact of a successful bid, and what would happen without a successful bid.

In constructing this table the intention is that the first row covers the total of household waste at the outset of the collection process, and the subsequent three rows present the broad treatment/disposal options where this tonnage could end up.

Total Household Waste Arising – Using the normal meaning of the term of how much household waste is collected.

Recycled/Prepared for Re-Use – How much of the household waste collected is prepared for re-use or sent for and accepted for reprocessing. This should be equivalent to how much is recycled against the now defunct NI 192 indicator, plus metals from incinerator bottom ash. Please provide a breakdown by dry recyclates, food waste and garden waste. If you are employing a mixed food and garden waste collection please enter in only one of either food or garden waste but note clearly on the form that it is mixed collection of both. Material collected for recycling but which ends up in landfill, or sent to a recovery operation should be recorded as such in the other rows.

Energy Recovery/Other forms of recovery - This is material sent to some form of recovery operation. This covers a diverse range of possibilities so if tonnages are entered in this row please clarify what form the recovery operation is taking separately.

Landfill – Please add the tonnages for household waste that are sent to landfill

Net CO2e emissions calculation

Local authorities are asked to use the Defra/DECC reporting guidelines (August 2011 Guidelines to Defra/DECC's Greenhouse Gas Conversion Factors for Company Reporting Annex 9, table 9d) in order to calculate the net change in CO2e emissions from changes in waste management outcomes. We are asking authorities to use these guidelines to provide a consistent, transparent and fair approach. These guidelines are based on the figures used in WRAP's carbon metric for Scotland and reflect current understanding of the emissions impacts of waste treatments.

For each change in your waste management regime, your bid form will have detailed the change in tonnages 'with bid' and 'without bid' of wastes that are sent to different treatments, and, where appropriate, changes in total arisings. The difference between the 'with bid' and 'without bid' represents the effect of the scheme. To calculate the total net impact you should total the differences in each year to produce a cumulative figure for the five year period. It is this difference which you can input into the linked spreadsheet to calculate emissions impacts.

If the differences are to specific material streams you can provide that extra detail. For example, if your bid is estimated to shift (compared to a 'without bid' scenario) 10 tonnes of PET plastic from landfill to closed-loop recycling, you should enter -10 in the landfill column and +10 in the closed-loop recycling column.

If your bid also affects overall arisings, you should specify the change in arisings (in whichever treatment route the additional/reduced arisings will be sent to/would have been sent to in the absence of the bid). In this case, you only need to enter **either** a positive figure in the relevant treatment column for increases in arisings, **or** a negative one for decreases in arisings. For example if the impact is to reduce mixed residual waste arisings by 10 tonnes that would otherwise have gone to landfill you should -10 in the landfill column for the mixed municipal waste row.

Due to the considerable variation in MBT technologies and plant configurations an average figure is not available, therefore applicants should provide their own evidence / details of the environmental benefits of the technology proposed in their bid. Similarly if there other factors that are not accounted for by this spreadsheet please provide details of these, quantifying as far as possible the environmental benefits.

Inputting all the cumulative changes as a result of your bid for the five year period, against a no bid scenario, will allow you to calculate the net impact on GHG emissions. Once done please enter this figure into the form and attach a copy of the completed spreadsheet to your bid.

Other environmental impacts

We recognise there may be other environmental benefits that could result from a bid that are not captured by the focus on waste management outcomes above and the methodology set out. If your bid will result in other environmental benefits (e.g. changes in air quality) please describe them in this section. To help assessors to factor these into their assessment please quantify these as far as possible, ideally in CO2e emissions or as monetised benefits, and where necessary indicate which modelling tools or assumptions you have used to arrive at these values (eg where you have calculated the impact of reduced vehicle movements).