

Report to Cabinet

Thursday, 21 March 2024

By the Cabinet Member for Environmental Health,
Recycling and Waste

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Isolated Property Rounds – service increase, budget allocation and contract award

Executive Summary

The Council has a statutory duty to collect domestic waste from all domestic properties within our district. Some of these properties are sited along narrow lanes and tracks that are not accessible using our normal large collection vehicles. We therefore have to use smaller specialised vehicles which are now at collection capacity. Despite this, some of the properties which we are required to collect from are in very long narrow lanes with no space to turn. This means we currently have to reverse our vehicles up narrow lanes which poses a health and safety risk and increases the risk for accidents.

The purpose of this report is to seek approval of additional capital and revenue budgets and the authority to award a contract to purchase an extra suitable vehicle using a recognised purchasing framework and to employ a driver for the vehicle employed on a full-time contract.

Recommendations

Cabinet is recommended to ask Council to:

- i) To approve the additional capital budget in 2024/25 of £130,000 for an electric vehicle and charging point.
- ii) To approve the additional revenue budget expenditure in the recycling and waste service 2024/25 budget of £27,000.

Subject to the approval of the above recommendations, Cabinet is recommended to:

- i) Approve an increase in the waste collection service for the isolated rounds;
- ii) Approve the award of the contract to the winning bidder to purchase a suitable collection vehicle on standard market terms; and
- iii) Delegate authority to the Director of Communities in consultation with the Head of Legal Services to finalise the terms of and enter into a contract with the winning bidder.

Reasons for Recommendations

- i) Full Council must approve the allocation of funds outside of the budget.

Background Papers None

Wards affected: All Wards

Contact: Laura Parker, Head of Recycling & Waste.

Background Information

1 Introduction and Background

- 1.1 Within the Horsham District there are a mixture of urban and rural properties. Some of these properties, mainly within the more rural parts of the District, have either narrow confined access to their properties or long narrow lanes. Some of these lanes have large potholes and are very rough to travel along; this causes damage to the vehicles over a long period of time.
- 1.2 Trying to access these properties with our larger 26 tonne collection vehicles is impossible; we have therefore used smaller vehicles to gain access to these properties.
- 1.3 Historically we had four rounds servicing the isolated properties which was then reduced to three using two 12 tonne vehicles and one 7.5 tonne vehicle. In 2018, these were condensed down to two rounds using 15 tonne vehicles. This was intended to make the rounds more efficient due to the 15 tonne vehicles having the capacity to take more waste. However, this is now causing a few issues as we are trying to drive larger vehicles into some very narrow areas and reversing them up narrow, bumpy tracks for over a mile sometimes as there isn't any turning space for these larger vehicles.
- 1.4 Following on from a recent road traffic collision which involved one of our 15 tonne isolated property vehicles, we have reviewed the capacity of the rounds and concluded that a smaller vehicle is required to access the very narrow and very hard to reach properties to ensure collections are made safely and damage is minimised.

2 Relevant Council policy

- 2.1 Inspiring Greener futures - Purchasing this vehicle to become an integral part of the collection fleet will help work towards helping businesses and residents to waste less and recycle more and an electric vehicle is in keeping with our move to greener technologies.

3 Details

- 3.1 The option to purchase a much smaller 3.5 tonne vehicle was chosen as the most cost-effective way of achieving our goals of being able to collect from narrow access properties to collect waste whilst at the same time not damaging the vehicle and keeping our staff safe whilst travelling the narrow lanes.
- 3.2 An increase in establishment for Recycling and Waste will be required to allow for one driver to operate the new vehicle. It also does not require the driver to have an HGV licence to be able to operate it. A loader will not be required.

4 Next Steps

- 4.1 Once the proposal has been agreed, Procurement and Legal advice will ensure the correct processes and procedures are followed to action the purchase of a suitable vehicle.
- 4.2 Start the recruitment process for a driver.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The proposal to purchase a suitable vehicle and employ a driver was discussed at the Senior Leadership Team on the 22 February 2024.
- 5.2 This report was discussed with the Cabinet Member for Environmental Health, Recycling and Waste and taken to PDAG on the 14 March 2024 for the group to discuss.
- 5.3 The Monitoring Officer and the Director of Resources were both consulted to ensure legal and financial probity.
- 5.4 The Head of Human Resources and Organisational Development was consulted on the increase in establishment to one additional driver.

6 Other Courses of Action Considered but Rejected

- 6.1 Continue with the vehicles we have; this is not viable as the collection vehicles are now at full capacity and there are safety concerns when accessing very hard to reach properties.
- 6.2 Ask residents to move bins to end of driveways, we have already carried out a similar exercise and have moved as many bins as possible. Some lanes do not have any space at the end where bins can be safely stored.

7 Resource Consequences

- 7.1 There will be a need to agree extra budget for a vehicle and driver as below;

Capital cost

To purchase an electric vehicle will cost in the region of £120,000 and £10,000 for the installation of a charger at the depot. Note that a suitable diesel (HVO) vehicle would cost in the region of £70,000.

- 7.2 Revenue cost

The electric vehicle will cost £15,000 per annum for electric power and maintenance (electric vehicle). This is £20,000 cheaper than the estimated £35,000 per annum

for HVO diesel and maintenance of a diesel vehicle. The payback on the additional £60,000 of electric vehicle capital costs is three years.

We are currently researching electric vehicles which will provide us with the range and payload required. If this can't be achieved, then we will have to purchase a diesel vehicle.

One driver at Grade 3 SCP 14 plus on costs and conditional overtime is £38,000.

8 Legal Considerations and Implications

- 8.1 The approaches will be compliant with the Council's Procurement Code and the Public Contract Regulations and will be undertaken by the Council's Shared Procurement Service. This will satisfy the monitoring officer that the Council has effected a legally compliant procurement process.

9 Risk Assessment

9.1

Risk	Action to Reduce Risk
Vehicle not delivered on time	Order vehicle as soon as possible and ensure implementation of the extra round when the vehicle has been delivered.
Not being able to recruit a driver	Purchasing a vehicle not above 3.5 tonnes will allow a driver of B Category Licence to be able to drive the vehicle so not relying on LGV Category C licence holders who are in short demand.

10 Procurement implications

- 10.1 The Council will comply with all necessary Procurement Regulations and the Council's Procurement Code. The procurement processes will be overseen by the Council's Senior Procurement Manager and Senior Solicitor ensuring compliance.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 The tender documentation and contract will ensure that the vehicle is purchased through an approved supplier who complies with all equalities legislation and pays due regard to any possible future impacts on human rights.

An Equality Impact Assessment has been considered but not deemed necessary due to there being no discrimination on any groups by implementing this service.

12 Environmental Implications

- 12.1 An additional electric vehicle will keep any additional carbon emissions to a minimum.

13 Other Considerations

- 13.1 The procurement will ensure GDPR and data protection processes are in place and compliant with all relevant legislation.
- 13.2 Crime and disorder incidents are unlikely to occur but do need to be taken into consideration for potential vehicle or infrastructure vandalism. Monitoring processes are in place to deter this behaviour.