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**Zero Waste Scotland**

**Recycling Improvement Fund  
(RIF)**

**Application Form**

**April 2022**

For administration use	Application number	Date received
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## **APPLICATION FORM**

### **Zero Waste Scotland Recycling Improvement Fund**

#### **IMPORTANT NOTES**

**Please ensure that you read the Guidance Document in full prior to completing this application form. Please use the Guidance Document alongside this Application form to ensure that the required information is being provided correctly.**

Please complete all sections of this form electronically, altering the size of the boxes and the position of the page breaks as necessary, whilst taking account of any word / character number limits. Incomplete applications will not be assessed. Should you need to continue any section on additional sheets, please indicate the relevant section reference on each sheet. Appendices to support your application should be attached as required and referenced within the main body of the application form.

#### **SUBMISSION INSTRUCTIONS**

Please email one electronic copy of your application together with all supporting evidence to [RecyclingSupport@zerowastescotland.org.uk](mailto:RecyclingSupport@zerowastescotland.org.uk)

## Contents

Section 1: Local Authority Details.....	4
Section 2: Project Details .....	5
2.1    Project summary .....	5
2.2    Detailed project information.....	6
Section 3: Project Financing .....	21
Section 4: Supporting & Supplementary Information.....	26
Section 5: Confidentiality and Declaration.....	30
Confidentiality and Privacy .....	30
Declaration.....	30
Section 6: Application Form checklist .....	31

## Section 1: Local Authority Details

<b>Please insert the name of your Zero Waste Scotland contact.</b>		
<b>1.1 Name of Local Authority</b>		
Midlothian Council		
<b>1.2 Address of Local Authority</b>		
Midlothian House Buccleuch Street Dalkeith EH22 1DN		
<b>1.3 Contact details</b>		
<b>Name and job title of person dealing with this application.</b>		
Clare Neely Waste Services Manager - Strategy (acting)		
<b>Tel No.:</b>	0131 561 5332	<b>Mobile:</b> 07795 333510
<b>E-mail address:</b>	clare.neely@midlothian.gov.uk	
<b>Address:</b>	Waste Services Stobhill Depot Newtongrange EH22 4NU	

<b>1.4 If this proposal is a joint bid with multiple local authorities and/or third sector or commercial partners, please provide legal names, addresses and lead contact name of any partners.</b>	
This is not a joint proposal.	

## Section 2: Project Details

### 2.1 Project summary - please provide a summary of the proposed project (500-word limit).

Midlothian is a semi-rural Council area less than 10 miles south of Edinburgh city centre. We are one of the smallest Council areas in mainland Scotland, but the fastest growing.

Waste is a growth area for Midlothian Council, both in terms of the amount that is to be collected due to increasing house numbers in the area, but also in terms of wider public awareness and concern over what happens to materials separated for recycling.

Midlothian Council currently provides a wide range of waste management and recycling services:

The kerbside collection service for individual properties currently comprises:

- A 240L grey bin for residual waste collected fortnightly
- A 360L blue bin for dry mixed recycling collected fortnightly
- A 45L kerbside box for glass bottles and jars collected fortnightly
- A 21L silver caddy for food waste collected weekly
  
- Communal residual and recycling waste bins are offered at flatted properties
- A chargeable special uplift service is available for the collection of bulky household items.
- Two Household Waste Recycling Centres (HWRCs) offer facilities to accept a wide range of additional materials for recycling.

We have recently completed an Options Appraisal with ZWS and Eunomia to determine how best we can transition our services to meet the recommendations in the Household Waste Charter. This is likely to include a reduction in residual waste capacity and a move to twin stream collections of recycling.

To “accelerate progress towards 2025 waste and recycling targets and Scotland’s net-zero carbon commitment” Midlothian Council proposes introducing new fortnightly kerbside collections of:

- Textiles
- Small electrical appliances
- Household batteries

Funding is requested for a forklift with a 360-degree fork rotator and pallet boxes to enable these additional materials to be collected alongside kerbside collections of food waste utilising the storage compartment behind the crew-cab on the food waste collection vehicles.

This space will be retrofitted to accommodate a pallet box into which materials will be collected from the kerbside. On return to the depot, the pallet box will be removed using a forklift truck and the material bulked in the adjoining HWRC’s WEEE skip for small appliances for onward movement by our PCS. Textiles will be removed from the pallet box and bulked for contractor collection.

Although there is an intention to transition waste and recycling collection services to meet the recommendations in the Household Waste Charter, at this time the timescales to do so have not been set. Implementing this project now, rather than part of a large service change, allows us to increase the range of materials customers are able to recycle at the kerbside making it easier to justify that residual waste capacity can be reduced in the future.

Promotion of the service can be used as an opportunity to remind customers of the wide range of materials that can be recycled at the kerbside, the HWRCs and via local community enterprises.

The service is anticipated to divert an additional 563 tonnes of material per annum from the residual waste stream and deliver a 2,862 tonne CO<sub>2</sub>e carbon saving.

**2.2 Detailed project information** - please detail how the project meets the aims and objectives of the Fund and creates additional benefits. **Please read through the whole section and Guidance Document before completing, to avoid duplication of information.**

**2.2.1 Increased recycling** – please provide the predicted tonnage increases in recycling for your authority; also describe the impacts of this increased tonnage on residual waste disposal (movement between waste streams).

**(Assessment Criteria – Impact and Transformation & Evidence Led)**

Please adapt the table to suit your project's needs.		
<b>Example 1.</b>	<b>Material Stream:</b>	Small electrical appliances
	<b>Movement between streams:</b>	Small electrical appliances to be diverted from residual waste stream due to the introduction of kerbside collection of this material.
	<b>Projected Increase Change (tpa):</b>	76 – 110 (average of 93)
	<b>Methodology:</b>	See calculations in Appendix 1a.
	<b>Evidence:</b>	Residual tonnage baseline. Average of 3 years from 2019-2022 (excluding 2020). Use of Waste Composition Analysis data.
<b>Example 2.</b>	<b>Material Stream:</b>	Household batteries
	<b>Movement between streams:</b>	Batteries to be diverted from residual waste stream due to the introduction of kerbside collection of this material. Some diversion from existing retailer in-store and HWRC collection services is to be expected.
	<b>Projected Increase Change (tpa):</b>	2.33 – 3.10
	<b>Methodology:</b>	See calculations in Appendix 1b.
	<b>Evidence:</b>	Residual tonnage baseline. Average of 3 years from 2019-2022 (excluding 2020). Use of Waste Composition Analysis data.

**Increase in re-use** – please provide details of items targeted and include the predictions of tonnages of increase in reuse and / or recycling from reuse activities and the reduction in residual waste disposal from this activity.

Please adapt the table to suit your project's needs.		
<b>Example 1.</b>	<b>Material Stream:</b>	Textiles
	<b>Movement between streams:</b>	Textiles to be diverted from residual waste stream due to the introduction of kerbside collection of this material. Although some diversion from existing charitable sector, community textile banks and HWRC collection services is to be expected, the tonnages below are based on the textiles still remaining within grey bin which this project intends to capture in addition to existing services. Project monitoring is expected to show an increase in overall textile tonnage collected – from all services.

	<b>Projected Increase Change (tpa):</b>	280 - 660 (average of 470)
	<b>Methodology:</b>	See calculations in Appendix 2.
	<b>Evidence:</b>	Residual tonnage baseline. Average of 3 years from 2019-2022 (excluding 2020). Use of Waste Composition Analysis data. Contamination figures from incumbent processor.

**2.2.2 Impact on overall waste arisings, from proposed recycling, re-use and disposal improvement measures** - please provide a summary of predicted changes in arisings.

Figures provided are based on 2022 baseline.

The recycling tonnage reported in the table below includes kerbside collected dry mixed recycling, glass, garden waste and food waste.

- Kerbside collected tonnages of PET plastic bottles, drink cans and glass are expected to fall following the introduction of the Deposit Return Scheme from March 2024. These tonnages have not been reflected in the table below.
- Kerbside tonnages of food waste are expected to rise as the service is offered to an additional 2,600 predominantly rural properties - previously excluded from this service - during 2023. These tonnages have not been reflected in the table below, however this project is predicted to divert an additional 96 tonnes of food waste for recycling per annum.

For future performance, the average of the expected tonnages of the new materials streams have been used.

Please adapt the below table contained within the application form to suit your project needs.

	Current performance		Performance following RIF project implementation	
	Tonnes p/a	% full year	Tonnes p/a	% full year
<b>Kerbside collections</b>				
Residual waste	17,260	57	16,694	55
Recycling	12,978	43	13,074	43
Re-use	0	0	470	2
<b>Totals</b>	<b>30,238</b>	<b>100</b>	<b>30,238</b>	<b>100</b>

**2.2.3 Improvements to material quality** – please explain how this project will improve the quality of collected and treated materials for end markets.

(Assessment Criteria – Impact and Transformation & Evidence Led)

**Small WEEE**

Promotional / instructional information on the items suitable / not suitable to be collected as part of this service will be provided to customers at the commencement of the proposed service via the Council website and, subject to funding, via an informational leaflet. Customers will be requested to present material un-bagged with any cables or wires wrapped around the appliance within a plastic box / their kerbside glass box placed for collection adjacent to their food waste caddy to aid visibility for collection crews.

Items expected to be collected include: mobile phones, disposal vapes, electric toothbrushes, battery operated toys and musical instruments, hi-fi units, hand-held vacuums and small kitchen electrical items up to the size of a 4-slice toaster / small microwave. Customers will be directed to take items larger than microwave size to their local Recycling Centre. The kerbside box has an internal measurement of approx. 350mm x 530mm and pallet box has a width limit of 600mm.

Items unsuitable for recycling / collection as part of this service will be rejected at source with an informational postcard left for customers.

### Household batteries

Promotional / instructional information on the items suitable / not suitable to be collected as part of this service will be provided to customers at the commencement of the proposed service via the Council website and, subject to funding, via an informational leaflet.

Customers will be asked to present their batteries for collection in a clear, sealed sandwich bag / freezer bag (or equivalent) within a plastic box / their kerbside glass box to aid visibility for collection crews. Button batteries, A, B, C and D batteries, 9V batteries and mobile phone batteries will be collected. The battery box has dimensions of approx. 150mm x 200mm x 50mm.

Items unsuitable for recycling, or collection as part of this service will be rejected at source. We do not intend to collect volt batteries such as car batteries or power tool batteries. Customers will be directed to take these to their local Recycling Centre. An informational postcard can be left when rejecting items.

### Textiles

Promotional / instructional information on the items suitable / not suitable to be collected as part of this service will be provided to customers at the commencement of the proposed service with the specific requirement that only clean textiles are suitable for reuse / recycling. Information will be provided via the Council website and, subject to funding, an informational leaflet.

Items expected to be collected include clean clothes, shoes, bags, belts, bedding, towels and curtains. We will not collect soiled items, pillows, cushions or duvets or pet beds/bedding. An informational postcard can be left when rejecting items.

Customers will be requested to present textiles securely tied in a plastic carrier bag to reduce quality issues associated with textiles collected at the kerbside in inclement weather. Bags should be presented within a plastic box / their kerbside glass box placed adjacent to their food waste caddy to aid visibility for collection crews and to encourage residents to recycle "little and often" rather than undertake one-off "wardrobe clear-outs". The kerbside box has an internal measurement of approx. 350mm x 530mm and pallet box has a width limit of 600mm.

As we expect this service to supplement, rather than replace, existing local charitable sector reuse projects, overall quality is expected to be low, with low grade textiles unsuitable for reuse instead being used in the manufacture of cushion stuffing, sound proofing, carpets/ underlay, or industrial cleaning cloths.

In line with other Local Authorities, in 2022, around 20% by weight of textiles collected in Midlothian from Recycling Points and rag bag scheme were rejected. It is likely a similar percentage could be applied to textiles collected as part of this service.

### 2.2.4 Carbon Savings – please provide details of your estimation of carbon savings, in terms of tonnes CO2 equivalence, and how these are to be achieved.

(Assessment Criteria – Impact and Transformation & Evidence Led)

Please adapt this table to suit your project needs.			
Activity / Material Category	Projected Carbon Savings (tonnes CO2e per annum)	Source / Methodology	
Textiles	-2,840	Zero Waste Scotland Carbon Metric	Assume collect average of upper and lower projected values = 470 tonnes. Currently incinerated at 216 kgCO2e per tonne. If reused/recycled a carbon saving of -2,840kgCO2e could be achieved



Small WEEE	-22	Zero Waste Scotland Carbon Metric	Assume collect average of upper and lower projected values = 93 tonnes. Currently incinerated at 41 kgCO <sub>2</sub> e per tonne. If reused/recycled a carbon saving of -22kgCO <sub>2</sub> e could be achieved
<b>TOTAL CO<sub>2</sub>e Savings:</b>	<i>-2,862 CO<sub>2</sub>e per annum</i>		

Please see Appendix 2.

**2.2.5 Policy Alignment** - in this section please set out how this project aligns with the following: The Household Recycling Charter and Code of Practice; the transition towards a Circular Economy; the drive towards Net-Zero commitments; and other Scottish Government & Local Government Policies (for example, the national Deposit Return Scheme, the Climate Emergency and Extended Producer Responsibility).

**Household Recycling Charter and Code of Practice**

Midlothian Council became a voluntary signatory to the Charter in May 2016 and in so doing, made a commitment to transform kerbside collection services to align with best practice, once capital funding became available. Waste Services have recently undertaken a detailed options appraisal with Zero Waste Scotland / Eunomia to identify how best this should be done. It is expected a report on the options will be presented to the Council’s Business Transformation Steering Group for a decision on our future kerbside waste and recycling collection services in Q1 2023/24. Removing additional waste from the residual stream helps support customers with a move to reduced capacity for non-recyclable residual waste.

**The transition towards a Circular Economy**

Offering households a kerbside collection of textiles supports the move from a "take, make and dispose" model to one where materials are kept in use. Alternative local collection services, such as school uniform swap-shops and winter coat/jacket banks will continue to be promoted to help ensure good quality clothes remain in Midlothian to support householders in need at a local level – reducing “waste miles”

**Climate Emergency and the drive towards Net-Zero commitments**

Midlothian Council was one of the first local authorities to sign Scotland's Climate Change Declaration, publicly acknowledging the challenges and opportunities that climate change brings. In December 2019, Midlothian Council passed a motion declaring a ‘climate emergency’. This includes a commitment to make the Council’s activities net-zero carbon by 2030. This project proposal demonstrates a clear case for improving diversion of valuable material away from disposal, with identified carbon efficiency savings.

**Deposit Return Scheme**

The additional materials proposed for collection do not fall under the scope of the DRS and this project is not affected by the recently announced extension to the planned implementation date of this scheme.

**Extended Producer Responsibilities**

The additional materials proposed for collection do not fall under the scope of the EPR regulations.

**Circular Economy Route Map**

The proposed improvement to kerbside services align with the following:

- Package 1: Promoting responsible consumption, production and reuse – providing reuse services will help deliver the national reuse target and improve the reuse experience for consumers.
- Package 3: Improve recycling services to households, including textiles and hazardous materials (small WEEE and batteries).

**2.2.6 Other added-value aspects of the project** (if relevant) – for instance, please provide details of how the project provides or increases social and environmental benefits.

**(Assessment Criterion – Strategic and Collaborative)**

Introducing additional kerbside recycling collection services will allow us to:

- Improve kerbside collections of recycling to address the Waste Targets Route Map.
- Offer new opportunities for the collection of problematic materials and identified high carbon impact materials, such as WEEE and textiles.
- Improve the capture and quality of recyclable materials at the kerbside
- Offer services which maximise yield and capture of high-quality materials for re-processing

There is customer demand for more kerbside collections. From a customer consultation held in 2021, when asked “What additional materials would you like us to collect at the kerbside?”, 57% of respondents said textiles, 58% of respondents said household batteries and 63% of respondents said small electrical items.

At the present time, customers must visit a charity shop or use a neighbourhood textiles recycling bank to recycle clothes and shoes. They must visit a HWRC to recycle small electrical appliances. Due to the small size of these materials there is an obvious temptation for customers to dispose of these items in their residual waste bin. By offering a kerbside collection of these materials, the opportunity to recycle more of their household waste removes opens up to those who would experience barriers in travelling to a HWRC.

This service also aims to address misconceptions that clothes unsuitable for reuse cannot be collected for recycling as “rags”.

Wider of promotion of the service will raise awareness of other local textile reuse services such as winter clothes banks.

Midlothian Council's procurement strategy has a social theme to place citizens at the heart of everything we do. Our social value themes will enable us to maximise the opportunities for economic, social and environmental considerations to be addressed at all stages of the commissioning and procurement cycle. In all our procurements, we will seek to maximise social value, tailored as appropriate and proportionate for each contract to ensure compliance with our legal obligations.

As textiles and small WEEE must be presented for collection in a plastic box / kerbside box adjacent to a kerbside food waste caddy to ensure collection (to enhance visibility of items for our collection staff) an increase in participation in the kerbside food waste collection service could be seen, potentially alongside an increase in glass presentation at the kerbside. Midlothian Council intends to continue to collect glass separately at the kerbside following the introduction of the DRS, albeit likely at a reduced collection frequency.

As with food waste, as customers start to separate textiles for recycling they may start to consider the volumes they actually have available for recycling and make steps to start making more sustainable purchasing decisions to reduce the amount of clothes they buy.

**2.2.7 Partnership and collaboration potential** – please describe what consideration has been given to the potential for partnership or collaborative working, with local authority, private or third sector partners.

**(Assessment Criterion – Strategic and Collaborative)**

Existing textiles reuse schemes such as school uniform swap shops and winter clothes banks will continue to be promoted with publicity around the introduction of a kerbside collection of textiles expected to increase awareness of these initiatives and increase donations of suitable items.

A competitive tender will be undertaken to contract a textile reprocessor to take the kerbside collected textiles for reuse/recycling.

Electrical items and batteries will be bulked for collection by our incumbent WEEE producer compliance scheme.

Revenue funding has been requested from the Materials Focus Electricals Recycling Fund to cover some of the costs associated with the publicity and promotion of the service. This fund excludes procurement of major capital assets.

**2.3 Project approvals, permissions and consents. Please read through the whole section and accompanying Guidance Document before completing, to avoid duplication of information.**

**2.3.1 Member approval** - if member, or other board or executive level, approval is required for the project, please provide details.

**(Assessment Criterion – Acceptability)**

Members would welcome new services that allow residents to recycle additional materials at the kerbside.

Members were informed of this proposal via a Business Transformation Steering Group meeting on 24 April 2023 and will obtain formal Cabinet approval on 30<sup>th</sup> May 2023. The funding application was approved by the Council's Corporate Management Team on 10<sup>th</sup> May 2023.

**2.3.2 Planning permission** – please provide high-level details of planning applications and other permissions required for this project.

**(Assessment Criterion – Acceptability)**

There are no planning permissions associated with this proposal.

**2.3.3 SEPA waste management licences/other regulatory consents etc.** – please provide high-level details of any new licences or approvals, or amendments to licences, that are required for the project.

**(Assessment Criterion – Acceptability)**

Kerbside collected electricals, batteries and textiles will be bulked at Stobhill Waste Transfer Station, SEPA Licence number WML/L/1023218.

No amendment to the current licence or site working plan is required.

WEEE and batteries will be collected by our Producer Compliance Scheme operator.

Household batteries are sent to GP Batteries, Glasgow - facility licence WMX/W/0037009.

Small WEEE is collected by ValPak and delivered to Shore Recycling, Perth – facility licence PPC/A/1035205 Please note that due to the recent fire, the Shore Recycling facility is not currently able to accept WEEE and in the interim small WEEE is being collected / processed by WEEE Scotland.

**2.4 Project timeline and monitoring plans** - please complete the project timetable, communications planning template and the delivery and project monitoring table, so we have a clear understanding of the implementation schedule. **Please read through the whole section and accompanying Guidance Document before completing, to avoid duplication of information.**

**2.4.1 Project timetable**

Please adapt the following template to detail the timelines of the project.

**(Assessment Criterion – Feasibility)**

For communications planning template, please see Section 2.4.2.

				2023/24				2024/25				2025/26				2026/27			
Activity	Sub activity	Start	End	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Submission to ZWS		April 23	April 23																
ZWS Board decision		May 23	May 23																
	Decision reported back to Midlothian Council	June 23	June 23																
	Contracts signed	June 23	June 23																
Forklift	Specification	June 23	June 23																
	Procurement	June 23	June 23																
	Delivery	Sept 23	Sept 23																
Vehicle retrofit		Aug 23	Aug 23																
Tender for textile processing		July 23	Sept 23																
Pallet box	Procurement	Sept 23	Sept 23																
	Delivery	Sept 23	Sept 23																
Staff training		Sept 23	Sept 23																
Service commencement		Oct 23	ongoing																
Performance monitoring		Oct 23	Monthly and then annually																

**Q1** – April – June / **Q2** – July – September / **Q3** – October – December / **Q4** - January – March

**2.4.1.1 Flexibility** - if there is limited or no prospect of project implementation flexibility, please provide details of all key issues and critical timings.

The project has a high degree of flexibility. It is currently proposed that the new kerbside collection service for textiles and small WEEE is introduced from October 2023.

All six food waste collection vehicles are due for delivery at the end of April. As one of these vehicles has been funded from the Recycling Improvement Fund, the necessary time will be taken to prioritise the introduction of kerbside food waste collection services in rural areas before this new project is implemented.

There is expected to be a 10-week lead time for delivery of the forklift truck.

**2.4.1.2 Procurement and supply** – please explain the market engagement that has been undertaken, such that it provides reassurance that the project is foreseeably deliverable within the timescales - for instance asset production timelines and supply chain availability and security.

**Forklift**

An “off the shelf” model is being procured and we do not envisage any issues with supply. A lead-time of 10-12 weeks from date of order is expected.

**Pallet boxes**

An “off the shelf” item is being procured and we do not envisage any issues with supply.

**Battery box**

A bespoke box, albeit used by other Local Authorities offering a multi-stream weekly kerbside recycling collection service, is being procured and we do not envisage any issues with supply.

**Kerbside box**

This will be procured through the Scotland Excel framework. A lead-time of 8-10 weeks from date of order is expected.

**Vehicle retro-fitting**

A local mechanical engineering company will be contracted to undertake this work. This is expected to be completed by end September.

**Textiles**

A competitive tender exercise will be undertaken for the processing of the textiles once we are confident the project can proceed as planned. Without this in place, textiles can be uplifted by the incumbent supplier of our textile bank collection service.

### **WEEE collection / communication**

A decision on funding for communication activities associated with the new kerbside collection of small WEEE from Materials Focus is expected at the end of May 23. Without this, limited funds are available to promote the new services, and promotional activities will be limited to social media activities and lamppost banner advertising – reducing the impact of the new services.

### **2.4.2 Supporting communications and proposed activity**

Please adapt the following template to detail the outline communications plan that supports the project's implementation.

**N.B The communications budget in to be set out in section 3.3 of the Application.**

**(Assessment Criterion – Feasibility)**

**Please restrict text fields to 250 words maximum**

#### **Background – identify where you are**

- a summary of communications approaches used/delivered in the last two years
  - details of any gaps highlighted in your current or past communications activities that need to be addressed
- 
- Midlothian Council primarily uses the Council's website to communicate with customers.
  - This is supported by social media activity to increase customer engagement.
  - The local radio, Black Diamond FM, is also used for promotional activities.
  - Use of printed materials, including kerbside collection calendars, is limited and provided primarily to new occupants and at times of service change.
  - Printed materials has included lamppost advertising at key points around the area, and direct mail postcard mailings to all residents.
  - Advertising panels are utilised on the side of RCVs.
  - The dedicated email address, [recycling@midlothian.gov.uk](mailto:recycling@midlothian.gov.uk) and recycling landing pages on the Council website are provided on all printed materials.
  - The dedicated email address is used to respond to specific requests for information from customers.
  - Our Community Waste Officer is able to undertake public outreach through community events and educational settings.
  - The Council's Contact Centre are able to answer generic queries on recycling activities from the general public.
  - Addressed mailings have been used when collection issues need to be addressed in specific areas.
  - The collection crews, and Recycling Centre staff, are the public face of the service and are able to answer general queries from the public.
  - Customer email addresses are used to communicate with customers of our chargeable garden waste collection service where specific permission for this activity has been requested from, and approval given, from customers.
  - Printed communications follow Zero Waste Scotland brand guidelines.

**Situation analysis – establish where you want to be**

**Communication aims and objectives**

- The aims of communication activities are to ensure customers are aware of their new service collecting small electrical appliances, household batteries and textiles alongside existing kerbside food waste collections.
- Household communication of the proposed new service will be undertaken in a timely manner at key points of the service change, making best use of available budgets. Funding has been requested from Materials Focus for communication activities.
- Messages will follow Zero Waste Scotland guidelines and be simple, resonate with a wide audience and provide clear calls to action.
- The overall objective is that customers will be clear on:
  - the nature of the change
  - what exactly the changes are
  - what materials can/cannot be recycled as part of the new service
  - key dates relating to the start of the proposed service change
- The communications plan will be deemed successful if customers are aware of the proposed service change. This will be measured via number of customer queries received through the Contact Centre, social media and requests for information via the recycling@ email address, as well as recycling presentation.

**Impact on other services**

- Offering kerbside collections of textiles may divert textiles from existing collection methods including charity shops as well as existing textile banks. Communication activities will highlight and promote the continued use of local winter jacket/coat collection services and school uniform swap-shops to keep these clothes available to those in need within Midlothian.
- Offering kerbside collections of household batteries may divert batteries from existing retailer take-back points.
- Offering kerbside collections of small electrical appliances may divert small electrical appliances from this stream at the Recycling Centres.
- Activities will take place to determine the likely impact on existing trade waste collection services and whether the proposed service ought to be offered to local businesses (eg: electrical retailers)

**Communication planning – establish how you are going to get there**

**Target audiences**

- **Householders / service users:**
  - Households with individual recycling containers
  - Households with shared recycling containers
- **Internal audiences:**
  - Collection crews and supervisors,
  - Customer contact centre staff



- Library staff
- Elected members
- Corporate communications team members
- School eco-committee members
- Equalities Engagement Team
- **External groups/stakeholders:**
  - Community councils
  - Social housing managers
  - Carers
- **Hard to reach groups:**
  - Children and Young People
- **Media groups:**
  - Black Diamond FM

#### **Messaging and strategic approach**

- **Types of key messages:**
  - service launch
  - getting it right
  - recycle more/waste less
- **Tone of voice to be used:**
  - instructional
  - collective action
  - positive message
- **Your overall approach to communications, what you need to communicate:**
  - Introduction of new service to collect additional materials
  - Key dates
  - How to participate
  - How to present items for recycling
  - Items accepted / not accepted
  - What happens to your recycling
- **Form that communication will take:**
  - Social media plan and managed responses
  - Press release

- Website information and FAQs
- Lamppost advertising
- Staff newsletter
- Correspondence with Community contacts
- Councillor Briefing Notes
- Staff training
  
- **Subject to securing additional funding, the following activities will also take place:**
- Direct mail "Your new service" teaser postcard
- Vehicle decals
- Direct mail "Your new service" informational leaflet and collection calendar
- Year one reminder direct mail postcard "remember you can recycle"

- **Roles and responsibilities for delivering the communications:**

- Waste Services produce communications plan in conjunction with ZWS staff
- Waste Services produce communications copy with internal graphic design staff.
- Drafts approved internally by Head of Services
- Press releases approved internally by Head of Services

- **Use of branding**

- The service will adopt the use of the Recycle for Scotland branding for all design materials. Waste Services works with our internal graphic designer who is familiar with the branding guidelines. The service will access the ZWS image bank as required.
- Corporate brand guidelines will be followed, including the appropriate use of the "oak leaf" logo.
- If funding for communication materials is secured from Material Focus, material will include their logo and HypnoCat branding.

## Promotional activity timeline

Activity	Sub activity	Start	End	2023						2024/25			
				June	July	Aug	Sept	Oct	Nov	Q1	Q2	Q3	Q4
Community group engagement activities	Councillor briefing note	Aug 23	Oct 23										
Website information		Aug 23	Ongoing										
Teaser postcard	Design and print	June 23	July 23										
	Booking of Door2Door mailing with Royal Mail	June 23	June 23										
	Delivery	Aug 23	Aug 23										
Lamppost banners. 60 sites across Midlothian.	Design and print	Aug 23	Aug 23										
	Installation	Sept 23	Sept 23										
	Removal	Oct 23	Oct 23										
Press release		Sept 23	Sept 23										
Your new service leaflet	Design and print	July 23	Aug 23										
	Booking of mailing with Royal Mail	July 23	July 23										
	Delivery	Sept 23	Sept 23										
Social media activity		Aug 23	ongoing										
Staff newsletter		Sept 23	Sept 23										
Educational postcard	When rejecting items	Oct 23	ongoing										
One year anniversary reminder postcard.	Design and print	Aug 24	Sept 24										

	<i>Booking of Door2Door mailing with Royal Mail</i>	Aug 24	Aug 24										
	<i>Delivery</i>	Oct 24	Oct 24										

**2.4.3 Project Monitoring Template** - please use the table below to set out how you intend to monitor the project's outputs against the predicted outcomes.

(Assessment criterion – Impact & Transformation / Evidence Led)

Predicted Outcomes	Baseline monitoring data that outcomes will be benchmarked against	Post implementation monitoring used to assess outcome realisation	Milestone (when available)	Frequency
<b>WEEE and batteries</b> Increase in materials collected for recycling (weight / tonnage)	Previous years collected tonnage of WEEE and batteries	Calculation of current years collected tonnage of WEEE and batteries	February post implementation	Annually (Feb) in line with WasteDataFlow submission
<b>Textiles</b> increase in material diverted to reuse (weight / tonnage)	Previous years collected tonnage of textiles	Calculation of current years collected tonnage of textiles	February post implementation	Annually (Feb) in line with WasteDataFlow submission

## Section 3: Project Financing

This section covers the financing of the project, including local authority funding, partner funding and the funding requested from the RIF. It includes questions regarding longer term project viability and the supporting revenue costs.

In all responses, please reference any delivery partners that may be involved in the project and any financial contributions they are making.

**Please read through the whole section and accompanying Guidance Document before completing, to avoid duplication of information.**

**3.1 Additionality** – in this section please detail how the RIF contributes to the financial deliverability of the project.

**3.1.1 Please provide details of why RIF funding is required to enable the project to proceed as planned.** Please also provide information on other funding sources that have been investigated, whether this has been successful or not, and the amount/s secured from each funding source.

**(Assessment Criterion – Additionality)**

Due to ongoing pressures on the Council budget, without funding Midlothian Council does not have the necessary capital resources to procure a forklift or to retrofit the six food waste collection vehicles to allow us to undertake the project proposed.

**3.1.2 Please explain what would happen if RIF funding was not secured in the short, medium and longer term, or if the amount you are offered is less than the amount you have requested.**

**(Assessment Criterion – Additionality)**

As Midlothian Council does not have the capital budget to finance the procurement of the items requested, the project would not go ahead as proposed.

**3.1.3 Please describe in detail, if relevant, how the project expects to generate any income or savings.**

**(Assessment Criterion – Feasibility)**

a) please explain how the income/savings will be generated

- There is currently no income received from the recycling of WEEE or textiles, and no cost to the Council in facilitating these collection services. As part of this project, textile reproducers will be invited to tender for the textiles unsuitable for reuse collected as part of the kerbside collection service. There may be an income available for this stream.
- Any reduction in residual waste will reduce the costs associated with the processing (EfW) of this material ie: black bag waste collected in grey wheeled bin.

b) please specify where the income/saving is expected to come from (i.e. who will pay?)

- A price per tonne could be paid for receipt of kerbside collected textiles. This would be paid by the winning contractor of any competitive tendering process.
- A saving may be expected in the waste disposal budget.

c) please quantify the income/saving you are expecting in a simple forecast; and

- The MRW price range of textile bank collected textiles in March 2023 was £145-200 / tonne. As this project intends to collect “rags” not suitable for reuse, a price in the region of half of these values is more likely to be paid.

As detailed in section 2.2.1 a diversion of between 280 - 660 tonnes of textiles may be achieved.

280 tonnes x £72.5/t = £20,300 per annum

660 tonnes x £100/t = £66,000 per annum

An income of between £20,300 and £66,000 may be achieved.

- Between 74 and 116 tonnes of small WEEE could be collected per annum. Along with the textiles, this gives a potential diversion tonnage of between 354 and 776 tonnes. At an approximate cost of £90/t for disposal, a disposal saving between £31,860 and £69,840 could be achieved in addition to the estimated income above.

d) please explain whether the income/saving is incorporated within the on-going revenue costs of the scheme, and, if so, please provide details.

- Any income received or disposal saving realised will not be retained by Waste Services and incorporated into the on-going revenue costs of the scheme. Midlothian Council will use any income received for wider Council budget setting purposes.

**3.2 Capital and other one-off project costs funded by the RIF** – please outline the RIF funding required for the project. Please refer to the Guidance Document for items that are within scope of the Fund. Please add lines and number sequentially as required.

(Assessment Criterion – Feasibility)

Note: Q2 – Capital items expected to be procured in Q2 (July-August-September) for service commencement from Q3 – October 2023.

Item no.	Year and quarter of planned expenditure	Capital costs <i>Item description</i>	Cost (excl. VAT) £
C1	2023/24 Q2	2.5 ton LPG forklift with 360 degree fork rotator Supplier quote £30,500. 10% contingency added.	£33,550.00
C2	2023/24 Q2	Retro-fit storage space on existing food waste vehicles including installation of new door. A cost in the region of £5,000 per vehicle x 6 vehicles is expected. 10% contingency added.	£33,000.00
C3	2023/24 Q2	Heavy-duty SL pallet container with runner base and solid sides with load capacity of 500kg. L800mm, W600mm, H520mm. £168 x 9 including three spare £1,512 (discount applied for quantity ordered) including delivery. 10% contingency added.	£1,663.20
C4	2023/24 Q2	Bespoke lockable metal battery box with chute aperture. Purchase price £205. 10% contingency added. Nine, including three space, to be procured.	£2,029.50
C5	2023/24 Q2	1.5 of full load (4,554 units) of 44L kerbside box @ £5.34 plus 10% contingency.	£26,750.20
		<b>Total capital costs</b>	<b>£96,992.90</b>

<b>3.3 Capital and other one-off project costs, not funded by the RIF</b> - use the table below to outline the one-off implementation costs associated with the project. Please add lines and number sequentially as required.				
<b>(Assessment Criterion – Feasibility)</b>				
<b>Item no./</b>	<b>Year and quarter of planned Expenditure</b>	<b>Item description</b>	<b>Budget Secured</b>	<b>Cost (excl. VAT) £</b>
R1	2023/24 Q2 and Q3	<p>Communication plan delivery costs, including lamppost banner advertising, teaser postcards informational leaflet.</p> <p>Maximum project funding of £0.50 per hh of £22,030 requested from Material Focus. If funding is not successful, a reduced communications campaign will take place.</p>	<p>Requested from Materials Focus.</p> <p>Decision due end May 2023.</p>	£22,030
R2	Ongoing	<p>LA staff time in preparing funding bids, procurement and tendering exercises, route planning, design and delivery of communication activities, staff training, staffing of vehicle, vehicle servicing, maintenance and fuel, financial administration, waste data collection and reporting, customer liaison.</p>	From existing Council staff and revenue resources	£0
		<b>Total project support and development costs</b>		<b>£22,030</b>

<b>3.4 Value for money, budgets and on-going costs</b> - in this section please provide detailed information on how the above costs were arrived at and how the on-going costs will be managed.	
<b>3.4.1 Overall value for money</b>	<p>– please describe the process you went through to determine that the project achieves value for money.</p> <p><b>(Assessment Criteria – Impact and Transformation)</b></p> <p>A desktop research exercise into how textiles and small WEEE could be collected at the kerbside took place with vehicle manufactures invited to provide additional information.</p> <ul style="list-style-type: none"> <li>• Retro-fitting existing vehicles with cages was considered but rejected due to concerns relating to vehicle and pedestrian safety concerns if the manufactured safety bars were altered.</li> <li>• Our preferred option would be a multi-compartment dedicated kerbside collection vehicle for glass, small WEEE, batteries and textiles. Unfortunately the market does not have a suitably small vehicle available for this purpose.</li> <li>• Multi-stillage vehicles were considered, but these were not deemed suitable, from a noise nuisance perspective, if textiles and small WEEE were collected alongside glass. Capacity issues were also a concern.</li> </ul> <p>To avoid a “separate pass” in collecting small WEEE and textiles, one of our existing vehicles would have to be utilised, and the storage space behind the crew-cab of the food waste vehicles was considered potentially suitable.</p> <p>Whilst it could be relatively easy to “load” this space with small WEEE and textiles, unloading it would be more problematic, especially due to the Health and Safety implications associated with the risk of sharps injuries from the manual handling of broken WEEE.</p>

To address this issue, it is proposed that small WEEE and textiles are collected in the vehicle in a pallet box. This allows small WEEE to be mechanically unloaded.

To allow textiles, batteries and small electrical appliances to be collected at the kerbside without the need for a “separate pass”, the one-off capital costs of retrofitting our existing food waste vehicles for this purpose, plus the capital costs of pallet boxes and a forklift truck to allow the material to be unloaded from the vehicle demonstrate that the project achieves value for money.

To aid visibility for collection crews, as well as address concerns over litter, flytipping and potentially anti-social behaviour, customers will be requested to present textiles, small WEEE and batteries adjacent to their food waste caddy within a plastic box. Their existing kerbside glass box is considered suitable for this purpose, especially with collection frequencies for glass packaging expected to reduce following the introduction of the DRS. Funding is requested for a small supply of boxes (10% of 44,061 households) to assist residents who do not currently have a plastic box suitable for this purpose – or who are not currently participating in the kerbside glass collection service. These will be available on request, and their provision advertised in communication material associated with the publicity of the service.

Funding for a secure metal container to collect batteries is also requested.

On-going revenue costs will be funded from existing Waste Services budgets.

**3.4.2 Costs, procurement and value for money** - for each line of project costs in section 3.2, please explain, in the table below a) how the costs have been estimated; b) how the item(s) will be procured; and c) what measures will be taken to ensure value for money when procuring.

(Assessment Criterion – Feasibility)

Item no.	Explanation for cost, procurement and value for money
C1	a) Supplier quote b) The Project Officer will raise a request for a Purchase Order (PO) to our incumbent supplier. Once the request is authorised by a senior officer, a PO will be generated and passed to the supplier. When goods are received, this is recorded and allows the invoice to be receipted against the PO and payment to be made – in line with standard Council financial regulations. c) The forklift will be procured in line with Council procurement rules and financial regulations to show transparency and provide best value for money.
C2	a) A local mechanical engineering company was invited to suggest possible and best options for retrofitting the cabinet behind the crew cab on the food waste vehicle. Due to the timescale between vehicle delivery and the deadline for this application, there has been limited time for the supplier to produce a detailed specification and costing for the work involved however, based on initial conversations, the retrofitting costs per vehicle are expected to be in the region of £5,000 ea. b) The Project Officer will raise a request for a Purchase Order (PO). Once the request is authorised by a senior officer, a PO will be generated and passed to the supplier. When goods are received, this is recorded and allows the invoice to be receipted against the PO and payment to be made – in line with standard Council financial regulations. c) Mechanical engineering work will be procured in line with Council procurement rules and financial regulations to show transparency and provide best value for money.
C3	a) Market analysis. b) Following market research of the options available, a sample box has already been procured and will be tested to ensure it is suitable for the project. An online purchase of the project funded boxes will be made by The Project Officer with an invoice requested from the supplier. Upon receipt of delivery the invoice will be passed for payment – in line with standard Council financial regulations for one-off purchases at this value. c) Pallet boxes will be procured in line with Council procurement rules and financial regulations to show transparency and provide best value for money.



<b>C4</b>	<p>a) Supplier quote. Following market research of the options available, the manufacturer of a multi-stream kerbside sort vehicle was approached regarding provision of a dedicated box for the collection of batteries. Midlothian has investigated use of this particular model being used for this purpose in a neighbouring authority.</p> <p>b) The Project Officer will raise a request for a Purchase Order (PO). Once the request is authorised by a senior officer, a PO will be generated and passed to the supplier. When goods are received, this is recorded and allows the invoice to be receipted against the PO and payment to be made – in line with standard Council financial regulations.</p> <p>c) Battery boxes will be procured in line with Council procurement rules and financial regulations to show transparency and provide best value for money.</p>
<b>C5</b>	<p>a) Scotland Excel framework</p> <p>b) The Project Officer will raise a request for a Purchase Order (PO). Once the request is authorised by a senior officer, a PO will be generated and passed to the supplier. When goods are received, this is recorded and allows the invoice to be receipted against the PO and payment to be made – in line with standard Council financial regulations.</p> <p>c) The kerbside boxes will be procured in line with Council procurement rules and financial regulations to show transparency and provide best value for money.</p>

**3.4.3 Cost increases** - please provide information on how you will manage any cost increases above your estimates, for the assets applied for.

**(Assessment Criterion – Feasibility)**

Prices will be confirmed with suppliers before orders are placed. A 10% contingency has been added to the supplier quotes received.

**3.4.4 On-going revenue costs** – please provide an overview of the implications of ongoing revenue costs resulting from implementation of the proposed project and provide confirmation that the authority has gained approval, or is seeking approval, for any new revenue costs.

**(Assessment Criterion – Feasibility)**

- Staffing: included in existing waste collection service staffing budget
- Overheads: included in existing waste / recycling collection service budget
- Vehicles: included in existing waste collection service budget
- Travel and fuel: included in existing waste collection service budget
- Promotion, advertising and media: From Year 1, included in existing waste collection service budget
- Reporting and project management: included in existing waste / recycling collection services staffing budget

**3.4.5 Asset allocation and depreciation** – please provide details of how existing assets are to be used to deliver the project, if applicable, and how the applied for assets, funded through the RIF, will complement or replace these existing assets and why.

**(Assessment Criterion – Feasibility)**

The storage compartment of six existing food waste collection vehicles will be retro-fitted to allow for the kerbside collection of small WEEE and textiles. These vehicles have a 7-year replacement timeframe. In normal use, the new cabinet is expected to have a similar lifetime.

The forklift truck would be supplied with 2 year/2000 hour warranty. From this time, repairs and maintenance would be carried out utilising existing Waste Services budgets. The fuel for this vehicle will also be covered by existing budgets.

Nine “off the shelf” 600mm x 800mm pallet boxes will be procured. They have a 5-year quality guarantee. Lifespan is unknown at this time and will depend on use / misuse by forklift operators.

Midlothian Council estimates a replacement rate of 10% per annum for kerbside containers due to loss, theft or damage.

## Section 4: Supporting & Supplementary Information

**4.1** Please provide supplementary information in this section to support your application. Please ensure that you read the Guidance Document before doing so.

**Attachments:**

**Forklift**

Email from supplier detailing costs and lead time.

**Pallet box**

Online shopping basket detailing costs.

**Battery box**

Email for supplier detailing costs.

## Appendix 1a: Tonnage calculations – Small WEEE and batteries

### Small WEEE

	2022	2021	2020	2019	3 year average
Number of households	44,061	43,238	42,655	39,733	
Residual waste tonnage	17,260	18,166	22,215	19,967	19,402

Based on 2015 waste composition analysis of residual waste:

% of small WEEE in residual waste 0.65%

kg/hh/year 3.1

#### Capture rate

	80%	70%	60%	Calculation details
Tonnage yield	110	96	82	kg/hh/yr x no hh 2022 x capture rate
% of residual waste stream	101	88	76	% in residual waste x 3 year average weight x capture rate

### Batteries

Based on 2015 waste composition analysis of residual waste:

% of batteries in residual waste 0.02%

#### Capture rate

	80%	70%	60%	Calculation details
	3.10	2.72	2.33	% in residual waste x 3 year average weight x capture rate

## Appendix 1a: Tonnage calculations – Textiles

Number of households	44,061		
% of textiles in residual waste (from WCA)	3.38%		
3-year average residual tonnage	19,402		
		Contamination	
Potential textile tonnage in residual waste	655.8	20%	
80% capture	525		373
70% capture	459		327
60% capture	393		280
Estimated kg/hh/yr (from WCA)	23.4		
		Contamination	
Estimated tonnage of textiles (kg/hh/yr x no hh)	1,031	20%	
80% capture	825		660
70% capture	722		577
60% capture	619		495

## Appendix 2: Carbon calculator

Material type (WSR)	Carbon factor for Household waste RECYCLED (kgCO <sub>2</sub> eq per tonne of material)	Additional household material RECYCLED (tonnes)	Carbon factor for Household waste INCINERATED (kgCO <sub>2</sub> eq per tonne of material)	Additional household material diverted from INCINERATION (tonnes)	Total carbon impact of household diversion (tCO <sub>2</sub> e)
Batteries and accumulators wastes	-579	2		2	-1
Discarded equipment (excluding discarded vehicles, batteries and accumulators wastes)	-181	93	41	93	-21
Textile wastes	-5,828	470	216	470	-2,841
<b>TOTAL</b>		<b>565</b>		<b>565</b>	<b>-2,862.5</b>

## Section 5: Confidentiality and Declaration

Confidentiality and Privacy
<p>Please note that Zero Waste Scotland is required to share your application with the Recycling Improvement Fund Board (Scottish Government, Zero Waste Scotland SOLACE, SEPA and COSLA) to enable the application to be assessed and to facilitate management of the fund. <b>By completing this form, you permit the sharing of information for this purpose.</b></p> <p>Information that you provide to Zero Waste Scotland will be treated in the strictest of confidence and in line with all information regulations, except when we are required to disclose data by law or applicable regulatory requirement, including any disclosure required under the Freedom of Information (Scotland) Act 2002 and/or any code or applicable data agreement relating to disclosure and access to information held by public bodies.</p> <p>Zero Waste Scotland is committed to protecting and respecting your privacy. Our privacy policy <a href="http://www.zerowastescotland.org.uk/content/privacy-policy">http://www.zerowastescotland.org.uk/content/privacy-policy</a> explains how we collect and process your personal information for funding and support applications. If you have any requests concerning your personal information or any queries with regard to our processing practices, please contact us at <a href="mailto:data@zerowastescotland.org.uk">data@zerowastescotland.org.uk</a> . All information provided to ZWS will held for the statutory period of 6 years. You may unsubscribe from and request to no longer receive product and service information from us at any time by emailing <a href="mailto:communications@zerowastescotland.org.uk">communications@zerowastescotland.org.uk</a> .</p>

Declaration
<p>I declare that:</p> <p>The information given on this form and in any other documentation is accurate to the best of my knowledge. I understand that, where any materially misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any material information is knowingly withheld, this could (at the discretion of Zero Waste Scotland) render my application invalid and any funds received by us will be liable for repayment.</p> <p>I confirm that my organisation will take all reasonable precautions to ensure that any funding received will not be misused or misappropriated in any way. In the event of a fraud, I understand that Zero Waste Scotland may take legal action to recover any misappropriated funds. I confirm that the project would not proceed in the absence of this grant.</p> <p>I agree that the information supplied on this form, including individual contact information, will be used to chart the success of the project and for Zero Waste Scotland monitoring purposes.</p>

To be signed by a Senior Manager with relevant delegated authority (for example Chief Officer)	
Signed:	
Print Name:	Derek Oliver
Position:	Chief Officer - Place
Contact email address and phone number:	0131 271 3418 derek.oliver@midlothian.gov.uk
Date:	26 April 2023

## Section 6: Application Form checklist

Please take a few minutes before you submit your application to run through this checklist.

Application sections / requirements	Completed / Included (Check as appropriate)
Application and Guidance Document read in full	R
Application scoped and developed with ZWS Recycling Partner	R
Completed local authority details (Section 1)	R
Provided a short (500-word maximum) project summary (2.1)	R
Completed the detailed project information sections (2.2.1 – 2.2.8) – including detailed methodology and workings	R
Project approvals, permissions and consents completed (2.3.1 – 2.3.3)	R
Project timetable template completed (2.4.1)	R
Outline communications plan completed (2.4.2)	R
Project monitoring template completed (2.4.3)	R
All finance section questions answered (3.1, 3.2 & 3.5)	R
Capital and other one-off project costs funded by the RIF (3.3)	R
Capital and other one-off project costs not funded by the RIF (3.4)	R
Supplementary information (4.1)	R
Confirmation that the Application confidentiality and declaration section has been read and understood (Section 5)	R
Application signed by senior manager with relevant authority	R
Completed application submitted with approval from ZWS Recycling Partner	R