

<b>Title of Report:</b>	<b>HOUSEHOLD RECYCLING CENTRE REVISED OPENING TIMES</b>
<b>Committee Report Submitted To:</b>	<b>ENVIRONMENTAL SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>13<sup>TH</sup> OCTOBER 2020</b>
<b>For Decision or For Information</b>	<b>FOR DECISION</b>

<b>Linkage to Council Strategy (2019-23)</b>	
Strategic Theme	Innovation and transformation
Outcome	Provide and deliver service in a more efficient way
Lead Officer	Head of Operations

<b>Budgetary Considerations</b>	
Cost of Proposal	See report
Included in Current Year Estimates	<b>Yes</b>
Capital/Revenue	Revenue
Code	
Staffing Costs	See Report

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	No	Date:
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	No	Date:
	RNA Required and Completed:	No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	No	Date:
	DPIA Required and Completed:	No	Date:

## **1.0 Purpose of Report**

- 1.1 This report sets out options for revised opening times at Garvagh, Kilrea, Portrush and Portstewart Household Recycling Centres (HRCs).
- 1.2 Options to include information on days of operation, opening times and staff allocation.

## **2.0 Background**

- 2.1 Council reopened its network of household recycling centres on 4<sup>th</sup> May 2020.
- 2.2 Prior to lockdown, Garvagh, Kilrea, Portrush and Portstewart HRCs operated with one member of staff at each site.
- 2.3 After reopening, and to assist with traffic control and general site management, each of these sites were allocated an additional member of staff.
- 2.4 Other HRCs that had an extra member of staff deployed were Castlerock and Dungiven.
- 2.5 Based on the number of users, and to help with departmental staffing pressures, a trial was initiated week commencing Monday 22<sup>nd</sup> June 2020 which saw the opening of Garvagh and Kilrea HRCs on alternate days. Garvagh HRC opened on a *Wednesday, Friday and Saturday* and Kilrea HRC opened on a *Tuesday, Thursday and Saturday*.
- 2.6 Both Garvagh and Kilrea HRCs did not open on a Monday.
- 2.7 To further normalise HRC operations post lockdown, the above mentioned sites that were previously allocated an additional member of staff have now reverted to one member of staff per site from 28<sup>th</sup> September 2020. This change will be kept under review within the context of the booking system and user demand.
- 2.8 If the current opening arrangement of alternate days between Garvagh and Kilrea HRCs is maintained, one member of staff could operate both sites, Monday to Friday. This would release a member of staff from HRC duties.
- 2.9 An agency member of staff could be released saving circa £20k per year.
- 2.10 A similar pattern of opening could be trialled over the winter months (November to March inclusive) at Portrush and Portstewart HRCs.
- 2.11 For the Portrush/Portstewart trial staff from each site would work together to ascertain viability of reducing staff numbers further.
- 2.12 Garvagh, Kilrea, Portrush and Portstewart HRCs can accommodate alternate day opening.
- 2.13 The table below show user numbers and capacity at each site over a 3 month period.

Month	Site	Monthly Users	No of days opened	Average Daily Users	Est Daily Capacity*	% Capacity Used
July	Garvagh	1141	13	88	210	42
July	Kilrea	1102	13	85	210	40
July	Portrush	2282	25	88	210	42
July	Portstewart	3082	25	118	210	56
Aug	Garvagh	1108	13	85	210	40
Aug	Kilrea	1102	13	85	210	40
Aug	Portrush	2292	26	88	210	42
Aug	Portstewart	3008	26	116	210	55
Sept	Garvagh	1324	13	102	210	49
Sept	Kilrea	1408	13	108	210	51
Sept	Portrush	2339	25	94	210	45
Sept	Portstewart	2782	25	111	210	53

\*Estimated Daily Capacity based on 30 vehicles/hour over 7 hour period

### 3.0 **Options**

3.1 Each of the 3 options below can be applied to Garvagh / Kilrea HRCs pairing and/or Portrush / Portstewart HRCs pairing.

#### 3.2 Option 1

This option is currently operational between Garvagh and Kilrea HRCs. Each site opens 2 weekdays and a Saturday each week. Monday closure at each site.

Site	Days Open
HRC 1	Wed, Fri, Sat
HRC 2	Tues, Thurs, Sat

#### 3.3 Option 2

This option includes a Monday opening alternating between site pairing. This option will include opening all sites on a bank holiday Monday.

Site	Rota	Days Open
HRC 1	Week 1	Mon, Wed, Fri, Sat
HRC 2	Week 1	Tues, Thurs, Sat
HRC 1	Week 2	Wed, Fri, Sat
HRC 2	Week 2	Mon, Tues, Thurs, Sat

#### 3.4 Option 3

This option reverts to the original opening arrangements pre-lockdown of 6 days per week, Monday to Saturday, at each site.

Site	Days Open
HRC 1	Monday to Saturday
HRC 2	Monday to Saturday

#### 4.0 **Recommendation**

**It is recommended** that the Environmental Services Committee approves to trial option 2 at Garvagh / Kilrea and Portrush / Portstewart Household Recycling Centres from November 2020 until March 2021.