

Improvement Action Process (IAP) Pilot

Packaging Extended Producer
Responsibility (pEPR)



Fife - Domestic Waste Collection

- Every week over 189,000 properties receive a bin collection service, (4 x waste streams: Landfill, Cans & Plastics, Food & Garden and Paper & Cardboard)
- 39 x 26t front line RCVs and 4 x 16.5t RCVs— Rural & Hard to Access – Approx 240 employees
- Service over 13 million bins every year



PackUK and the improvement action process (IAP)

- PackUK are the scheme administrator for pEPR
- Their role is to assess local authority efficiency and effectiveness of the collection and recycling of packaging waste
- IAP process to start in 2028, will work with authorities identified as achieving lower packaging recycling rates
- Pilots launched to test the process

SLR

- Have been providing consultancy services since the 1990's and are now a global organisation
- Work in areas including waste and circularity and climate resilience and net zero
- Chosen as one of six support organisations for the IAP pilot

Becoming one of the pilot authorities

- PackUK asked for volunteers
- Nominated Fife because it's representative of a lot of the country
 - Geography, housing types, demographics
- Meeting with PackUK about why Fife should be chosen
- Got the good news!
- Started working with our support organisation SLR

The other pilot areas

- Fife and one other from Scotland
- Two from London. One borough and one waste authority
- One from Southwest England
- One from Northern Ireland

IAP process

- This was SLR's methodology- the other pilots might be different
- Pilot process took about 6 months
- Split into 2 phases:
 - 1. Research and evidence gathering
 - 2. Delivery
- Output was a report with improvement actions and a business case

Research and evidence gathering phase tasks

- Local authority pEPR datasheet (collating data from WDF, SEPA etc.)
- LA service profile
- LA questionnaire (how we align to Scotland's CoP and other UK schemes)
- Request for information (data breakdown for service)
- Improvement actions identified (short and long lists)

Service profile

Service Type	Reference	Source	Year	Household Numbers	Percentage in Property Classification	Service	Type	Frequency	Container 1	Container 2	Total Capacity (l) Container 1	Total Capacity (l) Container 2	Weekly Capacity (l)
Core	https://www.fife.gov.uk/kb/docs/articles/bins-and-recycling/household-recycling	Fife Council Website / Information provided by Council	2025	176,072	94%	Residual		Fortnightly	Bin		140	240	70
Core	https://www.fife.gov.uk/kb/docs/articles/bins-and-recycling/household-recycling	Fife Council Website / Information provided by Council	2025	172,008	92%	Recycling - Cans & Plastics	Two-Stream	4-weekly	Bin		240	240	60
Core	https://www.fife.gov.uk/kb/docs/articles/bins-and-recycling/household-recycling	Fife Council Website / Information provided by Council	2025	167,984	90%	Recycling - Paper & Cardboard	Two-Stream	4-weekly	Bin		240	240	60
Core	https://www.fife.gov.uk/kb/docs/articles/bins-and-recycling/household-recycling	Fife Council Website / Information provided by Council	2025	163,754	87%	Organic	Mixed Food and Garden	Fortnightly in spring, summer and autumn for 8 months, four-weekly for 16 weeks	Bin	Caddy	240	7	120

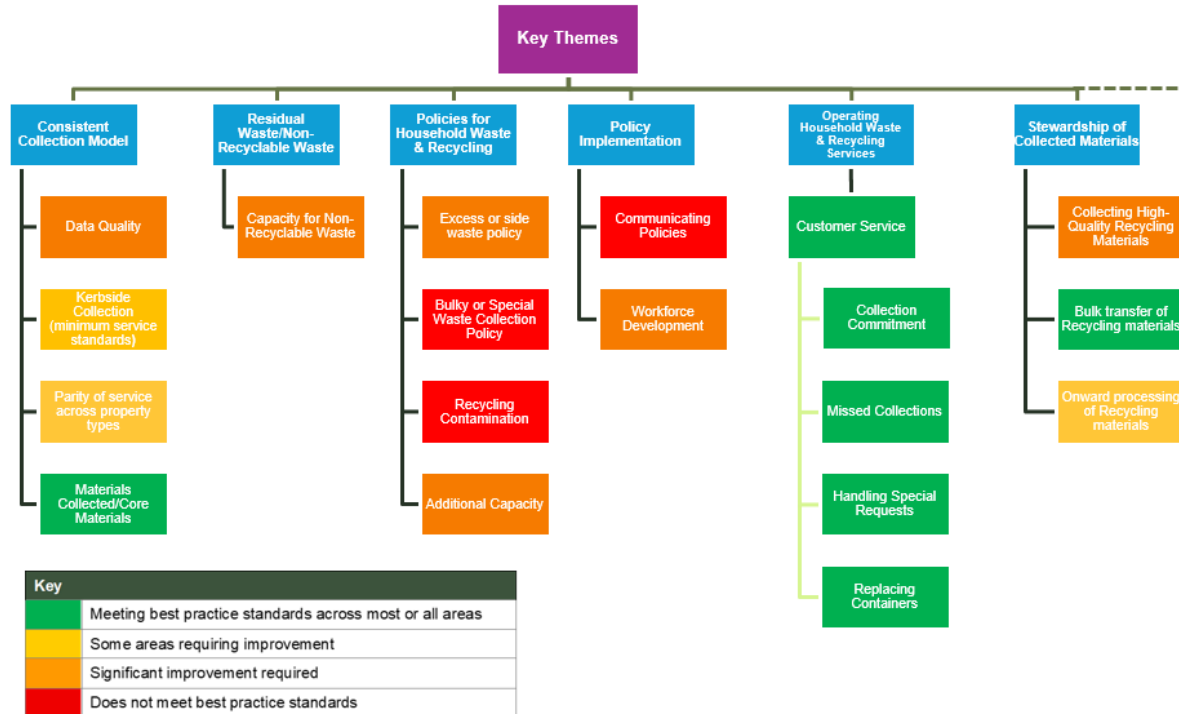
Local authority questionnaire

Mandatory / Guidance	Household Type	Requirement	pEPR Pilot Relevant	Fife Meets Requirement? Yes/No/Other	Fife Council Evidence (or links to evidence such as SharePoint links)	Improvement Action Needed? Yes/No
Mandatory	Minimum Service Standard	Main priority should be to manage bulky waste for reuse and recycling with disposal a last resort in accordance with the waste hierarchy.	Yes	No	We advise people to look to reuse before booking a bulky on our website. Fridges are collected on the bulky service and recycled. Everything else goes to EfW	Yes
Mandatory	Minimum Service Standard	There should be no direct delivery of bulky collections to disposal facilities.	Yes	Yes	Bulky waste is taken to Ladybank to be processed before going to EfW	Yes
Mandatory	Minimum Service Standard	Consider equality for the needs of residents in low-income households and those with no access to vehicles. Reuse partnerships with appropriate organisations should be considered.	No			No
Mandatory	Flats Minimum Service Profile	Service for properties with communal collections should be as similar to the main kerbside service as feasible.	Yes	Yes	Where possible recycling is provided in some communal properties	No
Guidance	Flats Minimum Service Profile	The aim should be for collection of the full range of kerbside materials.	Yes	Other, please specify	It depends on of there are bin chutes and a history of contamination issues at the flats. Some flats used to have recycling but it was removed.	No

Delivery phase tasks

- Draft IAP developed, based on a short and long list of options
- Business cases developed. These will be used to take the IAP actions to committee
- Feedback on the process from the consultant and us on what went well, things to change for future IAP's

RAG assessment (against current CoP)



Workshops

- There were two workshops during the pilot
- The first looked at service provision including kerbside and HWRC's
- The second went through the long list of IAP's and grouped them, if there were dependencies between actions.
 - From this a shortlist of 11 key actions was created.

Improvement actions (short list)

IA no.	Action	Commence implementation
IA 0	Assessing existing collection methodologies.	Short-term (Year 1)
IA 1	Assess viability of increasing recycling capacity; through either provision of additional containers or increased frequency of collection, in line with national policy changes.	Short-term (Year 1-2)
IA 5	Review collection policies: excess or side waste policy, bulky waste policy, contamination policy, additional capacity policy.	Short-term (Year 1)
IA 9	Benchmark the performance of collecting glass via recycling points (bring banks) vs kerbside	Short-term (Year 1)
IA 18	Increased performance monitoring activity at Recycling Centres	Short-term (Year 1-2)
IA 22	Review management, governance and performance of Cireco (arm's length contractor) in relation to pEPR	Short-term (Year 1-2)

IA no.	Action	Commence implementation
IA 4	Restrict residual waste; through reducing service to either 3- or 4-weekly collection.	Medium-term (Year 4-5)
IA 6	Implement collection policy changes: excess or side waste policy, bulky waste policy, contamination policy, additional capacity policy.	Medium-term (Year 2-3)
IA 11	Upgrade Materials Recycling Facility (MRF) technology and equipment to improve quality	Medium-term (Year 4-5)
IA 12	Provide new or refreshed collection crew training	Medium-term (Year 2-3)
IA 15	Implement a communications strategy & action plan	Medium-term (Year 3-4)

Key takeaways

- Data quality, reporting and benchmarking
 - WRAP portal and WDF important
- Business case development, monitoring and funding
 - Standardised business cases for each authority but adaptable to their requirements
- Governance, timelines and resourcing
 - Future IAP's should have flexible and realistic timelines
- Stakeholder engagement and collaboration
 - Senior management, PackUK and DEFRA should be involved in the process

Conclusion

- The pilot helped improve potential aspects of IAP process
- The IAP is an ongoing, thorough process
 - Some IA's will be quick and easy to implement, others will be more complex and take time
- Fife's new waste strategy being written with outputs from this process supporting it
- IAP process aligns with ongoing service improvements and waste strategy development
 - Councils need to think about their services now, not wait until the IAP process starts as this could affect pEPR funding

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