

Provision of Kitchen Caddy Liners to Support Food Waste Service Rollout	
Executive Summary	<p>The Council must introduce a separate weekly food waste collection service for all households by 31 March 2026 in line with the Government's Simpler Recycling agenda. North Norfolk has secured DEFRA funding to procure the required containers and vehicles and is progressing service implementation.</p> <p>A key policy question remains whether the launch of the new service should be supported by the provision of kitchen caddy liners to residents. This report sets the background, outlines options, and seeks Cabinet's guidance.</p>
Options considered	<p><u>Option 1: Provide a single roll of 26 bags per household as a starter kit only.</u> This option will be a one-off distribution at service launch and will support households in adapting to the new service. There will be limited cost exposure to the council with no ongoing commitment.</p> <p><u>Option 2: Provide ongoing provision of caddy liners to households.</u> This option provides a regular supply to householders, with programmed top up deliveries to depot every 3 months. Higher reoccurring cost to the council, likely benefits for participation and an element of contamination control.</p> <p><u>Option 3: No provision of caddy liners to householders.</u> Householders are advised on liners they can use, and they supply their own liners, in line with the specification advised to the council by the food waste end processor. There will be no direct cost to the council, there may be a potential risk to participation.</p>
Consultation(s)	<p>Internal consultation: Environmental Services, Contractor, Portfolio Holder, Finance and Communications</p> <p>External has not yet been undertaken; this can be integrated into service launch engagement</p>
Recommendations	<ol style="list-style-type: none"> 1. The Cabinet notes the contents of the report. 2. Cabinet provides direction on whether the Council will: <ul style="list-style-type: none"> - Provide a starter roll of 26 bags per household (Option 1); - Provide ongoing liner supplies (Option 2); or, - Provide no liners (Option 3).
Reasons for recommendations	<p>Providing a clear direction will allow for the future planning of the service and the procurement of services.</p>
Background papers	<p>Corporate Plan 2023–27: Our Greener Future.</p>

	Annual Action Plans 2024–25 and 2025–26. DEFRA funding allocations (2024/25). Cabinet decision authorising procurement (May 2025).
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Wards affected	All wards within North Norfolk
Cabinet member(s)	Cllr Callum Ringer
Contact Officer	Jemma Alston, Contracts and Waste Services Manager Jemma.alston@north-norfolk.gov.uk 01263 516341

Links to key documents:	
Corporate Plan:	Our Greener Future
Medium Term Financial Strategy (MTFS)	
Council Policies & Strategies	

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	
Details of any previous decision(s) on this matter	None

1. Purpose of the report

The purpose of this report is to seek guidance from the Cabinet on whether the launch of the new mandatory weekly food waste collection service should be supported by the provision of kitchen caddy liners to residents

2. Introduction & Background

The Government's Simpler Recycling requires all English councils to introduce separate weekly household food waste collections by 31st March 2026. The councils Corporate Plan 2023–27 includes a strategic aim to maximise recycling and reduce waste, highlighting the introduction of food waste collections for every household. The Annual Action Plan 2024–25 set a target to develop a business case by March 2025 for launching food waste collections in 2025/26, and the plan commits to launching the service in 2025/26.

The service design is for each household to receive a 7L internal caddy and a 23L external caddy, larger containers for flats/communal housing

DEFRA funding allocations for mandatory food waste collections includes £1,097,527 (Jan 2024) for caddies, bins and vehicles, plus £358,867.50 (Mar 2025) for project management, procurement and communications; a total of £1.956m requested to the 2025/26 capital programme. Cabinet authorised procurement of 14 specialist collection vehicles in May 2025.

WRAP's Household Food Waste Collection Guide states that delivering materials to households can increase food waste participation, notably a 'package' including a roll of caddy liners accompanies communications. In 2024/25 WRAP updates and case studies reinforced the value of starter packs and participation monitoring to inform future interventions.

The technology for processing the food waste is Anaerobic Digestion (AD), at a commercial scale and includes de-packaging equipment and shredders to produce feed stock from household and commercial food waste collections. The way the food waste is presented is not dependant on the food waste being presented in a particular way.

AD provides an opportunity to increase the accessibility of the service to residents by allowing food waste to be presented in a number of ways, including compostable liners, plastic bags, paper bags, newspapers or loose in the outdoor caddy. The ready availability of inexpensive or no cost, options for food waste containment means that the initial reason for the supply of caddy liners, at cost, by the council is potentially redundant as a service need.

3. Proposals and Options

The following options have been considered for this contract:

- 3.1 Option 1: Provide a single roll of 26 bags per household as a starter kit only. This option will be a one-off distribution at service launch and will support households in adapting to the new service.
There will be limited cost exposure to the council with no ongoing commitment.
- 3.2 Option 2: Provide ongoing provision of caddy liners to households. This option provides a regular supply to householders, with programmed top up deliveries to depot every 3 months. Higher reoccurring cost to the council, likely benefits for participation and an element of contamination control.
- 3.3 Option 3: No provision of caddy liners to householders. Householders are advised on liners they can use, and they supply their own liners, in line with the specification advised to the council by the food waste end processor.
There will be no direct cost to the council, there may be a potential risk to participation.
- 3.4 Proposal: Although the council would need to find the funding, Option 1 would be the proposal for caddy liners, supported by appropriate communications.

4. Corporate Priorities

This proposal supports the Corporate Plan 2023 – 27 aim to maximise recycling and reduce waste, introducing new streams such as food waste collections for every household

5. Financial and Resource Implications

5.1 Financial Implications:

Three quotes were obtained via suppliers on ESPO framework for the purpose of costing this proposal. A range has been provided below next to each option:

Option 1: Provide a single roll of 26 bags per household as a starter kit only:

£10,300.00 - £24,300.00 for one bag per household to be provided.

Option 2: Provide ongoing provision of caddy liners to households

The pricing for this option includes a full out to all households at the beginning of the service (year 1) and then an ongoing cost in order to maintain stock of 5,000 bags every 3 months, for households to request.

Year 1: £13,913.90 - £33,212.66

Year 2 onwards: £3,614.00 - £9,011.60

Option 3: No provision of caddy liners to householders

No direct cost to the council with this option

There is no specific funding from DEFRA identified for liner provision, costs would therefore fall to the Council if Option 1 or 2 are chosen.

5.2 Resource Implications: Resource implications, if option 1 or 2 is chosen include procurement, distribution (or top-up systems), communications, and contract management

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.

There is no dedicated DEFRA funding for liner provision, so any costs under Options 1 or 2 would fall to the Council and need to be built into future budgets. Option 3 has no financial impact. Cabinet's decision should be made in awareness of the ongoing budgetary implications of Options 1 and 2.

6. Legal Implications

There are no statutory requirements to provide liners. The council must meet the statutory requirement to commence separate weekly household food waste collections by 31st March 2026 in line with the Simpler Recycling and the Environment Act 2021 framework.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

Whilst there is a statutory requirement to provide food waste collections, and for which there is Defra funding for caddies, there is no funding or obligation regarding provision of caddy liners. Members may make a decision whether or not to fund liners based on financial and other considerations.

7. Risks

Option 1 (starter kit only): Participation uplift at launch; risk of drop-off once liners are exhausted without clear signposting to ongoing supply routes.

Option 2 (ongoing provision): Financial and logistical burden; mitigated by clear supply model (e.g., top-up by crews, collection points, or scheduled drops).

Option 3 (no provision): Lower cost; risk of lower participation/cleanliness and higher contamination; evidence suggests participation may be adversely affected where free liners are removed.

8. Net Zero Target

Diverting food waste to anaerobic digestion reduces methane emissions from landfill and supports the Council's Net Zero Strategy & Action Plan (2030/2045). Liners add marginal material use but can improve diversion and reduce contamination, supporting overall carbon benefits.

9. Equality, Diversity & Inclusion

There are no equality, diversity or inclusion impacts from this proposal. Provision of liners (Options 1 or 2) may particularly support lower-income households by reducing initial participation barriers and hygiene concerns.

10. Community Safety issues

There are no community safety issues from this proposal

Conclusion and Recommendations

Cabinet is asked to provide guidance on whether the launch of the new weekly food waste collection service should be supported by the provision of kitchen caddy liners.