

A MEMORANDUM OF UNDERSTANDING BETWEEN :

- 1. SWANSEA ENVIRONMENT CENTRE (ENV CENTRE)**
- 2. CYLCH WALES COMMUNITY RECYCLING NETWORK (CYLCH)**
- 3. RESAREC (RESAREC)**
- 4. SWANSEA ENVIRONMENT FORUM (ENV FORUM)**
- 5. ENFYS FOUNDATION (ENFYS)**
- 6. SWANSEA COMMUNITY FARM (COMM FARM)**
- 7. BLACK ENVIRONMENT NETWORK (BEN)**
- 8. SUNDANCE RENEWABLES (SUNDANCE)**
- 9. WEST GLAMORGAN FORUM (WGLAM FORUM)**
- 10. THE WELSH INITIATIVE FOR SUPPORTED EMPLOYMENT (WISE)**
- 11. PHILLIPS ELECTRICAL (PHILLIPS)**
- 12. MORE GREEN RECYCLING PROJECT (MORE GREEN)**
- 13. SUSTAINABLE WALES (SWALES)**
- 14. MUMBLES DEVELOPMENT TRUST (MDT)**
- 15. SWANSEA INSTITUTE OF HIGHER EDUCATION (SIHE)**

ATHROFA ADDYSG UWCH ABERTAWE

(THE PARTIES)

I. Introduction

I. i. Co-operation for recycling.

The Parties are committed to working together in co-operation, and with others in the public, private and voluntary sectors, to promote sustainable waste management and recycling throughout Swansea as best they are able within the constraints of their constitutions.

I. ii. Role recognition.

The Parties recognise and respect each other's interests, particular expertise, charitable Objects, and community duties and responsibilities. Cylch's role will be as facilitator to this relationship.

I. iii. Expansion.

The parties will welcome any other Swansea group with similar background and commitment to join with them in this Memorandum as added signatories at later dates.

II. Constitution, commitments & interests of the Parties.

II. i. Env Centre

The Environment Centre is a local, independent, registered charity and a company limited by guarantee. Established in 1994 it has become a focal point for environmental information, education and activity in Swansea and the surrounding area. The Centre provides the home and inspiration for countless educational and practical projects, supporting networks and partnerships that help raise awareness of sustainability issues and directly delivering a wide range of high quality environmental services.

❖ OBJECTS

The Environment Centre has three key aims

To raise awareness of environmental issues within all sectors of the community.

To encourage active participation by individuals and groups in environmental projects.

To promote change towards a more sustainable future.

The Environment Centre works to achieve these aims through the support of local environmental groups and projects, information provision and educational activity.

Beneficiaries.

The Environment Centre's main beneficiaries are the people and communities of Swansea, but also all of the visitors to our Centre, including individuals, groups and volunteers.

Membership.

Membership is open to individuals, families, voluntary groups, schools, businesses, professional associations, college departments, local authority departments and statutory organisations; with the payment of the annual membership fee.

Democratic provision.

Directors/Trustees are nominated and elected by the membership. There are 14 places on the Board of Trustees allocated to different categories of members (Environmental organisations 9, Statutory organisations 2, Voluntary groups, businesses, individuals 3) with 3 additional places for co-optees.

Policy commitments.

The Environment Centre is committed to and holds policy statements on The Environment, Health & Safety, The Welsh Language and Equal Opportunities.

II. ii. Cylch

Cylch is an umbrella membership organisation representing community sector, non profit-distributing waste minimisation, re-use and recycling organisations operating in Wales. National Assembly and WLGA publications recognise the contribution that the community sector has in the development of materials' recovery, re-use and recycling in Wales and the valuable role it can play in promoting recycling and engaging communities in recycling activities. There is also recognition that community sector re-use and recycling activities usually include factors that stretch beyond the recycling activity itself, factors that combat social exclusion and promote regeneration.

II. iii. RESaREC

RESaREC is a part of Cyrenians Cymru, a Swansea homelessness charity helping people regain a foothold in society & restore dignity to their lives. RESaREC stands for Resettlement and Recycling. It is a furniture re-use/recycling scheme, providing quality recycled furniture to the homeless, people on benefits and people on low income. The scheme collects household items from the public, stores them and distributes them to people who are moving into new homes. The availability of quality second hand furniture forms an essential part of the resettlement process. The scheme is also committed to recycling a growing quantity of materials, including scrap wood, tiles, fabrics & paints.

II. iv. Env Forum

Swansea Environmental Forum is an association of organisations and individuals working together to initiate, develop and co-ordinate environmental action in Swansea. Set up in 1985, it is a fully constituted voluntary group. The forum recognises that the protection and enhancement of the environment is best met by working in the context of sustainability.

❖ OBJECTS

Swansea Environmental Forum was established to:

- Develop communication and collaboration between statutory and voluntary bodies, business and industry, for the benefit of the environment
- Encourage working towards sustainable development by environmental, economic, social and other sectors
- Promote environmental awareness, education and training
- Encourage and support groups involved in environmental action.

Beneficiaries.

The main beneficiaries of Swansea Environmental Forum are individuals, groups and organisations from across Swansea; in particular environmental groups and organisations, educational establishments, regeneration trusts, local authority officers.

Membership.

Membership is open to individuals and organisations that support its aims and are interested in furthering its work.

II. v. Enfys

Enfys foundation began its work in 1999 under the RainbowGroup name and has now been fully incorporated as a Company limited by guarantee, registered not for profit and is expecting charity status in the coming weeks. It runs two supported housing units in Swansea, which takes in residents who have been homeless or have a supported need to be on a programme of rehabilitation. It helps them rejoin the community in time and continues to support them with advice, training and support. It does this through provisions of household items and effects and continues to reach into the wider community and the needs of those who are on benefits, low income and generally live in poverty. Enfys also has a shop that receives donations from Swansea residents for furniture, electrical items, clothing and bric a brac.

❖ OBJECTS

To relieve the financial hardship and ill-health (physically, mentally and spiritual) of people who are in poverty, homeless or who have drug, alcohol or other substance addictions by the provision of practical assistance including accommodation, rehabilitation, resettlement, training and advice.

Beneficiaries.

The beneficiaries are all the residents of Swansea. Our work has the potential to affect every resident in a positive way.

Membership.

Enfys has no membership constitution at present.

Democratic provision.

Enfys has a board of trustees and operates under the Charities Commission Standard Memorandum.

Policy commitments.

Enfys has full range of policy commitments which include Health & Safety, Equal Opportunities, Volunteer Policy, Grievance Procedures. We are currently engaged in achieving Green Dragon Level 2 Award and plans for Investors in People. All documentation is held on our internal Intranet which also provides Supplier and Customer data and diary management.

II. vi. Comm Farm

Swansea Community Farm is a local, independent, registered charity and a company limited by guarantee. It began as an idea in 1992 and became a registered charity in 1993. The Farm has been located on its present site in Fforestfach, Swansea since 1997.

❖ OBJECTS

The Community Farm's main project aims are:

To provide a sustainable, city based community farm that is stimulating and educational and offers enjoyable and safe activities for its visitors.

To provide a community resource run by local people for the benefit of all sections of the local community.

To educate and stimulate peoples thinking about such issues as the environment, animal welfare, health and nutrition.

Provide opportunities for people to gain practical and other skills, to develop new interests and make new friends.

To develop and run the farm in a way that minimises any negative impact on the environment.

To ensure access to as much of the farm as possible for as many people as possible.

Beneficiaries.

The Community Farm's main beneficiaries are currently the people of the Penderry and Cockett wards, though as our site and services develop we will be a resource to individuals, groups and schools throughout the Swansea region.

Membership.

Membership is open to individuals, families, voluntary groups, schools, businesses, professional associations, college departments, local authority departments and statutory organisations; with the payment of the annual membership fee.

Democratic provision.

Officers and Trustees are nominated and elected by the membership at the Farm's AGM. There are a maximum of 12 places on the Board of Trustees with invited co-optees as required.

Policy commitments.

Swansea Community Farm Centre is committed to the implementation of policy statements on Child Protection, Health & Safety, The Environment, Equal Opportunities, Volunteers, Data Protection and Animal Welfare.

II. vii. BEN

The Environment Centre

Pier Street

Swansea

SA1 1RY

BEN is established to promote equality of opportunity within the ethnic community in the preservation, protection and development of the environment. We are a UK charity which promotes social inclusion through working as a catalyst for change. While working to support ethnic communities we recognise that mainstream organisations must also be supported to gain awareness and skills to provide information, resources and services which are socially and culturally relevant to the needs defined by ethnic communities.

BEN is a membership organisation with a UK wide network of over 600 members, which is free to small community groups and individuals.

The S Wales project target areas are Cardiff, Swansea Newport and the valleys.

BEN's aims are to enable ethnic participation by:

Supporting ethnic groups to access the resources available within the environment, health and housing sectors to improve their quality of life.

Develop projects which are relevant to their communities social and cultural needs

Unlocking their contribution towards sustainable development

To work across the environment, health and housing sectors to :

Enable organisations to open out their services and work more effectively with ethnic groups

Develop projects integrating the themes of health, housing and the environment

Stimulate action for and by ethnic communities to improve their quality of life.

II. viii. Sundance

Sundance Renewables is a social enterprise and worker co-operative. Our aim is to actively support and facilitate locally based renewable energy systems and to raise awareness of energy issues in order that local communities may make a difference and help abate global warming. Sundance is investing in local economies for community regeneration and is committed to providing training and education for sustainable local jobs.

Sundance is undertaking a range of recycling activities – ranging from assessment of new products and processes from MSW including biodiesel, bioethanol, and biogas and the recycling of used vegetable oil. Vegetable oil collection service has the potential to remove up to 300,000 litres/year from MSW. Feasibility studies are required to assess the potential to remove materials such as card/ cardboard; forestry by products; kitchen/ food wastes; other paper waste; other green waste; soiled nappies – amounting to a total tonnage in the region of 70,000 tonnes from 2 local authority areas for the new product, bioethanol and a similar amount for conversion into biogas.

Sundance Renewables is an open organisation, providing local sustainable jobs. Approximately 6 new jobs could be created to support the recycling of vegetable oil and many 10's of jobs would be created if a bioethanol or biogas process was developed from recycling MSW.

Education and awareness raising, co-operation and co-ordination is integral to the work of Sundance who will seek to co-operate with all partners.

❖ OBJECTIVES

- a) to support, develop and market renewable energy systems. To raise awareness of sustainable and environmentally friendly alternatives.
- b) to foster and support the principles and concept of co-operation in its own affairs and in industry and commerce generally.....

Beneficiaries.

By reducing pollution, providing energy from natural resources, retaining wealth in local economies and recycling waste, the work undertaken is of benefit to society at large and the environment.

The potential beneficiaries of this particular project include the whole population of the regions covered.

Policy commitments.

Sundance have company policies in place that cover Equal Opportunities; Environmental Policy and Welsh Language. Sundance has achieved a Level 2 award under the Green Dragon Environmental Standard.

III. PURPOSE OF THE MEMORANDUM

The Memorandum (which is not legally binding on any party) describes the working relationships agreed between the parties in order to promote the maximum waste reduction through awareness-raising that stresses the importance of waste minimisation and to promote the maximum elimination of waste through reprocessing and reuse in Swansea.

It builds on and enhances the established structures and relationships for consultation and cooperation between the Parties, and with Swansea City and County Council, which are mutually beneficial and make best use of available resources.

It is intended to provide the initial agreement between the Parties for working together to create of the best environmental, commercial and social practices for conserving materials and eliminating waste in Swansea as an exemplary model.

IV. POLICY DEVELOPMENT - CONSULTING EACH OTHER

The Parties will consult with each other on a regular basis to develop policies and Swansea programmes within which each Party will have agreed their particular role. The Parties will consult at both the drafting and post-publication stages, giving careful consideration to the other's views.

Cylch will consult regional groups and individual local authorities on behalf of the parties as relevant and as part of its declared strategic "cleanstream" plan Cylch will encourage appropriate organisations to join or work with the parties helping to enable that process through advocacy, consultation and training.

V. WORKING TOGETHER

The Parties will work together in relation to their respective roles in helping to achieve the aims of the Wales Waste Strategy. All parties have objectives to raise awareness about waste minimisation and sustainable waste management in Swansea and will seek further ways of cooperating to promote these aims by sharing expertise and resources and working in partnership to achieve the maximum community participation in recycling activities of every sort by co-operating to run information and training events and by co-sponsoring the sharing of information about any aspect of Best Practice that is relevant.

Any work which may best be discharged through a contract with private sector firms will be made available through open tendering and judged on the Best Practicable Environmental Option and Best Value basis.

The Parties acknowledge their commitment to achieving sustainable development within Swansea both through Local Agenda 21 process and by assisting, advising and working in partnership with Swansea City and County Council in the preparation and execution of its statutory duty to promote sustainable development.

VI. SHARING INFORMATION

The parties agree to liaise on research and technical support programmes of mutual interest at an early stage and to share the results.

To avoid duplication, the parties would liaise on databases of common information as a contribution to the monitoring of performance in achieving waste reduction recycling and composting targets, subject to compliance with the Data Protection Act.

All information and data resulting from the proposed activities will be shared among all the Parties, and providing that there is no matter of commercial confidentiality that pertains, will be available in the public domain for the public benefit.

VII. PUBLICITY

The Parties will make every effort to consult each other prior to the issue of any press release or public statement on matters where the interest of any party may be substantially affected. Publicity statements issued by any Party will acknowledge the role of the other Parties.

VIII. PROGRESS REVIEW

The Parties would meet at a minimum of 6 monthly intervals as appropriate

The Parties agree that this Memorandum should be subject to periodic review, in particular in the light of any changes in relevant circumstances.

We, the Parties to this Agreement, herewith acknowledge our undertaking:-

Signed for and on Behalf of Env Centre

Name:

Title:

Date

Signed for and on Behalf of Cylch

Name:

Title:

Date

Signed for and on Behalf of Resarec.....

Name:

Title:

Date

Signed for and on Behalf of Env Forum

Name:

Title:

Date

Signed for and on Behalf of Enfys.....

Name:

Title:

Date

Signed for and on Behalf of Comm Farm.....

Name:

Title:

Date

Signed for and on Behalf of BEN.....

Name:

Title:

Date

Signed for and on Behalf of Sundance.....

Name:

Title:

Date

Witnessed:

Name:

Profession or Organisation Date:

ADDEDDED – NEW SIGNATORIES

1. *WGlam Forum*

West Glamorgan Forum is an Independent Advocacy Service for adults and children with learning disabilities who live in Swansea and Neath Port Talbot. We provide a range of Advocacy Services which include Citizen Advocacy, Self Advocacy, Direct Advocacy and Child and Family Advocacy.

Aims

The Forum aims to promote the rights of people with a learning disability to enable them to understand and exercise their rights and to help their families and carers to support and enable them. We do this by advocating on behalf of an adult or a child with a learning disability to ensure their voice is heard and their rights met. In particular we promote the right to live as valued individuals with ordinary patterns of community life and to receive additional support according to individual need.

Beneficiaries

The Forum's main beneficiaries are people with learning disabilities living in Swansea and Neath Port Talbot.

Membership – See Memorandum and Articles

Membership is open to all individuals living in West Glamorgan

Democratic Provision

The Forum has a board of Trustees made up of people with learning disabilities, parents and carers as well as several individuals with many years of experience of management in the NHS and business sector as well as experience of sitting in committees who are elected by the membership at the annual AGM.

Policy Commitments

The Forum has the following company policies in place: Staff Handbook, Health and Safety, Volunteering, Personal Safety, Complaints Procedure, Induction Pack, Advocacy Request Policy, Equal Opportunities as well as a Constitution, Memorandum and Articles and Business Plan.

2. *WISE*

W.I.S.E. WAS ESTABLISHED IN 1984, AND IS A SUPPORTED EMPLOYMENT AGENCY WORKING WITH ADULTS WITH A LEARNING DISABILITY IN SWANSEA AND NEATH - PORT TALBOT. W.I.S.E. IS A COMMUNITY CO-OP, AND A COMPANY LIMITED BY GUARANTEE, WHICH ALSO HAS CHARITABLE STATUS.

Objects

Our primary objective is to support Adults with a Learning Disability to gain employment, and towards that end we are currently involved in the development of social firms (businesses established to create employment for people who are at a disadvantage in the open labour market). We sincerely hope that at least one such firm will work in the field of recycling/ re-use.

Beneficiaries

W.I.S.E.'s beneficiaries are ostensibly Adults with a Learning Disability, but a social firm would also employ at least 50% of its employees from the wider community. By pursuing work which aims to reduce the amount of waste going to landfill, such a firm would provide broader community environmental benefit, as well as employment and opportunities for the integration and social inclusion of Adults with a Learning Disability, and others.

Policy commitments

We follow comprehensive policies on Health and Safety, Equal Opportunities, The protection of vulnerable adults, Marketing and publicity, Information, Data protection, Registration and referral, Employment and Training, Access to volunteering and education, and Basic skills.

W.I.S.E. has received an Investors in People award for its best practice in effective training and development.

3. *Phillips*

The year 2000 saw the beginning of a fridge crisis where the UK started to accumulate "Fridge Mountains". Under EU legislation, old or unwanted fridges now have to undergo destruction or recycling by an approved technology. This is to minimise impact on public health and the environment. Due to the hazardous nature of component materials, it is necessary to have fridges properly pre-treated and de-polluted. This full treatment has been in force since January 1st 2002.

We believe is it the perfect opportunity to get involved in the recycling/disposing of other white goods. Under a scheme passed by the European Parliament on April 10th 2002, the UK will, by the end of 2005, be expected to have the capability to strip down and recycle all defunct electrical devices. All these 18 million tons of items,

covering such items as washing machines right down to a musical card will be returned to retailers, who will be expected to pay for the recycling.

The move is widely seen as involving excess regulations, which could in years to come harm both small businesses and the environment it is meant to protect. Where in the past there were landfills, now an immediate future of not only Fridge Mountains, but also those of microwaves, washing machines and thousands of other products seems assured.

It has been recognised by the European Commission that waste from electrical and electronic equipment (WEEE), including large and small household appliances, are a priority waste stream.

The growth of WEEE is about **three times** higher than the growth of average municipal waste. When contacting several other businesses within the vicinity such as Comet, Curry's and Enterprise 2000 who also retail white goods, we asked them on average how many white goods (not including fridges and freezers) they sell each week. It was recorded on average 1000 items are sold per week within the local vicinity. This just proves that we are in a "throw away society" where it is just as convenient to purchase a new machine as it is to get the old one repaired. Proving that the growth of WEEE is creating cause for concern.

The fact that poisonous dioxin is released when scrapped appliances are incinerated has also deepened environmental fears. With an eye on the upcoming legislation, we believe that stripping down appliances and re-using the major components, or even re-conditioning old appliances will prove to be beneficial to the environment.

Our aim is for old appliances (excluding refrigeration items) to be stripped down, parts re-used/sold on maximising the amount of a machine which can be recycled, allowing the minimum amount of products to be incinerated/dumped in landfills. For those parts which cannot be re-sold, or re-used in the reconditioning of appliances, we intend to strip down each component as much as possible before handing it over to the most appropriate dealer.

With the backing of both the Local Authority and the Welsh Development Agency, we feel that this project will create significant positive changes within the Swansea district, not only environmentally, but also creating employment locally.

4. MOre Green

The MOre Green Project is a local project initiated some three years ago within the Swansea and surrounding area. The Project works to raise awareness among the community of the need to re-use or re-cycle the vast amounts of unwanted furniture and other items that normally go to landfill, by re-distributing their unwanted items in a more environmentally friendly manner.

Aims: -

- To divert items away from landfill.
- To encourage individuals, companies and local organisations to actively participate in the re-distribution of their unwanted items.
- To enable individuals to take personal responsibility for their environmental impact.

Beneficiaries: -

- All community.

The project works with all sectors of the community. We run events, workshops, activities and a volunteer scheme to allow active participation in environmental action.

5. SWales

Sustainable Wales is pleased to become a member of the Swansea Community Recycling Alliance & Partnership (SCRAP) and will abide by the aims and objectives and constitutional rules of the partnership.

Sustainable Wales is a constituted Charity, registered since 1997, working on numerous projects dealing with sustainable development. In particular Sustainable Wales has operated and continues to operate a number of successful waste reduction projects, is a member organisation of Cylch and is committed to a 'Zero Waste' concept.

6. MDT

Established in 1999, Mumbles Development Trust is a grassroots community non-profit organisation with charitable aims and concerned with regenerating Mumbles through self-help projects and schemes.

Aims and Objectives which include:

To promote and support the regeneration of Mumbles according to community wishes, working in partnership with community organisations and local authorities.

To lobby and apply for financial aid to support participatory work on improving sports facilities locally and particularly on environmental schemes in Mumbles, including woodland management and recycling.

To promote debate, through a quarterly newspaper, on local planning issues and to encourage active citizenship in establishing a comprehensive development plan for Mumbles, which includes permanent provision for valuing local history and heritage.

Membership

Membership is open to all and currently stands at 150 individuals and 10 groups who represent many local societies and community organisations.

Democratic Provision

The Management Committee is democratically elected at the AGM and is currently representative of many local societies and community organisations.

Beneficiaries

The community in Mumbles is the main beneficiary.

Policy Commitments

The Trust has the statutory and additional, regularly updated, policies in place.

7. SIHE

Swansea Institute of Higher Education has been in existence since 1976; being formed from the merger of Swansea Colleges of Art, Education and Technology. It was then called the West Glamorgan Institute of Higher Education. The Institute is a member of the University of Wales, and is currently seeking taught degree awarding powers.

The Institute currently has about 6000 full and part time students and about 600 staff. It is a relatively small vocationally-orientated higher education organisation. It has a higher than usual number of mature students; about 40% are over 25. Approximately 70% of the Institute's students come from South Wales. The numbers of international students are gradually rising.

There are three faculties; Art, Design and Media (delivered at a city-centre site, Dynevor Campus), Business (sited on the two main campuses); and the Faculty of Applied Design and Engineering whose courses are located on our main Mount Pleasant Campus. Thus, we offer undergraduate and postgraduate degrees in a wide range of subjects from Art, through Business, Computing, Engineering, Environmental Conservation and Management to Teacher Education.

Swansea Institute of Higher Education has been working to improve its environment - friendliness and sustainability for several years. There has been an Environment Manager in post since 2000. The Institute has a top level Sustainability Committee (with a number of sub committees Travel, Energy and Water, and Waste) which overlooks sustainable procurement issues including the Fairtrade Committee.

Since the Environment Manager (Elizabeth May, a member of the School of Built and Natural Environment and of the BA/BSc and MSc Environmental Conservation Management Programme Teams) was appointed, many environmental improvements have occurred. The Environment Manager is the Convenor of the Welsh branch of the Environmental Association of Universities and Colleges, and sits on the Environmental Association of Universities National Executive.

Waste

The Institute moved forward on a Waste Strategy in September 2005. This was underpinned by an undergraduate student project - a waste survey and questionnaire. In September 2006, we have awarded a new tripartite waste management contract with Swansea and Trinity Universities to Veolia. We gained Welsh Assembly Government funding via the Waste Minimisation Grant in July 2006 for the supply of recycling bins.

We, the Parties to this Agreement, herewith acknowledge our undertaking:-

Signed for and on Behalf of West Glamorgan Forum.....

Name:

Title:

Date

Signed for and on Behalf of The Welsh Initiative for Supported Employment.....

Name:

Title:

Date

Signed for and on Behalf of SCRAP

Name:

Title:

Date

Witnessed:

Name:

Profession or Organisation Date:

We, the Parties to this Agreement, herewith acknowledge our undertaking:-

Signed for and on Behalf of Phillips Electrical.....

Name:

Title:

Date

Signed for and on Behalf of SCRAP

Name:

Title:

Date

Witnessed:

Name:

Profession or Organisation Date:

We, the Parties to this Agreement, herewith acknowledge our undertaking:-

Signed for and on Behalf of MOre Green Recycling Project.....

Name:

Title:

Date

Signed for and on Behalf of SCRAP

Name:

Title:

Date

Witnessed:

Name:

Profession or Organisation Date:

We, the Parties to this Agreement, herewith acknowledge our undertaking:-

Signed for and on Behalf of Sustainable Wales.....

Name:

Title:

Date

Signed for and on Behalf of SCRAP

Name:

Title:

Date

Witnessed:

Name:

Profession or Organisation Date:

We, the Parties to this Agreement, herewith acknowledge our undertaking:-

Signed for and on Behalf of Mumbles Development Trust.....

Name:

Title:

Date

Signed for and on Behalf of SCRAP

Name:

Title:

Date

We, the Parties to this Agreement, herewith acknowledge our undertaking:-

Signed for and on Behalf of The Swansea Institute of Higher Education.....

Name:

Title:

Date

Signed for and on Behalf of SCRAP

Name:

Title:

Date