

## Bulky Waste Guidance: Glossary

# Glossary

AATF	Approved Authorised Treatment Facility - Operators which collect whole items for reuse and refurbishment, for example computers or large household items such as fridges, washing machines etc., and operate under a waste management licence or exemption, can apply to become an AATF. This will then allow operators to issue evidence of reuse to WEEE compliance schemes and their members.
Apprentice	A person registered as an apprentice with an industry recognised body
BIS	Department for Business, Innovation & Skills
BME	Black & Minority Ethnic
Bulky Waste	<ul style="list-style-type: none"> <li>■ Any article of waste which exceeds 25 kilograms in weight; and/or</li> <li>■ Any article of waste which does not fit, or cannot be fitted into:               <ol style="list-style-type: none"> <li>(a) a receptacle for household waste provided in accordance with section 46 of the Environmental Protection Act 1990; or</li> <li>(b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length.</li> </ol> </li> </ul> <p><i>Common Practice Specification</i> "items you take with you when you move house", thus differentiating what may reasonably be classed as household waste from trade waste.</p>
Capital spending	Expenditure on land or buildings – i.e. on any new build properties, improvements to existing ones, land purchases or any additional expenditure on fixed assets.
Commissioning	<p>The cycle of assessing the needs of people in an area, designing and then securing appropriate service (Cabinet Office, 'Partnership in Public Services', 2006). Broadly speaking this cycle involves:</p> <ul style="list-style-type: none"> <li>■ strategic needs assessment;</li> <li>■ deciding priorities and outcomes;</li> <li>■ planning and designing services;</li> <li>■ options appraisal;</li> <li>■ sourcing;</li> <li>■ delivery; and</li> <li>■ monitoring and review.</li> </ul>
Community benefits	<p>One element in a wider range of 'social issues', including:</p> <ul style="list-style-type: none"> <li>■ Targeted Recruitment and Training (TR&amp;T);</li> <li>■ equal opportunities;</li> <li>■ training for the existing workforce;</li> <li>■ support to and opportunities for the supply-chain;</li> </ul>

## Bulky Waste Guidance: Definitions

	<ul style="list-style-type: none"> <li>■ community consultation;</li> <li>■ contributions to education;</li> <li>■ the promotion of social enterprises and small firms; and</li> <li>■ resources for community initiatives.</li> </ul> <p>“Community benefits” can be distinguished from other social requirements in that they are focussed on the community in which the contract is taking place.</p>
Contract award notice	A notice published in the OJEU when the local authority has made the decision to award a contract to a chosen bidder. The Contract Award Notice must usually be followed by a standstill period before the contract can be signed.
Contract notice	A notice published in the OJEU advertising a contract
DCF	Designated Collection Facility – a site dedicated to the collection of WEEE from private households for onward clearance by, or on behalf of, producers or compliance schemes. DCFs may be established at Household Waste Recycling Centres or waste transfer stations, or by distributors, producers, third parties or charitable and social enterprise organisations engaged in the reuse of WEEE. Priority should be given to reuse of whole appliances, and this should be facilitated where possible so as to maximise levels of reuse.
DCLG	Department for Communities & Local Government.
Defra	Department for Environment, Food and Rural Affairs
DH	Department of Health.
Duty of Care regulations	Require businesses and other bodies to ensure that they take all reasonable steps to keep waste safe, and that any waste leaving their premises is moved by a registered waste carrier. If waste is being given to another person, you must be sure they are authorised to take it and can transport it, recycle, reuse or dispose of it safely.
EEE	Electrical items destined for reuse when the items are not defined as a waste “ ‘Waste’ is defined as any substance or object... which the holder discards or intends, or is required to discard.”
Efficiency	The relationship between the outputs from a service and the resources used to produce them. Alongside economy and effectiveness – including public satisfaction and outcomes – efficiency is one of the ways in which value for money is assessed.
EHRC	Equality & Human Rights Commission - a non-departmental public body established under the Equality Act 2006, and created out of the Equal Opportunities Commission, the Commission for Racial Equality, and the

## **Bulky Waste Guidance: Definitions**

	Disability Rights Commission. The EHRC brings together the work of the three previous equality commissions and takes on additional responsibilities for other aspects of equality: age, sexual orientation and religion or belief, as well as human rights. It also has a mandate to promote understanding of the Human Rights Act.
EMS	Environmental Management Systems
EU	European Union
Framework agreement	An agreement with one or more contractors specifying the terms and conditions (including price) under which specific purchases (call-offs) can be made.
FRN	Established in 1989, the Furniture Re-use Network (FRN) is the national co-ordinating body which supports, assists and develops charitable reuse organisations across the UK.
FRO	Furniture Reuse Organisation - an FRO is a voluntary or charitable organisation that reuses, transports or refurbishes furniture or appliances for the benefit of people on low incomes. Those receiving the items do not themselves have to be on low incomes so long as any money raised is used to benefit such people.
HWRC	Household Waste and Recycling Centre
KLOE	Key Lines of Enquiry - detailed questions that help to inform decisions and judgments made by auditors / inspectors. They are also published to help audited and inspected bodies with their own assessments.
KPI(s)	Key Performance Indicator(s) - quantifiable measurements that help an organisation define and measure progress toward organisational goals.
MEAT	Most Economically Advantageous Tender
OCS	Office for the Civil Society – set up within the Cabinet Office.
OJEU	Official Journal of the European Union – this is where notices are published in relation to contracts being tendered and contracts that have been awarded.
Outcome	A term used to refer to the ultimate results of actions or service delivery by local authorities or other bodies. These could include better health, a cleaner and healthier environment, reduced crime or poverty, or happier citizens.
Output	The immediate result of local authority actions or services, such as bins emptied or benefits paid – used in comparison to “outcome”.
PCS	Producer Compliance Scheme - a body, usually a limited company,

## Bulky Waste Guidance: Definitions

	through which producers will meet their obligations, to register with the appropriate authority and finance the cost of collection, treatment, recovery and environmentally sound disposal of WEEE.
PIN	Prior Information Notice – generally used to provide advance notice to the marketplace about large contracts, and can also be used to take advantage of reduced timescales for the resulting procurement process.
PQQ	Pre-qualification Questionnaire
Preparation for Reuse	Items for reuse that are classified as waste: <p>“ ‘Waste’ is defined as any substance or object... which the holder discards or intends, or is required to discard.”</p> <p>Preparing means checking, cleaning or repairing.</p>
QMS	Quality Management System
Recycling	Recycling Bulky Waste involves: breaking down used items into constituent materials, such as wood, plastic or metal, which are then reprocessed to make new items.
Reuse	Reuse means any operation by which products or components that are not waste are used again for the same purpose for which they were conceived.
SMEs	Small & Medium-Sized Enterprises. These are defined as follows: <ul style="list-style-type: none"> <li>■ Medium – less than 250 staff, a turnover of less than €50 million, or a balance sheet total of less than €43 million</li> <li>■ Small – less than 50 staff, a turnover of less than €10 million, or a balance sheet total of less than €10 million</li> <li>■ Micro – less than 10 staff, a turnover of less than €2 million, or a balance sheet total of less than €2 million.</li> </ul>
Social clauses	Provide a means by which a procuring body can ensure that contractors and suppliers undertake their contracts in a way that helps achieve social policy objectives. <p>In the context of public procurement, the importance of contract clauses is that they are incorporated into the procurement process and they are reflected in the contract when it is signed by the contracting authority and its chosen bidder. “Contract clauses”, therefore, are conditions that are written into both the tender documentation and the formal contracts that will be signed. They are requirements that either:</p> <ul style="list-style-type: none"> <li>■ form part of the subject matter of the contract (and therefore can be assessed as part of the local authority’s decision on contract award); or</li> <li>■ are essential to the contract and the way in the contract will be</li> </ul>

## **Bulky Waste Guidance: Definitions**

	<p>carried out, but are not core requirements of the contract (and therefore cannot be assessed when awarding the contract) – these are, in essence, contract terms which are provided in the contract conditions, but are not reflected in the specification for the contract, and are not therefore, core to its subject matter.</p>
Social issues	<p>Can include:</p> <ul style="list-style-type: none"> <li>■ core labour standards (as established by the International Labour Organisation (ILO));</li> <li>■ disabled access;</li> <li>■ minority-language signage;</li> <li>■ disability;</li> <li>■ gender and race equality;</li> <li>■ employment and training issues;</li> <li>■ fair trade; and</li> <li>■ support for SMEs including social enterprises, black and ethnic minority enterprises and women and disabled-owned businesses.</li> </ul> <p>These may be general requirements rather than targeted at a community of benefit (see the contrast with “community benefits”).</p>
Social Return on Investment (SROI)	<p>A framework for measuring and accounting for a broader concept of value; seeking to reduce inequality and environmental degradation and improve wellbeing by incorporating social, environmental and economic costs and benefits.</p>
Subcontractor	<p>An individual or business that enters into a contract to fulfil some of the obligations of a main contractor. The subcontractor’s relationship is with the main contractor, rather than with the contractor’s client.</p>
Supply chain	<p>The chain of organisations involved in the provision of a particular service, the production and supply of a particular product, or the construction of a particular building or development. This often includes a public sector client (e.g. the local authority), a main contractor (e.g. the waste contractor), and one or many subcontractors and suppliers (e.g. a reuse and recycling TSO).</p>
Sustainable Community Strategy	<p>Formerly prepared by LSPs to support the local area agreements. The requirement to produce a Sustainable Community Strategy is being reviewed.</p>
Sustainable procurement	<p>The Sustainable Procurement Task Force’s definition of sustainable procurement is: <i>“a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits to society</i></p>

## Bulky Waste Guidance: Definitions

	<i>and the economy, whilst minimising damage to the environment”.</i> Sustainable procurement has primarily been seen as concerned with environmental issues, but there is now greater awareness of the need to extend this to social and local economic issues.
Third Sector	Encompasses voluntary and community organisations, charities, social enterprises, social firms, cooperatives and mutuals, both large and small. The term Civil Society which includes, but is broader in its coverage, is used in England.
TR&T	Targeted Recruitment & Training
TSO	Third Sector Organisation
VCS	Voluntary & Community Sector
Waste	Any substance or object which the holder discards or intends, or is required to discard.
WasteDataFlow	The web-based system for municipal waste data reporting by UK local authorities to government.
WCA	Waste Collection Authority
WDA	Waste Disposal Authority
WEEE	WEEE is electrical or electronic equipment which is waste within the meaning of the Waste Framework Directive (2006/12/EC), including all components, subassemblies and consumables which are part of the product at the time of discarding. ‘Waste’ is defined in the Directive as any substance or object which the holder discards or intends, or is required to discard.

While steps have been taken to ensure its accuracy, WRAP cannot accept responsibility or be held liable to any person for any loss or damage arising out of or in connection with this information being inaccurate, incomplete or misleading. This material is copyrighted. It may be reproduced free of charge subject to the material being accurate and not used in a misleading context. The source of the material must be identified and the copyright status acknowledged. This material must not be used to endorse or used to suggest WRAP's endorsement of a commercial product or service. For more detail, please refer to our Terms & Conditions on our website - [www.wrap.org.uk](http://www.wrap.org.uk)