

TERMS OF REFERENCE (ToR)

Take Back Scheme Working Group

Introduction

The Take-Back Scheme Working Group (WG) has been established to plan and map out a structured, sustainable, and efficient take-back scheme. This scheme will aim to reduce waste by facilitating the return, reuse, recycling or treatment of products. The purpose of the WG is to explore the feasibility, design, logistics, and long-term sustainability of a take-back scheme, considering environmental, economic, and accessibility factors

Objectives

A properly designed TBS policy can be a driving force for waste avoidance and associated pollution reduction throughout several sectors. The objectives of the WG are to:

- Evaluate current take-back schemes and practices from members and certain identified non-member organisations, identifying best practice, gaps and opportunities for improvement.
- Identify capacity and appetite within the current waste sector for handling and dealing with carpet and textile flooring waste.
- Develop guidelines and best practices for collection, sorting, and processing of returned items. Different guidelines may need to be produced for commercial and residential sectors.
- Ensure the scheme complies with relevant environmental legislation and industry standards.
- Identify and engage with key stakeholders, including manufacturers, distributors, contractors, retailers, reuse and recyclers, regulatory bodies, and others.
- Location and drop-off points – due to the difference between the commercial; and residential sectors, two sets of drop points will need to be mapped and included
- Identify and recommend logistical, and operational management of the scheme i.e. in-house or via a third party.
- Identify the likely Capex and Opex costs and financial models required to operate and support the scheme.
- Establish KPIs for monitoring the scheme's effectiveness by focusing on the amount of material collected, types of materials/waste, method of collection i.e. bins, bags or other containers, the destination of materials reuse/recycling and treatment rates, and customer satisfaction metrics.
- Reducing the ownership on council HWRCs for the physical and/or financial requirements of collecting and disposing of the waste.
- To evaluate if a TBS could support all flooring waste or just carpet and textile flooring waste.

Scope

The scope is to develop a detailed understanding of the requirements of a comprehensive and nationwide take-back scheme for all to use including covering the objectives and the following key areas:

- **Research and Analysis:** Assess the current state of product disposal and recycling, customer willingness to participate, and regulatory requirements.
- **Stakeholder Engagement:** Consult with internal and external stakeholders to align goals, resources, and responsibilities.
- **Financial Feasibility:** Analyse the cost implications, potential funding sources, and overall economic sustainability of the scheme.
- **Program Design and Implementation:** Develop and pilot a phased approach, including branding, customer communication, logistics, and collection points.
- **Communications:** Serve as a communication channel between the project team, and members

Membership and Roles

The WG will consist of:

- Lead: Adnan Zeb-Khan
- Membership & third party stakeholders

It is expected that members serving on the WG will have differing viewpoints on some subjects. However, members must always act in the best interests of the full membership, CRUK and the wider flooring industry when serving on this WG.

Meeting Frequency and Reporting

- The WG will aim to meet every six weeks, or more frequently if/as required, for the duration of the project.
- Meeting minutes and action items will be recorded and distributed to members and recorded in the Members Area of the CRUK website
- The WG lead will provide regular status updates to the Steering Committee

Decision Making

- The WG will strive for consensus on recommendations and decisions
- Where consensus cannot be reached, the issue, with arguments, will be forwarded to the Steering Group for consideration and recommendations to the Board.
- Major decisions impacting project scope, timeline or budget require Steering Group approval

Resources and Budget

EPR Working Group members are expected to commit at least 1 hour per week on average to project activities.

Any expenses related to working group activities must be approved by the WG Lead and CRUK CEO.

Competition Law Compliance

General Principles

- All participants must make independent business decisions and avoid any agreements or information exchanges that could restrict competition.
- Discussions should focus solely on legitimate business purposes and avoid competitively sensitive topics.
- If inappropriate topics arise, participants must object immediately, leave the meeting if necessary, and report the incident.

Prohibited Topics

The following topics must not be discussed:

- Prices, pricing strategies, or any factors affecting pricing
- Terms and conditions of sale
- Allocation of customers, markets, or territories
- Production levels or capacity
- Bids, tenders, or intentions to bid
- Confidential future plans related to products, technology, or marketing
- Any agreements to boycott suppliers or customers

Best Practices

- Prepare and distribute a written agenda in advance
- Begin meetings with a reminder of competition law compliance
- Keep accurate minutes of all formal meetings
- Consult legal counsel if there are any competition law concerns

Consequences of Non-Compliance

- Violations of UK competition laws can result in severe penalties for companies and individuals, including large fines and potential criminal charges. All participants are responsible for ensuring their own compliance.
- By participating in this meeting, you acknowledge your understanding of these guidelines and agree to abide by them. If you have any questions, please consult with legal counsel

Review and Amendment

These ToR will be reviewed as and when appropriate but at least every 12 months. The ToR may be amended by agreement of the EPR Working Group members and approval of the CRUK Steering Group.

Effective Date: 20th November 2024 (updated 28/11/24)

Approved by: Adnan Zeb-Khan (PM) and Cathie Clarke (CEO)