

APPENDIX 1

Part 1 outlines the Action Plan to support the delivery of Perth and Kinross Council's Waste Management Plan 2010 – 2025. The last two columns indicate respectively whether the action has been achieved (Yes or No) together with an update on progress. Part 2 comprises new actions which are a continuation of the original actions in Part 1, and which are in line with the Waste (Scotland) Regulations 2012 and other recent national strategy developments. The Action Plan is a list of key activities which excludes recurring work activities.

In the table below:

- **Short term** means within 1 year
- **Medium term** means within 3 years
- **Long term** means more than 3 years
- **Ongoing** means existing action set to continue

Priority was scored taking into account landfill diversion, resource implications and statutory requirements.

If an action was completed and reported last year and there is no further update, it has been removed from the table and reference should be made to earlier progress reports for more information.

No.	Action	Timescale	Priority	Achieved Y / N	Progress
Waste Composition and Arisings					
5	Perth and Kinross Council to carry out annual waste composition analysis of household waste arisings.	Ongoing	Low	Y	The Waste Analysis programme included: <ul style="list-style-type: none"> • Household residual waste analysis carried out in November 2021 from areas that receive the Household Waste & Recycling Service (Tulloch, Crieff & Auchterarder). • Average percentage of material in the residual waste that could be recycled or composted through the kerbside collection was 38.4% a decrease on the previous year. • Kitchen/food waste is still the biggest single component found in the bin (31.23%) • Nearly a quarter of the residual waste bin is avoidable food waste (23.1%) • 9.4% of the residual bin was recyclable glass

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					<ul style="list-style-type: none"> All together the recyclable content (kerbside and Recycling Centres/Points) of the residual waste bin was 55.9% (a decrease of just under 2%) One of the actions within the Climate Change Action Plan is to develop a comprehensive Food Waste Action Plan. This will aim to promote food waste prevention, as well as an awareness campaign to increase participation in the Food Waste recycling service. An application was made for funding to Zero Waste Scotland Waste Composition Analysis Programme, and we have been successful in receiving funding to carry out a large-scale analysis - scheduled for May 2022.
Recycling and Composting					
26	Set a target of reusing, recycling/composting 80% of source segregated Recycling Centre waste by 2013.	Medium term	Low	Partial	<ul style="list-style-type: none"> The Recycling rate at Recycling Centres for 2020/21 was 68.3%. This is a decrease of 3.4% on the previous year. As a result of the pandemic Recycling Centres were closed for 2 months which impacted performance. Initial work towards increasing the recycling rate that has been undertaken includes identifying further opportunities to increase the range of materials collected. Carpet recycling was considered but is not currently viable. (Action 24) A Recycling Centre Performance Officer, as agreed through the 2019 Revenue Budget setting process, was recruited but due to other priorities was focussed on supporting the Asset Management Review and improving Recycling Quality. ERDF Funding support has been secured to implement Automatic Number Plate Recognition (ANPR) and would enable a policy review based on returned data. However, this project is currently under review.

Part 2 comprises new actions which are a continuation of the original actions in Part 1, and which are in line with the Waste (Scotland) Regulations 2012. The Action Plan is a list of key activities which excludes recurring work activities.

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No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
Actions Added in 2015					
Waste Prevention and Resource Efficiency					
73	Inveralmond Reuse Shop	Medium-term	High	Y	<ul style="list-style-type: none"> • A Phase 2 Application to Zero Waste Scotland's Circular Economy Investment Fund by the Council's preferred operator (PUSH) to fund the development of a Reuse Shop at Inveralmond Recycling Centre was submitted in November 2018. The application was unsuccessful as it did not fully align with the funding criteria. • PUSH was considering the options to further develop their Reuse operations but due to COVID this has not been progressed. • Further discussion has taken place with Circular Communities and other reuse/repair organisations and local businesses about how to promote further reuse/repair opportunities and drive social value within Perth & Kinross. Discussions are ongoing. • With the opportunity of funding through the Zero Waste Scotland Recycling Infrastructure Fund, the Inveralmond Reuse space model was revisited in conjunction with Circular Communities and workshops held with potential reuse partners. The workshops generated a lot of ideas and discussions, but it was determined that the space and potential at Inveralmond is not viable for third sector organisations to progress at this time. Many have been affected by the Coronavirus pandemic and currently in recovery phase. Further reuse partnership working will be explored. • In partnership with PUSH a reuse container has been installed at Inveralmond Recycling Centre to divert reusable items from landfill.
Actions Added in 2016					
General					
78	Commence Planning for Household	Long-term	High	Partial	<ul style="list-style-type: none"> • The Code of Practice has been reviewed with a draft version circulated for Local Authority comment - Scottish Government and CoSLA sign off is required. At the time of writing, no date for formal consultation has been confirmed.

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
	Waste and Recycling Charter and associated Code of Practice.				<ul style="list-style-type: none"> The implementation date for the Deposit Return Scheme (DRS) for beverage containers in Scotland was July 2022 but has been reviewed and will now commence in August 2023. The timing of the DRS introduction will be reflected in the PKC timeline for moving towards a more Charter compliant service to ensure consistency in communications. A funding application will be submitted to the Scottish Government Recycling Infrastructure Fund to support the capital costs associated with moving towards a more charter compliant service. Preparatory work has commenced that will inform the funding submission and a temporary project coordinator has been appointed to take the project forward. At the time of writing, we are awaiting confirmation from Zero Waste Scotland of a submission date for our funding application.
Street Sweeping & Litter					
85	Review of current approaches to litter enforcement and identify any opportunities for trialling new approaches	Short-term	Medium	Partial	<ul style="list-style-type: none"> This has been undertaken to progress an action under the enforcement section of the Litter Action Plan (Approved at Environment Committee, 25 March 2015). An Enforcement Strategy, which includes actions for litter enforcement, was to be brought forward to Committee but has been put on pause due to COVID. During COVID, enforcement approaches were trialled for fly-tipping including detailed investigation of fly tipping incidents and the subsequent issue of Fixed Penalty Notices. A mobile camera to detect fly-tipping at hotspot areas has been purchased and deployment is being explored with the Community Safety Team. A second camera will also be procured and deployed. Nationally, a Litter Strategy is being developed and future planning will take account of the final plan. The Strategy will also have a separate theme of fly-tipping and the consultation is open until March and a consultation response is being prepared. We are developing a fly tipping enforcement partnership with SEPA whereby evidence gathered by PKC can be used by SEPA using their civil enforcement measures We will continue to press at national level for local authorities to be given civil enforcement measures, which are currently only available to SEPA, to address fly tipping.
86	Investigate the use of 'Flymapper' and	Medium-term	Medium	Partial	<ul style="list-style-type: none"> A mobile phone application has been developed for use by all street sweeping crews to enable them to log fly-tipping in the field.

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	GIS for mapping fly-tipping incidents				<ul style="list-style-type: none"> • Application now being actively used by Street sweeping crew's through-out PKC. Information returned is being used to tackle offenders i.e., issue warning letters, address commercial compliance. • Further training on the application to street sweeping and other relevant teams across the Council will be carried out. • Work is ongoing with Zero Waste Scotland to integrate the information gathered locally with the national 'flymapper' system to enable sharing of the fly-tipping hotspots information and build a cross boundary picture of fly-tipping. • Finally, a review of fly-tipping data gathered by street sweeping crews has revealed that household black bag waste and bulky waste makes up a considerable proportion of recorded incidents and actions will be taken to address these issues.
Actions Added in 2017					
General					
89	Deposit Return Scheme – Extended Producer Responsibility	Medium Term	Medium	N	<ul style="list-style-type: none"> • The Deposit and Return Scheme for Scotland (DRS) was approved by the Scottish parliament in May 2020 and has now passed into law. • DRS will see people pay a 20p deposit on metal cans and PET (Polyethylene terephthalate) plastic and glass bottles, refunded when they are returned for recycling • From 16 August 2023, the scheme is due to be operational, with an ambitious target of 90% capture requiring to be achieved by 2024. • The Scottish Government has stated it will work with local authorities and future Deposit Return Scheme administrator(s) to unlock reprocessing investments, including pricing and incentive schemes, to create jobs and a ready supply of recycled material for new packaging. • Extended Producer Responsibility forms an important part of the Scottish Governments Circular Economy vision. The 4 current schemes for Packaging, Waste Electricals (WEEE), batteries and End of Life Vehicles (ELVs) will be reviewed; along with research into including other items such as mattresses. This could lead to changes in funding for Local Authority Waste Collections. Work is ongoing but timescales may alter due to the impact of COVID. • A response was submitted for the Extended Producer Responsibility consultation in 2021 and indicative cost & performance modelling data to inform the research

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					phase for EPR and inform payments for rural areas has also been provided. A watching brief on implementation dates will be taken.
Waste Prevention & Resource Efficiency					
Recycling and Composting					
93	Self-Catering Properties Recycling Project	Medium-term	Medium	Partial	<ul style="list-style-type: none"> The project will identify self-catering/holiday accommodation properties (with a non-domestic rates classification) and provide information on waste & recycling services to ensure legal compliance. Customisable materials and reusable recycling bags will be offered to accommodation providers with a Council collection contract to provide to their customers to support recycling. To date 3 phases (of 9) has successfully been completed with 60% of properties choosing PKC to collect their waste. The remaining are fully compliant with waste contracts with alternative private collectors. Phase 3 resulted in 85 new customers from 137 properties and Phase 4 of the project is on-going.
Street Sweeping & Litter					
95	Code of Practice on Litter and Refuse (Scotland) 2018	Short-term	Medium	Partial	<ul style="list-style-type: none"> The Code of Practice provides practical guidance on fulfilling duties under the Environmental Protection Act 1990 to keep land free of litter and refuse and to keep roads clean. The revised CoPLAR was passed by Parliament in July 2018 and explains what the duties are, who is responsible, what types of land are in scope and how to zone land and roads based on the likelihood of issues arising. Actions to ensure compliance with the new 2018 CoPLAR guidance include taking a focus on litter prevention, a new monitoring regime and re-zoning. A new Litter Management System has been developed by Keep Scotland Beautiful. The LMS is now available and PKC officers have undertaken LMS training. The new online application will be used to record both LEAMS and LMS data during the remaining 21/22 audits as part of the transition to the new system.

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					<ul style="list-style-type: none"> All PKC land has been zoned as per the requirements of the new system.
Actions added in 2018					
97	Smart Waste Project – Phase 2	Medium-term	Low	Partial	<p>Phase 2 has focused on using technology to design and optimise Waste & Recycling Services.</p> <ul style="list-style-type: none"> Fill level sensors will be installed on litter bins, domestic communal containers, and recycling points to enable expansion of reactive servicing and establish more efficient collection routes - this project has been paused due to the pandemic. Installation of 'in-cab' technology in all RCVs; which refers to the use of IT hardware and software within waste collection vehicles. This development will allow live reporting of missed bins directly to collection crews and confirm completion of collection routes. The contract for installation has recently been awarded. Use Automatic Number Plate Recognition to identify abuse of domestic Recycling Centres by commercial businesses - this project is under review.
98	Single Use Purchasing Policy for Perth & Kinross Council	Short-term	Low	Partial	<ul style="list-style-type: none"> To inform policy development a scoping exercise was carried out focussing on key single use items such as cups, and straws and other non-plastic items. An internal and stakeholder survey was completed which focused on the barriers and willingness to stop using single use products and replacing with reusable ones in the workplace. Overall, there was a real appetite to make changes, but often these changes could not be implemented due to the nature of the work e.g., healthcare. It was also recognised that the savings would be minimal as alternatives often cost more to purchase or are more problematic to use From the survey it was decided to focus on promoting reusable cups. Several sessions took place with Corporate and Senior Management Teams, but the project was put on hold due to COVID. The pandemic has resulted in a shift away from reusable to single use so there will be an emphasis on re-promoting reusable options including reusable face coverings. Internal recycling systems were also reviewed and prior to lockdown a graduate was secured to undertake analysis and survey work and provided a report of recommendations. Our working/office arrangements resulted in this project being put on hold and it is now being reviewed as there is a gradual return to office working.

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					<ul style="list-style-type: none"> The Scottish Government has carried out a public consultation on introducing market restrictions on single-use plastic items in Scotland and a consultation response was submitted by the Council. Legislation has been laid that will see Scotland ban some of the most environmentally damaging single-use plastic items, with the ban coming into effect on 1 June 2022. The ban will apply to the following single-use items: plastic cutlery (forks, knives, spoons, chopsticks), plates, straws, beverage stirrers and balloon sticks; food containers made of expanded polystyrene; and cups and other beverage containers made of expanded polystyrene, including their covers and lids. By the end of March 2022, the project will be reviewed, and main contacts will have been approached to assess what they are currently buying in terms of single use products.
Actions added in 2019					
100	Investigate the procurement vehicle for Residual Waste Treatment	Short-term	High	Y	<ul style="list-style-type: none"> The Council requires a long-term solution for residual waste once the current contract expires in September 2022. Options for the correct procurement vehicle and for working in collaboration with other local authorities has been explored and a procurement strategy developed. The strategy concluded that collaboration with Stirling, Clackmannanshire and Falkirk Councils would be supported by a technical expert team hired by Zero Waste Scotland and funded by the Scottish Government. The drafting of the procurement documents has commenced, and a contract is anticipated to be awarded by September 2022.
101	Asset Management Review of Waste & Recycling Infrastructure	Medium-term	Medium	Partial	<ul style="list-style-type: none"> An asset management review is being carried out which will consider Household Waste Recycling Centres, Transfer Stations, Depots, closed landfill sites and ancillary operational buildings. The aim of the review is to develop a long-term strategic plan for ensuring that the infrastructure is fit for purpose, maximises performance, meets statutory requirements and provides cost effective network management to provide the public with the best possible service. Building Condition Surveys have been completed for all assets and suitability surveys carried out. In-depth financial analysis in relation to revenue implications has also been undertaken.

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					<ul style="list-style-type: none"> This work has been supported by a public consultation for public toilets and comfort scheme partnerships which closed on 18th October. This identified some key issues around condition of buildings, opening hours, facilities for motorhome users and requests to review charges and providing card payment options as well as an indication of where people would prefer to see facilities. The next stage is to appoint a consultant who will compile the information collated and present high level costed options for further consideration. A report will be brought to a future Committee with the findings and recommendations.
Actions added in 2020					
102	Roll-out of recycling provision in Perth City Centre	Short-term	Low	Partial	<ul style="list-style-type: none"> We have prepared a bid for the Scottish Government Recycling Infrastructure Fund for capital grant support to introduce the bin housings required to introduce Dry Mixed Recyclable and Food Waste to City Centre Bin Hub locations. If successful it is proposed that this project could be undertaken in spring 2022.
103	Develop further reuse and repair opportunities	Medium-term	Low	Partial	<ul style="list-style-type: none"> Support reuse and repair organisations to develop further reuse and repair opportunities focussing on increasing diversion of furniture, textiles (school uniform), waste electrical and electronic (WEEE) items and bikes. Support opportunities for repair including development of repair cafes and online events/workshops. There has been considerable dialogue with the reuse sector over the past year. Many organisations were affected by the Pandemic and reported closing their operations at points through the year. At the time of writing, the vast majority have since reopened, many in their original form, and some with a different operational model e.g., only accepting certain donations, or operating reduced hours. Examples of partnership working include a new re-use cabin being set up at Inveralmond Recycling Centre and an additional reuse cabin established at Crieff Recycling Centre. A multi-agency reuse workshop was undertaken with Circular Communities and third sector reuse organisations. This workshop focused on what the organisations wanted going forward with regards development support, partnership working and networking. It also explored the option of a reuse facility at Inveralmond Recycling Centre which has been mentioned in action 73. A key action from the workshop is establishing a local Reuse Network. This will be set up by PKC initially with the vision that the attending organisations would run this

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					<p>themselves. It is recognised that there is value in these organisations coming together to share ideas, update on their current position and form cross working relationships. The first of these meetings will take place in 2022 as required by partner organisations.</p> <ul style="list-style-type: none"> • A pilot between Circular Communities and the Welfare Rights team took place in early 2021. The pilot aimed to provide an alternative source of good quality furniture to those who were entitled to a grant when being re-homed. The furniture was sourced from donated items through a Circular Communities consortium of reuse organisations. These items are cost effective and often more robust. The potential of the pilot was not fully reached, again because of the issues with the pandemic and resourcing pressures with the Welfare Rights Team. A review meeting took place in November 2021 with a view to re-starting the pilot in 2022. • Potential collaborative working with a private organisation who repurpose unwanted office furniture and make into affordable furniture such as beds and chest of drawers is to be further investigated. There is potential for this to be a source of furniture by the Welfare Team as per the pilot mentioned above. • The Zero Waste Space that was funded and built as part of the Zero Waste Perth programme has been closed throughout the Pandemic. Discussions will be taking place in 2022 to restart the use of the space for groups who have an interest in environmental issues, reuse & repair. In addition to this, the proposed Tool Library will again start to be developed in conjunction with The Bike Station Perth who host the Zero Waste Space.
Action added in 2021					
104	Improving the quality of Dry Mixed Recycling	Short-term	Medium	Partial	<ul style="list-style-type: none"> • Blue bin contamination rates increased because of lockdown which incurred financial penalties, resulting in a project to tackle kerbside contamination being established. The 'Stick to the Six' campaign focuses on encouraging householders to place only the six main recycling materials in the blue bin to avoid the confusion that existed around what could and could not be recycled through the kerbside service. • The campaign was launched in early 2020, with postcards sent to 23,000 properties in the lowest performing areas (based on tonnage of general waste compared to recycling). This was complimented with the creation of a webpage and dedicated PKC Waste Services Facebook page to enable direct engagement with the public. Press releases and media coverage helped communicate the messaging around

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					<p>the additional costs that had been incurred due to contamination and the importance of recycling at both a local and national level.</p> <ul style="list-style-type: none"> • A door-knocking exercise was undertaken in several areas of Perth that had received the postcard to try and further engage householders and identify barriers to recycling. • Refresher training has been carried out with our collection crews to emphasise the importance of following the contamination procedure by checking, tagging, and reporting blue bins with incorrect materials. Crews on six of the most heavily contaminated routes have been supported by the Waste Strategy team – this has shown to have a positive impact on the material quality and has given further opportunities to engage with householders. • The 46,000 properties who did not previously receive the direct mailing have been sent an updated ‘Stick to the Six’ postcard, so all householders eligible to participate in the blue bin will now have received reminder information about what items can be accepted through the kerbside service. • Following the success of the intervention and campaign, two Waste Assistants will be recruited to enable this work to continue a full-time basis. This will enable more crews to be supported both in Perth and the outlying areas. This resource will enable more on the ground engagement with residents and problem areas or issues to be identified and tackled.
105	Conduct a more detailed greenhouse gas assessment of the Waste projects and activities, to prioritise future climate change activities	Short-term	Low	Partial	<ul style="list-style-type: none"> • Carbon Metric Factors Summary Report and Scenario Modelling developed. • Investigate national co-ordination and support to ensure a consistent methodology and accurate dataset is utilised.
106	Undertake a Perth & Kinross Circular Scan to establish a baseline for the Circular	Short-term	High	Partial	<ul style="list-style-type: none"> • A current state analysis will be conducted which involves a Material Flow Analysis (MFA) relevant to the built environment of the region and a socioeconomic scan with a focus on key economic, employment and well-being.

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	Economy Routemap				
107	Develop a Food Waste Action Plan	Short-term	High	Partial	<ul style="list-style-type: none"> This will involve gathering data to create a baseline of knowledge, participation, and barriers. A Food Waste Survey #foodwasteequalsclimatechange is currently live on the Consultation Hub and results will help inform development of the Action Plan.
108	Maximise value from waste through reduction of greenhouse gas emissions via diversion of organic waste from landfill into recycling and energy production	Short-term	High	Partial	<ul style="list-style-type: none"> Secure a long-term residual waste treatment solution to meet the implementation date for the ban on landfilling biodegradable municipal waste ban by 31 December 2025. Waste Analysis completed Autumn 2021. Procure Contract by Spring 2022 and contract award contract by October 2022 (latest).
109	Develop a Circular Economy routemap including an action plan for Circular Textiles & Sustainable Fashion	Short-term	High	N	<ul style="list-style-type: none"> This will involve confirming a baseline for behavioural change Public Consultation and Routemap developed.
110	Develop a Circular Economy Routemap including actions to reduce consumption of products and materials and	Short-term	High	Partial	<ul style="list-style-type: none"> Embed Sustainable Procurement Duty and promote sustainable procurement tools. Investigate Circular Procurement opportunities.

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	make better use of existing products including tackling single use items				
111	Development of a Resource Management Plan for Education & Childrens Services	Short-term	Medium	Partial	<ul style="list-style-type: none"> Plan to be agreed
112	Work with the Resources Management Association (RMAS) to decarbonise sector and liaise with the Business & Industry Group	Short-term	High	Partial	<ul style="list-style-type: none"> Plan to be agreed
113	Establish a Stakeholder Advisory Group to review & develop the Waste & Circular Economy Action Plan	Short-term	Low	N	<ul style="list-style-type: none"> Plan to be reviewed