

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.

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 / Comment
<b>Actions Added in 2014</b>					
<b>Waste Prevention and Resource Efficiency</b>					
61	Zero Waste Fortnights	On-going	Medium	Partial	<ul style="list-style-type: none"> <li>• Zero Waste challenges are delivered in conjunction with local community groups and deliver landfill diversion and increased recycling participation.</li> <li>• A Zero Waste Challenge took place in Highland Perthshire in May 2016 covering Pitlochry, Blair Atholl and Ballinluig postcodes. A follow-up challenge took place in May 2017 to determine community participation and engagement in the programme across the second year funded term. Both challenges delivered positive yields in residual waste reduction and Dry Mixed Recyclate increased tonnage.</li> <li>• A Zero Waste Fortnight will be carried out in Kinross-shire in early 2018 as part of the Sainsbury funded 'Waste Less, Save More' Project.</li> </ul>
<b>Recycling and Composting</b>					
62	Route Optimisation Project Implementation	Long-term	Medium	Partial	<ul style="list-style-type: none"> <li>• The Route Optimisation Project aims to utilise technology and software to improve the efficiencies of our waste &amp; recycling</li> </ul>

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					collections; <ul style="list-style-type: none"> <li>• Current residual waste routes have been run on the software. Changes will look to be implemented following a re-assessment of routes in Autumn 2017.</li> <li>• Commercial food waste collections have been run on the software to provide an efficient collection route.</li> <li>• New Residual/DMR routes created for the Carse of Gowrie area &amp; Stanley/Luncarty area.</li> <li>• Two garden &amp; food waste routes have been re-configured to balance distribution of properties serviced.</li> </ul>
<b>Street Sweeping and Litter</b>					
<b>Waste Awareness</b>					
65	Teaching Resources for Schools	Medium-term	Medium	Y	<ul style="list-style-type: none"> <li>• A number of activity sheets and an activity book has been created and is available for Perth and Kinross Schools.</li> <li>• A further Circular Economy worksheet has been created for Perth College and updates to the existing worksheets to bring them in-line with new information.</li> <li>• These self-service materials are being made available on an ongoing basis to teaching staff along with any promotional kit required.</li> </ul>
<b>Actions Added in 2015</b>					
<b>General</b>					
70	Roll-out of Improved Recycling Service to 50,500 households	Medium-term	High	Y	<ul style="list-style-type: none"> <li>• Roll-out commenced in January 2016 and was on time completed by July 2017. All 8 phases have been completed with the service rolled out to 49,997 households. With the inclusion of the trial properties, this brings the total to 54,997 households currently on the service.</li> <li>• A total of 44,737 bins were</li> </ul>

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					<p>collected from households, with 3,802 suitable for reuse as dry mixed recycle bins or mixed food and garden waste bins. The remainder of the bins were sent for recycling.</p> <ul style="list-style-type: none"> <li>Waste analysis has shown that across the majority of categories, there has been a decrease in recyclates in the general waste stream. Garden and food compositional analysis has also shown an increase in food waste.</li> <li>The new service is projected to achieve the associated financial savings.</li> </ul>
<b>Waste Prevention and Resource Efficiency</b>					
72	Volunteer & Community Advocate Programme (VCAP)	Medium-term	High	Y	<ul style="list-style-type: none"> <li>Funding was awarded by Zero Waste Scotland to run the VCAP commencing in July 2015. An officer was recruited and appointed to deliver the outputs of the campaign.</li> <li>The programme is based on the successful delivery of a Zero Waste Fortnight model across a longer term, as established in Auchterarder and Aberuthven.</li> <li>The programme covers Highland Perthshire and has covered a number of communities west of the A9 in year 1 (2015/16), followed by communities east of the A9 in year 2 (2016/17).</li> <li>The programme completed in June of 2017 and the legacy of the campaign has been well captured, with a number of physical resources and networking connections that will continue beyond the term of the campaign. The VCAP focused on being community led, recruiting and utilising the skills and knowledge of the local</li> </ul>

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					<p>community, for the purpose of leaving a positive legacy</p> <ul style="list-style-type: none"> <li>The experiences captured from both Zero Waste community campaigns delivered to-date, along with previous Zero Waste fortnights, has led to a consortium bid to Zero Waste Scotland's Zero Waste Town Development Programme (European Regional Development Fund). See Action 77.</li> </ul>
73	Inveralmond Reuse Shop	Medium-term	High	Partial	<ul style="list-style-type: none"> <li>A Phase 1 Application has been submitted to Zero Waste Scotland's Circular Economy Investment Fund by the Council's preferred operator (PUSH) to fund the development a Reuse Shop at Inveralmond Recycling Centre.</li> <li>As part of the Phase 1 application, the Council has offered a 15 year lease on the site with break points at 5 and 10 years.</li> <li>PUSH has also secured £24,000 from the Corporate Panel.</li> <li>PUSH are working with Property Services to develop designs for the Reuse Shop.</li> <li>Waste Services will continue to support PUSH in developing this project.</li> </ul>
<b>Waste Awareness</b>					
75	Glass Recycling Campaign	Medium-term	Medium	Partial	<ul style="list-style-type: none"> <li>The campaign commenced with CHAS in October 2015 and was extended for a second year until October 2017.</li> <li>The trial campaign has been run across both years with a full communications strategy being delivered by both the Council and CHAS.</li> <li>Results: October 2015 – September 2016/ £3, 556.26 (409.53 tonne increase on previous year).</li> <li>Results: October 2016 – March 2017 £2,017.34</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					(409.07 tonne increase on previous year). <ul style="list-style-type: none"> <li>The income share glass campaign will be run for a third year from 1 October 2017 with Cornhill Macmillan (of PRI) and will be re-branded to reflect the new partnership.</li> </ul>
<b>Non-municipal Waste</b>					
76	Complete Phase 2 of Scotland's Resource Sector Commitment	Short-term	Medium	Y	<ul style="list-style-type: none"> <li>The Council successfully signed up to a national commitment to prioritise health and safety in the Waste and Resources Industry in 2016.</li> <li>Perth &amp; Kinross Council signed up to the first phase, a commitment to good customer service, in 2014.</li> <li>In 2015, the scheme was expanded to include excellence in health and safety. Information on the Council's health and safety practices in relation to waste and recycling services were independently audited. PKC have achieved the resource sector commitment health and safety standards and the pro-active approach with staff was commended.</li> </ul>
<b>Actions Added in 2016</b>					
<b>General</b>					
77	Investigate the funding opportunity from Zero Waste Scotland to become a Zero Waste Town and work in conjunction with a local community group or organisation	Medium-term	Medium	Y	<ul style="list-style-type: none"> <li>A consortium partnership with Beautiful Perth (Lead Partner) and EcoTechnic of Perth College was developed in order to submit a consortium bid.</li> <li>Zero Waste Scotland has awarded £299,587 of funding to the Zero Waste Perth campaign from the Zero Waste Town Development Fund, which is administered under the European Regional Development Fund (ERDF).</li> </ul> <p>In order to achieve this, the</p>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>following stages have been undertaken -</p> <ul style="list-style-type: none"> <li>• Stage 1: Application (October 2016 – April 2017). Successfully awarded £15K to consultancy NSA to develop a full feasibility study.</li> <li>• Stage 2: Full feasibility study and project plan submitted in April 2017. Successfully awarded £300K funding to the consortium to deliver the Zero Waste Perth campaign (awarded August 2017).</li> <li>• Stage 3: Implementation of awarded funding via a detailed project plan, including recruiting 2 new officers. The campaign was mobilised in September 2017 and will be delivered until March 2020.</li> <li>• The funded officers will be seconded to the Council as part of the consortium Partnership Agreement.</li> <li>• The campaign will deliver a large number of opportunities for the identified areas of Perth City Centre and North Perth.</li> <li>• The campaign will be delivered under 6 themes: Overarching Zero Waste Perth Campaign; Food Waste Prevention Projects; Reuse &amp; Repair Project; Recycling Promotion Projects; Resource Efficiency and Circular Economy Opportunities</li> </ul>
78	Commence Planning for Household Waste and Recycling Charter and associated Code of Practice.	Long-term	High	Partial	<ul style="list-style-type: none"> <li>• A review of current policies and procedures, in conjunction with Zero Waste Scotland has commenced.</li> <li>• In 2018, options analysis and modelling will be completed to assess future code of practice compliant service options</li> <li>• A report will be brought to</li> </ul>

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					the Environment, Enterprise and Infrastructure Committee once the review has been completed.
79	As part of the SMART Cities Project, pilot the use of sensors for Litter Bins and Recycling Bells and radio frequency identification tagging of commercial bins	Short-term	Low	Partial	<ul style="list-style-type: none"> <li>• In conjunction with, and part-funded by, Scottish Cities Alliance, a trial of new sensor technology will take place. It will gauge efficiencies within the current service and undertake route optimisation. If successful a business case will put forward for wider roll-out. The contract for purchase and installation has been awarded. The company will complete installation by November 2017. Data collection and route optimisation analysis will be carried out in 2018.</li> <li>• On-board weighing and RFID (radio frequency identification) tagging of commercial bins to record the bin and contents will also be trialled. The glass and food vehicles will have dynamic on-board weighing systems installed and data collection has commenced.</li> <li>• All projects under Smart Waste will be completed by December 2018.</li> <li>• Also see Action 86.</li> </ul>
80	Implementation of a Permit System at Recycling Centres	Short-term	Medium	Yes	<ul style="list-style-type: none"> <li>• The Permit System was approved at Environment Commitment in June 2016.</li> <li>• The implementation included development of a Project and Communications Plan, Staff Training, a 'Soft Start' phase from January 2017.</li> <li>• Full implementation of the Permit System took place in June 2017.</li> <li>• To April 2016, there have been 1028 permits issued – 631 domestic exemption, commercial and 397 landlord permits.</li> <li>• An internal review was undertaken in September</li> </ul>

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					to further streamline the application process and management of the system.
<b>Waste Prevention &amp; Resource Efficiency</b>					
81	Developing skills for a circular economy	Medium-term	Low	Partial	<ul style="list-style-type: none"> <li>Waste Services continue to work with Perth College to deliver bespoke breakdown lab sessions within class sessions.</li> <li>A Waste Trainee was successfully appointed for 2 years in August 2016 and is working on the Mini-Glass Recycling Points projects (Action 83), as well as supporting other projects in the Waste Management Plan. The MA is also undertaking an HNC in Sustainable Resource Management at Fife College.</li> <li>Going forward, in conjunction with HR, further work and/or training opportunities will be developed including a Work Ready programme and investigating a Modern Apprentice position.</li> <li>Circular Economy opportunities will be explored via the Zero Waste Perth campaign during 2017-2020.</li> <li>Waste Services is contributing to discussions with Economic Development for the National City Scan project.. The project aims to identify synergies with local businesses to develop circular economy models for identified waste streams.</li> </ul>
82	Schools Food Waste Project	Short-term	Medium	Y	<ul style="list-style-type: none"> <li>Reductions in avoidable food waste have the potential to reduce this service requirement and also generate savings in food purchasing.</li> <li>The primary aim of the</li> </ul>



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					<p>project was to create baseline data for waste within 5 representative PKC schools, and to look at the practices currently adopted by each participating school, with the intent of using both the quantitative and qualitative findings to share any identified examples of good practice.</p> <ul style="list-style-type: none"> <li>• Lessons learned have been fully reviewed with ECS catering team to look at possible sharing of best practice from the 5 schools Waste Services delivered this campaign with. ECS has committed to a review of some practices within the bounds of what is achievable within their budgets.</li> <li>• ECS is continuing to increase their food waste recycling provision within schools, as kitchens become more competent with their use of this service.</li> <li>• Discussions will be ongoing with ECS in future to follow-up on the implementation of improvements.</li> </ul>
83	Install mini-glass recycling points as part of the new Household Waste & Recycling Service	Medium-term	High	Partial	<ul style="list-style-type: none"> <li>• The roll out areas of the Household Waste and Recycling Service will have mini glass recycling points installed in support of actions 27 and 75.</li> <li>• This will provide further recycling provision, responding to public feedback and to ensure compliance with the Household Waste and Recycling Charter. In 2017, 22 points have been installed to date, with ongoing consultation on more locations in an effort to expand the current network.</li> <li>• If funding is received from Zero Waste Scotland to</li> </ul>

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					support the roll-out of new points, a further 20+ points will be installed in 2017/2018.
84	Working in conjunction with Zero Waste Scotland on the Geographical Food Waste project	Medium-term	Medium	Y	<ul style="list-style-type: none"> <li>The Geographical Food Waste Project was delivered by ZWS in the Perth &amp; Kinross area from September 2016 to April 2017.</li> <li>A business breakfast was held in March 2018 for local businesses to attend to share best practice and to be informed of external supports available.</li> <li>Hospitality case study videos were developed with 4 Perthshire businesses looking at best practice implementation of waste reducing behaviours.</li> <li>A food waste competition for hospitality staff was also run by Zero Waste Scotland. A large amount of content was derived from this for sharing.</li> <li>All outputs from the programme have been made available by Zero Waste Scotland on their website for businesses to access as a resource. These will be shared as part of Zero Waste Perth.</li> <li>A review is ongoing about further investment into the programme.</li> </ul>
<b>Street Sweeping &amp; Litter</b>					
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"> <li>This will be undertaken to progress an action under the enforcement section of the Litter Action Plan (Approved at Environment Committee, 25 March 2015).</li> </ul>
86	Investigate the use of 'Flymapper' and GIS for mapping fly-tipping incidents	Medium-term	Medium	Partial	<ul style="list-style-type: none"> <li>This will be undertaken to progress an action under the Infrastructure section of the Litter Action Plan (approved at Environment Committee, 25 March 2015).</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<ul style="list-style-type: none"> <li>• FlyMapper is an app and web based system which allows fly-tipping incidents to be quickly and efficiently recorded in the field and for the status of each incident to be tracked. It provides useful information at a local level to allow interventions and campaigns to be targeted directly where the issues arise.</li> <li>• ERDF funding was secured in 2016 and a Smart Waste Systems Officer employed to manage the introduction of various systems including 'FlyMapper' (Action 79).</li> <li>• The Smart Waste Systems Officer is in post until December 2018, by which time FlyMapper will have been introduced, monitored and used by officers and operational colleagues as the main recording tool.</li> </ul>
87	Investigate the Litter Prevention Innovation Fund opportunity from Zero Waste Scotland	Short-term	Medium	Y	<ul style="list-style-type: none"> <li>• An expression of interest application was made to this fund in April 2017 to provide funding for a fixed term officer to deliver targeted promotion to residents, to address the key aspects of both the National Litter Strategy and PKC's Litter Action Plan, via significant events of scales taking place across Perth and Kinross.</li> <li>• This application for funding consideration was not successful, as the approach although new for Perth &amp; Kinross, was not considered novel enough to fund as a best practice example. Further feedback also touched on the proposals as being reliant on delivery by a funded officer, which would not be able to continue after the funding term.</li> </ul>
<b>Non-Municipal Waste</b>					

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
88	Work in partnership with SEPA to undertake an enforcement initiative with businesses relating to the compliance with the Waste (Scotland) Regulations 2012	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>• Perth and Kinross Council are working in partnership with the Scottish Environmental Protection Agency (SEPA), which regulates the duty to segregate material for recycling across Scotland.</li> <li>• Businesses were asked to supply Waste Transfer Notes or provide satisfactory information on compliance with the duty. Failure to do so may result in a report being sent to SEPA for further enforcement action, including a Fixed Monetary Penalty (FMP) of £300.</li> <li>• Businesses were contacted in August and advisory visits carried out by SEPA in September 2016. All local businesses who received visits were fully compliant, although some required repeat visits.</li> <li>• Findings on the enforcement initiative were produced by SEPA in May 2017 and Waste Services will continue to work with SEPA on delivering an enforcement protocol within Perth &amp; Kinross.</li> <li>• Perth &amp; Kinross will also deliver specific recommended actions to improve compliance and reduce contamination of food waste collected from commercial customers.</li> </ul>
<b>Actions Added in 2017</b>					
<b>General</b>					
89	Deposit Return Scheme – Extended Producer Responsibility	Medium Term	Medium	N	<ul style="list-style-type: none"> <li>• A deposit return system (DRS) is one where consumers pay a small amount of money in addition to the purchase price at point of sale. This money is then returned to them if they choose to return the item after use. These systems, operating around the world, are cited</li> </ul>

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					<p>as offering benefits such as reducing litter and increasing recycling.</p> <ul style="list-style-type: none"> <li>• In June 2017, further detailed work on how a potential deposit return scheme might operate in Scotland was commissioned by the Scottish Government.</li> <li>• ZWS will investigate design options and the associated costs and benefits of how a deposit return scheme could operate in Scotland's unique environment. Options will then be put to the public for consultation before Ministers come to a final decision on the future of deposit return.</li> <li>• In September the Scottish Government announced, as part of their Programme for Government, that Scotland will introduce a deposit return system for drinks containers</li> <li>• In October a motion was passed at Full Council instructing the Chief Executive to write to Roseanna Cunningham MSP, Cabinet Secretary for Environment and Climate Change, in these terms; offering Perth &amp; Kinross Council involvement with her and COSLA in producing a final design for the scheme in 2018.</li> <li>• A future report will be brought forward to the Environment, Enterprise &amp; Infrastructure Committee regarding the final design of the scheme and implications for Perth &amp; Kinross Council and the area.</li> </ul>
90	Planning for Major Developments	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>• Waste Services and Direct Services (Operations), working in conjunction with colleagues in Development management, will review major developments, future housing projections and</li> </ul>

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					phasing plans to establish future resource requirements to ensure an efficient, quality service is provided to all households in Perth & Kinross.
<b>Waste Prevention &amp; Resource Efficiency</b>					
91	Work in conjunction with our consortium partners (Beautiful Perth and Perth College – Ecotechnic) to deliver Zero Waste Perth	Medium-term	Medium	N	<ul style="list-style-type: none"> <li>• Our consortium has been awarded funding to deliver the proposed Zero Waste Perth campaign from September 2017 – March 2020, attracting a funding award of £300K. This campaign has funded 2 new officers, who will be recruited and appointed in the final quarter of 2017. The focus of the campaign will be on sharing, reuse, recycling, resource efficiency and circular economy themes, for both householders and businesses. A key focus will be on bringing organisations and individuals together across the community, education and commercial sectors to share resources and experience to reduce waste and utility consumption.</li> <li>• Implementation of awarded funding via a detailed project plan, including recruiting 2 new officers. The campaign will be mobilised from September 2017 and will be delivered until March 2020.</li> <li>• The campaign will deliver a large number of opportunities for the identified areas in Perth.</li> <li>• The campaign will be delivered under 6 themes: Overarching Zero Waste Perth Campaign; Food Waste Prevention Projects; Reuse &amp; Repair Project; Recycling Promotion Projects; Resource Efficiency and Circular Economy Opportunities</li> </ul>

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92	Sainsbury's – Waste Less, Save More	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>• <u>The Funding Award:</u> Sainsbury's Supermarket Ltd has awarded Perth &amp; Kinross Council's Waste Services £46,739 of funding from the Waste Less, Save More Funding Programme to encourage food waste reduction in Kinross-shire and Blairgowrie, in collaboration with local community groups and the local Sainsbury's stores in Kinross and Blairgowrie.</li> <li>• The 'Waste Less, Save More' Project will take place from June 2017 until 26 May 2018. The first community workshops are being delivered directly with existing community groups. Individual householders are encouraged to register their interest in the second set of community workshops.</li> <li>• A key component of the campaign will be to provide Welcome Packs to 250 new Council Housing Tenants, which include useful kitchen items to tenants to prepare, cook and store food properly in order to reduce waste.</li> <li>• Waste Services is working in partnership with the NHS Cook It Programme and Housing and Community Safety to both consult on the direction of the activities and to seek their support in the practical aspects of delivery.</li> </ul>

Recycling and Composting					
93	Self-Catering Properties Recycling Project	Medium-term	Medium	N	<ul style="list-style-type: none"> <li>The project will identify self-catering/holiday accommodation properties (non-domestic rates classification) and provide information on waste &amp; recycling services to ensure legal compliance.</li> <li>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.</li> </ul>
94	Re-introduction of Charging for Garden Waste	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>As part of the budget setting process in February 2017, it was agreed that Perth &amp; Kinross Council would reinstate an annual charge of £25 for the uplift of household garden waste (brown-lidded bin). Food Waste will continue to be collected from households free of charge in the brown-lidded bin.</li> <li>An internal working group has been established to consult on internal procedures, policies and detail the requirements to implement the Garden Waste Subscription service.</li> <li>Currently 80% of Perth &amp; Kinross households are eligible to participate in the brown-lidded bin service, approximately 57, 171 properties.</li> <li>It is proposed that all qualifying households will receive a direct mailing in January 2018 advising them of the service change, asking that they register and pay (preferably online) in anticipation of the April 1st 2018 start date.</li> <li>Customers subscribing will be issued a permit by direct mailing to attach to their brown-lidded bin. The permit will identify to the collection crew that the bin has been authorised to</li> </ul>



					<p>contain garden waste and can be uplifted across the full financial year detailed on the permit.</p> <ul style="list-style-type: none"> <li>• Permits will be registered to an individual premise; they will be non-transferrable and non-refundable.</li> <li>• Local Authorities who have introduced similar Garden Waste Permit schemes have found an uptake rate of around 50% to the chargeable scheme. Recycling rates at 90%.</li> </ul>
<b>Street Sweeping &amp; Litter</b>					
95	Code of Practice on Litter and Refuse (Scotland) 2017	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Perth &amp; Kinross Council have responded to the consultation on the new Code.</li> <li>• Actions that will be taken forward to ensure compliance with the new 2017 COPLAR guidance include: litter prevention – litter days of action and zoning of land.</li> </ul>
<b>Waste Awareness</b>					
96	Household Waste & Recycling (HWR) Survey 2017	Short-term	Low	N	<ul style="list-style-type: none"> <li>• A report relating to the 2017 survey will be brought forward to Committee in January 2018.</li> </ul>