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Council Building
The Atrium
137 Glover Street
Perth
PH2 0LQ

Friday, 27 May 2016

A Meeting of the **Environment Committee** will be held in the **Gannochy Suite, Dewars Centre, Glover Street, Perth, PH2 0TH** on **Wednesday, 01 June 2016** at **10:00**.

If you have any queries please contact Heledd Rheinallt on (01738) 475119 or email Committee@pkc.gov.uk.

BERNADETTE MALONE
Chief Executive

Those attending the meeting are requested to ensure that all mobile phones and other communication devices are in silent mode.

Members:

Councillor Alan Grant (Convener)
Councillor Mike Williamson (Vice-Convener)
Councillor Michael Barnacle
Councillor Rhona Brock
Councillor Bob Ellis
Councillor Callum Gillies
Councillor Grant Laing
Councillor Murray Lyle
Councillor Elspeth Maclachlan
Councillor Dennis Melloy
Councillor Mac Roberts
Councillor Willie Robertson
Councillor Anne Younger

Environment Committee

Wednesday, 01 June 2016

AGENDA

MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.

- 1 WELCOME AND APOLOGIES/SUBSTITUTES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE ENVIRONMENT COMMITTEE OF 23 MARCH 2016 FOR APPROVAL AND SIGNATURE**
- 4 ACTIONS TO PROMOTE THE RED SQUIRREL POPULATION ON COUNCIL LAND (ARTICLE 15/204 REFERS)**

Following the decision of the Environment Committee regarding actions to promote the red squirrel population on Council land, officers have continued to progress the actions agreed. Engagement with Saving Scotland's Red Squirrels (SSRS) has taken place regularly in relation to the management of both reds and greys, as well as information about the public perception of culling. SSRS have recently confirmed that they should be able to provide all the information required to allow a paper to be tabled at Committee in November 2016.
- 5 PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP - COMMUNITY SAFETY AND ENVIRONMENT GROUP**
 - (i) MINUTE OF MEETING OF THE COMMUNITY SAFETY AND ENVIRONMENT GROUP OF 13 NOVEMBER 2015 FOR NOTING** **5 - 12**
 - (ii) SUMMARY REPORT FROM COMMUNITY PLANNING COMMUNITY SAFETY AND ENVIRONMENT GROUP ON 13 MARCH 2016** **13 - 14**

Report by Director (Environment) (copy herewith 16/253)

- | | | |
|----------|---|------------------|
| 6 | THE ENVIRONMENT SERVICE BUSINESS MANAGEMENT AND IMPROVEMENT PLAN AND ANNUAL PERFORMANCE REPORT
Report by Director (Environment) (copy herewith 16/238) | 15 - 60 |
| 7 | COMMUNITY ENVIRONMENT CHALLENGE FUND UPDATE
Report by Director (Environment) (copy herewith 16/239) | 61 - 74 |
| 8 | INTRODUCTION OF A TRADE WASTE PERMIT SYSTEM AT COUNCIL RECYCLING CENTRES
Report by Director (Environment) (copy herewith 16/240)
Note: There will be a presentation on the above item by Sheila Best, Waste Services Team Leader | 75 - 106 |
| 9 | THE FLOOD RISK MANAGEMENT (SCOTLAND) ACT 2009 PUBLICATION OF LOCAL FLOOD RISK MANAGEMENT PLANS
Report by Director (Environment) (copy herewith 16/241) | 107 - 130 |

IT IS RECOMMENDED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM(S) IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

- P1 PERTH AND KINROSS COUNTRYSIDE TRUST – SERVICE LEVEL AGREEMENT REVIEW 2015/16 AND PROPOSAL 2016/17**

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COMMUNITY PLANNING COMMUNITY SAFETY and ENVIRONMENT GROUP

Minute of meeting of the Community Planning Community Safety and Environment Group held in the Hay Room, Dewar's Centre, Perth on Friday 13 November 2015 at 10.00am.

Present: Councillors A Grant, D Pover and H Stewart, (all Perth and Kinross Council); J Flynn (NHS Tayside); N Gardiner (TACTRAN) (substituting for E Guthrie); A McManus (Perth and Kinross Community Health Partnership); N Russell (Police Scotland) and F Scott (Scottish Fire and Rescue Service) (substituting for R Middlemiss).

In Attendance: Dr S Curran (up to and including Item 5(1)) (NHS Tayside); N Moore (Scottish Ambulance Service); A Fleming (from and including Item 10), L Collie (from and including Item 10), C Haggart, J Irons, C Johnston, K McNamara, M Notman, B Reekie, M Richmond (up to and including Item 5(1)), H Rheinallt and N Rogerson (all Perth and Kinross Council).

Apologies for Absence: G Clark (Scottish National Heritage); G Gilling (Perth and Kinross Community Health Partnership); E Guthrie (TACTRAN); D Hodgkinson (Perth College UHI); and H Llewellyn (Community Justice Authority).

1. WELCOME AND APOLOGIES

Councillor D Pover, Convener, welcomed all those present at the meeting and apologies were noted as above.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the relevant Codes of Conduct.

3. MINUTE OF MEETING OF COMMUNITY SAFETY AND ENVIRONMENT GROUP OF 21 AUGUST 2015

The minute of meeting of the Community Safety and Environment Group of 21 August 2015 was submitted and approved as a correct record.

4. MATTERS ARISING

(i) Partnership Home Safety Activities (Item 7 refers)

J Flynn assured the Group that NHS Tayside was satisfied that the response, as regards the Adult Support and Protection issue, was appropriate according to the constraints of the service and the needs of the patient.

(ii) Cycling, Walking and Safer Streets (CWSS) Projects 2015/16 (Item 11 refers)

N Gardiner reported that E Guthrie had raised the issue of cycling safety on the A9 with Transport Scotland.

5. PRESENTATION

(1) Suicide Intervention

M Richmond, Perth and Kinross Council, and Dr S Curran, NHS Tayside, made a joint presentation to the Group regarding suicide prevention in Perth and Kinross. During the presentation the undernoted points were referred to:

- Kinnoull Hill as a location of concern – Kinnoull Hill has been highlighted as a national area of concern for completed suicides. Preventative work has been undertaken, involving M Richmond, Perth and Kinross Council Community Greenspace, and Tayside Mountain Rescue. A landscape architect from Perth and Kinross Council is working on the development of a low wall at the summit. Feedback on the preventative work to be done was given at a meeting involving the Mental Health and Wellbeing Strategy Group and the Suicide Prevention Steering Group and any issues concerning the work had been raised. A further meeting had been arranged on 25 November 2015 to deal with these issues.
- Suicide hotspots around the world – these have been extensively studied. Interventions, such as physical barriers, lead to a reduction in suicides in that area, which are mostly not transferred to another location. One survivor of a suicide attempt from the Golden Gate Bridge, Kevin Hines, later said that he would have stopped his attempt if anyone had intervened before he reached the edge of the bridge; he regretted his decision the moment he jumped. Measures taken to reduce suicides have had a significant impact in locations such as at the Clifton Suspension Bridge and the New Zealand Lawyers Head cliff.
- Evidence points towards physical interventions at suicide hot spots resulting in a net overall reduction in suicides.

K McNamara highlighted that the content of the presentation reinforced the need for work to be done at Kinnoull Hill.

6. OUTCOME DELIVERY PLAN – PROGRESS REPORTS APRIL 2014

There was submitted and noted a six monthly report (G/15/272) detailing developments and progress in working towards the following Strategic Objective: creating a safe and sustainable place for future generations.

K McNamara spoke briefly to the report in relation to key areas and areas for improvement in regard to environment issues, and he specifically made reference to:

- Perth and Kinross Council social housing has a 73.4% compliance level with the new Energy Efficiency Standard for Social Housing;
- The Heat Network Partnership is supporting the Council in the development of heat mapping to reduce people's heating bills;
- There is a refurbishment programme for micro-hydro regeneration;
- There has been success under the Tayside Biodiversity Action Plan.

M Notman spoke briefly to the report in relation to key areas and areas for improvement in regard to community safety issues, and she specifically made reference to

- Plans for alcohol scoping and water safety are being progressed;
- A candidate for the post of Aberfeldy Community Warden is being advanced;
- Some activities, such as the home safety visits, have been mainstreamed due to their success;
- Progress on the Safer Communities Strategy is slow. Staff members are working on finding funding for policy development.
- The Equally Safe Strategy improvement and implementation plan is being worked on.

J Flynn highlighted the importance of Safe Taysiders. M Notman responded that Roddy Ross, Perth and Kinross Council is considering how it could be maintained and if funding could be obtained to support it.

Resolved:

The six monthly update, as detailed in report G/15/272, be approved.

THE GROUP UNANIMOUSLY AGREED TO VARY THE ORDER OF BUSINESS FROM THIS POINT

7. ROAD SAFETY

There was submitted a report by the Road Safety Theme Lead (G/15/273) providing an update on the various items of work which had been, are being, or would be undertaken to support improvements to Road Safety across Perth and Kinross.

C Haggart highlighted the Safe Drive Stay Alive event as being very successful, however, the lack of availability of funding is of concern. A proposal to extend funding if possible would be brought back to the Group in due course. The A9 installation of average speed cameras had also been highly successful with a compliance figure of over 99.96%, and a significant drop in excessive speeding.

Resolved:

The contents of report G/15/273 be noted.

8. SAFER COMMUNITIES

There was submitted a report by the Safer Communities Theme Lead (G/15/274) updating the Group on the partnership and other activity of note that is underway or under development within the Safer Communities Theme.

N Russell provided updates in relation to partnership working currently ongoing, highlighting the following points:

- The candidate for a Rural Community Warden had recently passed the fitness test.
- Through the Graffiti Strategy, 245 pieces of graffiti had been identified and reported, with the strategy resulting in a marked improvement in the City Centre. There are currently three very active 'taggers' in Perth and work is currently being undertaken to identify these.
- There is a Prevent duty on local authorities as part of the UK's counter-terrorism strategy. The Council has established an Integrity Group under the "Letting Our Communities Flourish" strategy which accepted ownership of the Prevent duty on behalf of the Council, with the Safer Communities Partnership having accepted a co-ordinating and delivery role. There is close partnership working and counter terrorism is discussed with the Police Scotland Counter Terrorism staff regularly. Work is being progressed on carrying out the duty.
- There have been meetings on how the CCTV in Perth City Centre would be tackled and upgraded; further reports would be submitted to the Group in due course.
- The Air Weapons and Licensing (Scotland) Act 2015 will be coming into force on 1 April 2016, and the Council's Environment Service is identifying a suitable lockfast container to support the surrender period.
- Community Watch is in use in Perth and Kinross, and the next stage of its roll-out had been on 28 October 2015 at Dewars Rinks, promoting the use of the system in Perth City.
- The outputs from a workshop session held on the Scottish Government's new National Missing Persons Strategy had been made available to all partners who would respond separately to the consultation, closing on 30 November 2015.

Councillor Grant queried whether the Group was being asked to give its view on the burden assessment of the new Prevent duty. N Russell agreed to find out and report back to members of the Group on this (**ACTN – NR**).

Resolved:

The contents of report G/15/274 be noted.

A FLEMING AND L COLLIE ENTERED THE MEETING AT THIS POINT

9. REDUCING REOFFENDING

There was submitted a report by the Reducing Reoffending Theme Lead (G/15/275) updating the Group on the current partnership activity and the activity which is currently being developed within the remit of the Reducing Reoffending Theme.

J Irons provided updates in relation to partnership working currently ongoing, highlighting the following points:

- The partnership service for the multiple and complex needs of women offenders, which had resulted in a significant increase in positive outcomes for women offenders themselves, families and communities. Although these figures may change, this had been a significant impact, and in terms of reducing reoffending, would also have an impact on the number of victims of crimes. This service had not required much extra funding but is the result of changing ways of working.
- New developments with the OWLS service had begun, for example for the women themselves take ownership of the women's centre, and to develop it beyond criminal justice. Work is also being progressed to get more agencies to work in the centre without incurring additional costs; six beds are being asked for Skinnergate in case of need.
- The possibility of a women only unpaid work team is being considered due to the different and complex needs women have; the service would need to be reconfigured to fulfill statutory duties.
- There is now a Community Justice Co-ordinator for Community Justice Reform. Criminal Justice Authorities will be disbanded from April 2017, replaced by eight Community Justice Partnerships. Decisions will be made in local areas with partners. By the end of January 2016 there should be a plan on how the process will be managed, which will be shared with the partners in the Group. There will also be a national organisation – Community Justice Scotland – which will provide leadership guidance, training, development and national commissioning for services. These will be major changes.

J Flynn highlighted the importance of ensuring that the changes to the OWLS service would not involve duplication of service or services apart by themselves.

Resolved:

The contents of report G/15/275 be noted.

10. PRESENTATION

(2) Methadone Treatment Programme

A Fleming, Clinical Lead Nurse, Perth and Kinross Substance Misuse Service gave a presentation to the Group regarding the substance misuse service and methadone treatment in Perth and Kinross. During the presentation the undernoted points were referred to:

- The substance misuse service
- Funding pressures and being inventive about delivering quality of services
- Patients sometimes come to the service through referrals but mostly through the drop-in clinic
- The process of treatment for patients, and the importance of treatment at the earliest opportunity
- The importance of working with other agencies to provide a comprehensive package of care
- The use of methadone as a treatment programme, for example for clients with chaotic lifestyles; once the drug/alcohol use is taken away it is easier to identify underlying issues; risks of mortality and contracting HIV are reduced
- The importance of having reasonable expectations and personalised care plans, as people have different plans for their recovery; it is not a requirement for recovery that everyone detoxes; furthermore, drug and alcohol dependence affect the brain differently
- Discharge planning is carried out around community re-integration, through partnership working

In response to a query from N Russell regarding links and support with local police officers, A Fleming responded that care had to be taken as the service is bound by rules and regulations; confidence can only be breached when there is a real risk of harm to their patients, children or the public. L Collie added that if there are significant concerns that a patient has disappeared, this would be reported to the police.

The Convener thanked A Fleming and L Collie for the presentation.

A FLEMING AND L COLLIE LEFT THE MEETING AT THIS POINT

11. COMMUNITY SAFETY AND ENVIRONMENT GROUP – 2016 TIMETABLE

The timetable of meetings for 2016 (G/15/276) was submitted and noted.

12. ANY OTHER COMPETENT BUSINESS

There was no other competent business.

13. DATE OF NEXT MEETING

The next meeting of the Community Safety and Environment Group would take place on Friday 18 March 2016 at 10.00am.

PERTH AND KINROSS COUNCIL**Environment Committee – 01 June 2016****Summary Report from Community Planning Community Safety and Environment Group on 13 March 2016****Report by Director (Environment)****PURPOSE OF REPORT**

This report informs committee of the recent reports presented to the Community Safety and Environment Group.

BACKGROUND / MAIN ISSUES**1. ROAD SAFETY**

It was reported that a £9,000 provision for the continuation of the contribution towards the Safe Drive Stay Alive road safety campaign in Angus, Dundee and Perth, had been agreed.

2. PERTH AND KINROSS GRAFFITI STRATEGY

There was a report and presentation updating members on the progress of the Perth and Kinross Graffiti Strategy and the work being carried out to deal with graffiti in public places.

3. COMMUNITY RESILIENCE

There was a report providing an overview of the Community Resilience activity in support of the emergency response to severe weather events in the Perth and Kinross area in December 2015 and January-February 2016.

4. PARTNERSHIP HOME SAFETY ACTIVITIES

There was a report highlighting the progress of partnership home safety related activities within the Perth and Kinross area and the ongoing partnership working between Scottish Fire and Rescue Service and Perth and Kinross Council's Safer Communities Team.

5. ALCOHOL AND DRUG RELATED CRIME

There was a report updating the Group on the progress being made by partners in respect of the issues regarding New Psychoactive Substances, Drug Deaths and Overprovision Work which was being progressed through the Perth and Kinross Alcohol and Drug Partnership.

Author(s)

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Approved

Name	Designation	Date
Jim Valentine	Depute Chief Executive (Sustainability, Strategic and Entrepreneurial Development)	16 May 2016
John Walker	Depute Chief Executive (Corporate & Community Development Services)	

PERTH AND KINROSS COUNCIL**Environment Committee****1 June 2016****Enterprise & Infrastructure Committee****1 June 2016****Community Safety Committee****8 June 2016****Scrutiny Committee****15 June 2016****The Environment Service
Joint Business Management & Improvement Plan
And Annual Performance Report****Report by Director (Environment)**

This report presents the Joint Business Management and Improvement Plan 2016/17 and Annual Performance Report 2015/16 for the Environment Service.

1. BACKGROUND/MAIN ISSUES

- 1.1 Service Business Management and Improvement Plans and Annual Performance Reports are a core element of the Council's Service Planning Framework.
- 1.2 This report presents the Environment Service Annual Performance Report for the period 2015/16 and the Business Management and Improvement Plan for the period 2016/17.
- 1.3 The Environment Service's Business Management and Improvement Plan 2016/17 sets out the key Service actions which contribute to the delivery of the Council's five strategic objectives and key local outcomes as set out in the Perth and Kinross Corporate Plan 2013/18.
- 1.4 The Environment Service's Annual Performance Report 2015/16 reviews Service progress over the past year in meeting the targets and commitments set out in the Environment Service's Business Management and Improvement Plan 2015/16.

2. PROPOSALS

2.1 Our Service objectives remain:

1. To promote sustainable development
2. To develop and support a thriving and inclusive economy and promote Perth and Kinross as a place to live, work and visit
3. To manage, maintain and enhance the public realm and provide safe and convenient access to all users.
4. To protect and promote the health, safety and wellbeing of communities and staff
5. To provide efficient and effective service delivery

2.2 In order to meet these Service objectives, our priorities for the coming year will be:-

- Economic development
- Infrastructure
- Performance and Benchmarking
- Customer focus and feedback
- Workforce planning
- Collaborative working
- Commitment to delivering outcomes

2.3 Our challenge is in ensuring that we deliver these priorities while maximising our partnering opportunities and providing tangible results for local communities, within the resources allocated to the Service.

2.4 The Council's approved budget for 2016/17 includes continuing funding to support roads, economic development, business growth and transformation. This is given a context by the new Local Development Plan and its supporting policies.

2.5 To ensure that we continue to improve outcomes and respond effectively within a challenging financial environment the Service's Business Management and Improvement Plan 2016/17 sets out an ambitious change and improvement programme, including a number of Transformation reviews.

2.6 The Environment Service had a successful year in 2015/16 and achieved significant progress across a range of services which provided positive outcomes for citizens and communities.

2.7 Our continued commitment to delivering positive outcomes is evidenced by changing approaches to further improve recycling rates; increased use of benchmarking to understand how well we compare against others and what changes we can make as a result; the lessons we learn from complaints; improvements in planning performance and the delivery of new infrastructure such as our new schools and the A9/A85.

The Perth City Plan and the new Economic Development Strategy and Action Plan will be key documents which detail our aims and commitments in respect of the local economy and aim to build on successes in 2015/16 with employment rates ahead of neighbouring Councils and occupation rates in Perth City centre higher than the Scottish average.

3. CONCLUSION AND RECOMMENDATION

- 3.1 The Joint Business Management and Improvement Plan and Annual Performance Report details progress against the Service's targets and improvement actions over the last year and sets out how the Service will take forward the strategic objectives and local outcomes set out within the Corporate Plan 2013/18.
- 3.2 It is recommended that the Community Safety, Environment, and Enterprise & Infrastructure Committees approve, for their specific area of interest, the Environment Service's Joint Business Management and Improvement Plan 2016/17 and Annual Performance Report 2015/16.
- 3.3 It is recommended that the Scrutiny Committee scrutinises and comments as appropriate on the Environment Service's Joint Business Management and Improvement Plan 2016/17 and Annual Performance Report 2015/16.

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Approved

Name	Designation	Date
Barbara Renton	Director (Environment)	9 May 2016

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	None

1. Strategic implications

Community Plan / Single Outcome Agreement

- 1.1 The Perth and Kinross Community Planning Partnership (CPP) brings together organisations to plan and deliver services for the people of Perth and Kinross. Together the CPP has developed the Perth and Kinross Community Plan which outlines the key things we think are important for Perth and Kinross:-
- (i) Giving every child the best start in life
 - (ii) Developing educated, responsible and informed citizens
 - (iii) Promoting a prosperous, inclusive and sustainable economy
 - (iv) Supporting people to lead independent, healthy and active lives
 - (v) Creating a safe and sustainable place for the future
- 1.2 It is considered that the actions contained within this report contribute to all of the above objectives.

Corporate Plan

- 1.3 The Council's Corporate Plan 2013-2018 outlines the same five Objectives as those detailed above in the Community Plan. These objectives provide a clear strategic direction, inform decisions at a corporate and service level and shape resource allocation. It is considered that the actions contained in the report contribute to all objectives as outlined in paragraph 1.1 above.

3. RESOURCE IMPLICATIONS

- 3.1 The financial and workforce resources required to deliver The Environment Service Business Management and Improvement Plan 2016/17 are reflected within the approved Resource and Capital budgets for the Service.

4. ASSESSMENTS

Equality Impact Assessment

- 4.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 4.2 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA.

Strategic Environmental Assessment

- 4.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS). The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

- 4.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 4.5 The proposals contained within the report are assessed to have a positive impact on sustainability, particularly with regard to encouraging sustainable modes of travel.

5. APPENDICES

Appendix 1 - The Environment Service's Joint Business Management and Improvement Plan 2016/17 and Annual Performance Report 2015/16.

Appendix 1

THE ENVIRONMENT SERVICE

BUSINESS MANAGEMENT AND IMPROVEMENT PLAN 2016/17 & ANNUAL PERFORMANCE REPORT 2015/16

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INTRODUCTION

Welcome to the Environment Service's Business Management and Improvement Plan for 2016/17.

Doing the best we can in all our areas of activity remains high on the agenda for all of us working in the Environment Service. There remains an incredible commitment by our employees to making improvements to what we do. This can be evidenced in a variety of ways – changing approaches to further improve recycling rates; our on-going success in the Council's Securing the Future awards; our increased use of benchmarking information to understand how well we compare against others and what changes we can make as a result; the lessons we learn from any complaints we receive; our continued improvements in planning performance; the delivery of new infrastructure such as the A9/A85 and the new schools we are building, along with continuing to maintain the Council's assets, such as roads and bridges which we look after.

Within all of this, and across all of the Service, we endeavour to make the best use of the resources available to us to ensure they are directed in the areas which will create the most benefit for the area. We believe we all work hard to achieve this, as we recognise the importance of what we do in making sure that Perth and Kinross is recognised as the best place to live, work and invest in, as well as a must visit destination.

However, we need to recognise that we are entering even more challenging times in terms of the current financial situation. We will need to all work together to understand what services we can continue to deliver and the level to which we can provide them. This will be hard for all those concerned, as we seek to manage expectations. However, by providing support to officers across the Service, through the Learn, Innovate, Grow programme, we will produce details of what we can provide. This, in turn, will allow us to discuss with service users, members of the public and elected members other ways of picking up areas of work we can no longer do ourselves. This is in line with the Council's expectations through the new approach to local community planning partnerships and the Community Empowerment Act.

For 2016/17, our Service objectives remain:

1. To promote sustainable development
2. To develop and support a thriving and inclusive economy and promote Perth and Kinross as a place to live, work and visit
3. To manage, maintain and enhance the public realm and provide safe and convenient access to all users
4. To protect and promote the health, safety and wellbeing of communities and staff
5. To provide efficient and effective service delivery

In order to meet these Service objectives, our priorities for the coming year will be:-

- Economic development, including the City Deal and the City Plan
- Infrastructure
- Performance and Benchmarking
- Customer focus and feedback
- Workforce planning
- Collaborative working
- Commitment to delivering outcomes

The Service remains committed to working in partnership, both across the Council, and with our community planning partners. We will also continue to seek out all opportunities to work smarter – such as the use of specialist engineering services from other local authorities and sharing our skills with them. This collaborative approach is an area which will be a big focus for the Service in the course of the next few years. As such, we will continue to pursue all available opportunities when they are in the best interests of the Council and the area.

While, as ever, the coming year presents many opportunities, there will also be many challenges. However, given the overall commitment from the Service, and from past experience, we have complete confidence that we will again deliver the very best services for the people of Perth and Kinross.

Jim Valentine
Depute Chief Executive

Barbara Renton
Director (Environment)

VISION, STRATEGIC OBJECTIVES AND LOCAL OUTCOMES

THE COUNCIL'S VISION

The Council's Corporate Plan clearly sets out the vision for our area, our communities and our people.

“Our vision is of a confident and ambitious Perth and Kinross with a strong identity and clear outcomes that everyone works together to achieve. Our area will be vibrant and successful; a safe, secure and healthy environment; and a place where people and communities are nurtured and supported.”

THE COUNCIL'S STRATEGIC OBJECTIVES

From the vision, there are five strategic objectives which inform decisions about policy direction and budget spending. The strategic objectives within the Community Plan and the Council's Corporate Plan are:

1. Giving every child the best start in life
2. Developing educated, responsible and informed citizens
3. Promoting a prosperous, inclusive and sustainable economy
4. Supporting people to lead independent, healthy and active lives
5. Creating a safe and sustainable place for future generations

The Environment Service will play a key role in the delivery of all strategic objectives while leading on the following Strategic Objectives and Local Outcomes:

- Promoting a prosperous, inclusive and sustainable economy
- Supporting people to lead independent, healthy and active lives

DEVELOPING A PROSPEROUS, INCLUSIVE AND SUSTAINABLE ECONOMY

Service Contribution - Net Cost (£) 20,000,000

Service Contribution

The Environment Service leads at a corporate level on the delivery of the “Thriving, Expanding Economy” local outcome.

The Service supports an integrated approach to sustainable economic and physical development. We will shape the long term vision for the area by implementing the Local Development Plan; adopting a proactive, responsive and supportive development management framework; developing much needed business infrastructure in the shape of additional employment land and improved digital connectivity; supporting growth sectors, and working at a one to one level with companies looking to grow.

In setting the revenue budget, the Council recognised both the importance and scale of challenge in these agendas and has earmarked significant resources to meet them. We are working on a new Economic Development Strategy and Action Plan and along with the Perth City Plan these will be the key documents which detail our aims and commitments in these areas.

A particular focus will be to assist the Perth City Development Board to implement the Perth City Plan, to support the work of the Scottish Cities Alliance in securing commercial investment in Perth and in working with Angus, Dundee and Fife Councils to deliver a city deal for the Tay Cities Region.

The Service provides a broad range of services which impact in a positive way to ensure that the local economy operates successfully, and that businesses are supported to relocate and grow. We will lead on the coordination and reporting of cross service activities in employability. As a Service, we are committed to providing both Modern Apprentice and Professional Trainee opportunities across all areas of our activity. In addition, we will provide services to support individuals to increase their employability and gain employment. We will enhance our employer engagement activities and seek to match opportunities to those we are supporting through other activities.

THRIVING, EXPANDING ECONOMY

Performance summary 2015/16

- 63% of premises across Perth and Kinross are now able to access superfast broadband (over 30 Mbps).
Enterprise and Infrastructure Committee
- The new LEADER, ('Liaison Entre Actions de Development de l'Économie Rurale'), [Rural Development programme for Perth and Kinross](#) was launched on 14 January 2016. £3.8 million of European Union and Scottish Government funding will be invested in the local area over the next five years, bringing a boost to communities and the rural economy.
Enterprise and Infrastructure Committee
- The Business Development Team has rolled out the [World Host customer care initiative](#) with 319 delegates from Perth and Kinross businesses going through the programme and 4 business achieved Business Recognition accreditation (as at 31 January 2016).
Enterprise and Infrastructure Committee
- Bellerby Economics, in partnership with IBP Strategy and Research, were commissioned to undertake an independent evaluation of three of the key events in the [2015 Perth Winter Festival](#) programme - the Christmas Lights Switch On, Santa Run and the Coca Cola truck visit. The main focus of the research was the Christmas Lights Switch On event on 21 November, which saw a footfall of over 98,000 on the day. The crowd for the switch on event on Tay Street was estimated to be approximately 30,000 (compared to 27,500 in 2014). The evaluation concluded that a total gross expenditure impact of more than £6.5m was delivered by the 2015 Perth Winter Festival.
Enterprise and Infrastructure Committee
- A report requested by the Enterprise and Infrastructure Committee on the [health of Perth city centre](#) showed that vacancy rates in the city are lower than all benchmarking partners and the Scottish average.

Customer Feedback

- Over 130 [Perth and Kinross Business Enterprise Month - Perth & Kinross Council](#) local businesses have been supported through the [Super connected Cities Broadband Voucher Connection Scheme](#).
Enterprise and Infrastructure Committee

The Business Development Team has undertaken a range of seminars and clinics for businesses including tourism investment, business tourism, marketing masterclasses, and selling skills for the non-salesperson and has led the partnership that delivers our annual [Business Enterprise Month](#). The 70 events were attended by 938 clients.

Feedback included

"Thanks very much for such a helpful series of evenings. The overheads, tips and hints were all so useful and the homework really did force me to do some serious brainstorming!"

Enterprise and Infrastructure Committee

- The Business Development Team co-ordinated the first Perthshire collaborative presence at the [Visit Scotland travel trade Expo](#) and brought 9 local companies to the [All Energy exhibition and conference](#), the leading event for renewable energy and clean technologies.

Feedback included

"I would like to thank you for inviting us to join you at All Energy. The show was very positive for us. We were able to catch up with a number of existing clients and also developed some strong sales leads for new business."

Enterprise and Infrastructure Committee

Focus for 2016/17

- Progress the long term investments for smart growth and the short-medium term delivery plan based on the four strategic themes and eight big moves in the Perth City Plan to catalyse economic growth in partnership with the City Development Board.

Enterprise and Infrastructure Committee

- Work with the Scottish Cities Alliance to create the conditions for growth by promoting and welcoming new inward investment and through the [Business Gateway](#) to support existing and new businesses to grow, create and sustain jobs.

Enterprise and Infrastructure Committee

- Progress the "City Region Deal" with our partners in Dundee, Angus and Fife.

Enterprise and Infrastructure Committee

KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance				Targets				
	13/14	14/15	15/16	Trend	15/16	RAG	16/17	17/18	22/23
Number of new business start-ups as a % of the business stock (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	4.9	3.7	5.1	➔	5.0	○	4.0	4.0	4.0
Comments on performance during 2015/16 304 new businesses were set up in 2015/16. The Office for National Statistics has extended the range of business included in the count in 2015 so year on year comparison will be problematic. The target for 2016/17 and beyond has been revised accordingly from 5%.									
Area of available Serviced Business Land (Ha) (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	55.93	54.17	54.17	➔	13	○	13	14.9	28.9
Comments on performance during 2015/16 and targets The 2014 Employment Land Audit recorded an existing supply of 160 hectares of marketable land; this is some 25 hectares more than the supply required per our 2014-2019 Local Development Plan. 54 hectares of the total employment land has been identified as immediately available serviced business land.									
Number of jobs created in small and medium enterprises (SME) per annum with public sector support (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	497	471	401	↓	475	●	350	350	350
Comments on performance during 2015/16 and targets Unemployment remains at a consistent 1.2% in Perth and Kinross in May 2016 (steady for 12 months). This target includes recruitment incentives and Business Gateway start up (self-employment) in 2016/17. There will be less availability or requirement for wage incentives, therefore only 60 additional jobs will be created via recruitment incentives. Business Gateway will create 290									

Indicator (Source)	Performance				Targets				
	13/14	14/15	15/16	Trend	15/16	RAG	16/17	17/18	22/23
jobs (self-employment), therefore this target should be revised to a more realistic 350 places.									
% of residential and business premises with access to Next generation broadband (Corporate Plan) Enterprise and Infrastructure Committee	36.7	51	63	↑	60	○	70	65	80
Comments on performance during 2015/16 Digital Scotland is responsible for producing updated reports on next generation broadband rollout in Scotland.									
Vacant city centre commercial floor space as a % of the total floor space (Community Plan) Enterprise and Infrastructure Committee	11.1	8.51	7.9	↑	12	○	9	9	9
Comments on performance during 2015/16 and targets This is based on 793 available commercial units, with 63 of these being vacant. Of these vacant units, 9 are currently under offer to new tenants, one is being planned for demolition and redevelopment and one is vacant due to a fire in the unit.									
Key Sector Employment (%) - Tourism Enterprise and Infrastructure Committee	12.5	13.1	12.8	→	13	○	13	13	13.5
Comments on performance during 2015/16 and targets The latest figures for the tourism sector align with new Scottish Government definitions. There were 8,200 employee jobs and self-employed positions in the sector in 2014.									
Key Sector Employment (%) - Food & Drink Enterprise and Infrastructure Committee	2.9	3.1	3.2	↑	3.0	○	3.0	3.0	3.5

Comments on performance during 2015/16									
The latest figures for the food and drink sector align with new Scottish Government definitions. There were 2,100 people employed within this sector in 2014. The Council's investment in Perth Food and Drink Park has the potential to sustain up to 400 jobs once the park is fully occupied.									
Key Sector Employment (%) - Clean Technology Enterprise and Infrastructure Committee	4.8	6.7	3.1	↓	6.9	●	3.2	7	9
Comments on performance during 2015/16									
The latest figures for the clean technology sector align with new Scottish Government definitions. This is why there appears to be a dip in performance. There were 1,900 people employed within this sector in 2014.									

RAG Key

- On target for 2015/16
- Not on target for 2015/16

EMPLOYMENT OPPORTUNITIES FOR ALL

Performance summary 2015/16

- Employment, at 98.8% in Perth & Kinross is high compared with neighbouring authorities (Dundee City 97.1%, Fife 97.6% and Angus 98.1%).
Enterprise and Infrastructure Committee
- The Employment Initiatives Team at The Hub's Perth city centre base has assisted **237** individuals into employment in the current financial year.
A cross Council partnership hosted Scottish Modern Apprenticeship Week at the Hub in February 2016 to showcase the Modern Apprenticeship opportunities on offer to young people interested in a career with the council.
The Council partnership with Barnardo's and Scottish and Southern Energy delivered a 6th cohort of youngsters into 6 month placements with Scottish and Southern Energy. This is the 3rd year of the initiative and over **60** youngsters have taken up this opportunity. Nearing the end of the 6 month placement, Hub staff help participants to build on the experience with a view to finding work.
Enterprise and Infrastructure Committee
- The Hub outreach programme operates in Rattray one afternoon a week. Local people now receive support with employability as well as an opportunity to study for a Food Hygiene certificate at no cost. So far **6** candidates have successfully gained this certificate and a further **3** are in the pipeline.
Enterprise and Infrastructure Committee
- The operating model for [Westbank Enterprises](#), Perth City's newest social enterprise partnership between the Shaw Trust and PKC, was determined after lengthy visits to similar organisations across Scotland. The team together with 3-400 unpaid work placement people produce 200,000 bedding and basket/container plants and 2,000 hanging baskets per annum.
Enterprise and Infrastructure Committee

Customer Feedback

- Between April and November 2015, the Employment Initiatives Team successfully placed **84** youngsters between the ages of 16-29 into employment opportunities across Perth and Kinross. Initially this was achieved via Scottish Government funded wage incentives, the Youth Employment Scotland (YES) fund and Scotland's Employment Recruitment Incentive (SERI). Although these funding streams have now been exhausted the Council will continue to fund a wage incentive and will aim to deliver a further **30** job outcomes by the end of the financial year.

Feedback included

"We are a small business hiring out 4x4 Vehicles from a rural location in Perthshire. We were struggling to get the business off the ground with just the two of us and needed an additional member of staff who would be office based to deal with the admin/accounts side of the business. It was catch 22 as we were not making enough money to pay someone. This was when I was put in touch with the Employment Initiatives Team who have transformed our business. We were able to bring on an Administrator who has been absolutely key in making this a profitable business."

Enterprise and Infrastructure Committee

Focus for 2016/17

- Work with local employers to promote living wage accreditation.
Enterprise and Infrastructure Committee
- Tackle inequalities by helping those furthest from the job market into employment.
Enterprise and Infrastructure Committee
- Maximise job opportunities from our own investment opportunities.
Enterprise and Infrastructure Committee
- Refresh the Employability Strategy and Action Plan by developing a new Economic Development Strategy and Action Plan.
Enterprise and Infrastructure Committee

KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance				Targets				
	13/14	14/15	15/16	Trend	15/16	RAG	16/17	17/18	22/23
% of Scottish average monthly earnings (Community Plan, Corporate plan) Enterprise and Infrastructure Committee	89	86	98.2	↑	93	○	90	90	95
Comments on performance during 2015/16 The level of earnings reported for people working in the Perth and Kinross area is markedly higher than in previous years. Whilst the corresponding figure for people resident in Perth and Kinross and the figures for Scotland as a whole have risen as well, they did so in a more incremental manner. It is worth bearing in mind that the data is based on a sample survey which always carries an element of risk. This requires to be monitored over the next few years before a trend can be confirmed.									
% of working age population unemployed, based on the Job Seekers Allowance claimant count (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	2.0	1.2	1.1	↑	1.5	○	1.2	1.2	1.2
Comments on performance during 2015/16 and targets The claimant count rate has returned to pre-recession levels. Between October and December 2015, the rate was 1.0% and in January 2016, 1.2%. There were 1,095 Claimants in Perth and Kinross in January 2016, 565 of whom lived in Perth City. The portfolio of interventions centred around the Hub continues to have a significant positive impact on the labour market in Perth and Kinross. <u>Proposed Target 2016/2017 – 1.2%</u> The claimant count will be recalculated after the adoption of universal credit in the area. This was implemented in Perth and Blairgowrie Jobcentre Plus offices on 25 April 2016.									
% of unemployed people participating in employability and skills programmes based on the Job Seekers Allowance claimant count (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	37.3	76.5	63.4	↑	40	○	50	50	75
Comments on performance during 2015/16 and targets As of 31 January 2016, 63.4% of unemployed individuals participated in employability and skills									

Indicator (Source)	Performance				Targets				
	13/14	14/15	15/16	Trend	15/16	RAG	16/17	17/18	22/23
<p>programmes. The rate is down on last year's performance but may reflect increased employment levels. Despite the relatively high employment figures, 741 individuals participated in employability projects across Council services. The Employment Initiatives Team is currently carrying out a commissioning exercise with a view to offering 2 skills academy programmes in the last quarter of the year.</p> <p><u>Proposed Target 2016/2017 – 50%</u></p> <p>Universal credit was introduced in November 2015 to replace Jobseekers Allowance. A new indicator is therefore proposed - % of working age population unemployed, based on the total number of people claiming out of work benefit.</p> <p>Although the Council has continued to outperform expectations, it is envisaged that next year will see a reduction in participant levels due to the new focus of targeting those individuals furthest away from the labour market.</p>									
Number of unemployed people assisted into work as a result of employability and skills programmes based on the total number claiming out of work benefits (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	641	612	689	↑	700	○	450	200	400
<p>Comments on performance during 2015/16 and targets</p> <p>For the period April 2015 to January 2016, 689 individuals were assisted into work this financial year. It is anticipated that the 700 job outcome target for 2015/16 will be exceeded. The introduction of additional wage incentives such as the Scotland Employer Recruitment Incentive will assist in achieving the target. Although the council has continued to outperform expectations, it is envisaged that next year will see a significant reduction in outcomes due to those individuals furthest away from the labour market being the new focus.</p>									
% Unemployed people accessing jobs via Council funded / operated employability programmes Enterprise and Infrastructure Committee	-	-	57.6	–	-	○	40	40	40
<p>Comments on performance during 2015/16 and targets</p> <p>As of 31st January 2016, 57.6% of unemployed individuals participated in employability and skills programmes. This is inclusive of those individuals participating in the Scottish Government Funded Wage Incentive. The figure is based on a claimant count of 1,086.</p> <p><u>Proposed Target 2016/2017 – 40%</u></p> <p>Universal Credit was introduced in November 2015 to replace Jobseekers Allowance. A new indicator is therefore proposed - % of working age population unemployed based on the total number of people claiming out of work benefit. Although the council has continued to outperform expectations, it is envisaged that next year will see a significant reduction in outcomes due to those individuals furthest away from the labour market being the new focus.</p>									
Narrow the gap between unemployment levels in the best and worst wards across Perth and Kinross (%) (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	5.9	1.9	1.7	↑	1.8	○	1.5	1.8	1.8
<p>Comments on performance during 2015/16 and targets</p> <p>Perth City South and Strathallan wards have seen the lowest claimant rate in January 2016 at 0.7%. Perth city centre remains the ward with the highest claimant rate of 2.4%. The portfolio of interventions centred around the Hub has had a significant positive impact on the labour market in Perth and Kinross.</p>									

CREATING A SAFE AND SUSTAINABLE PLACE FOR FUTURE GENERATIONS

Service Contribution- Net Cost (£) 41,500,000

Service Contribution

Our diverse environment is one of Perth and Kinross Council's most significant assets. It has outstanding natural beauty in both historic and built environments, as well as clean, green and accessible public spaces. These enhance the quality of life of all residents and support the economy by attracting many visitors to our area.

Our [Local Development Plan](#) aims to contribute to the sustainable development of Perth and Kinross by creating a positive planning framework to protect current assets and, where appropriate, identify sufficient appropriately located land to meet expected needs for industrial, commercial and housing development. Legislation requires Development Plans are updated every 5 years to ensure that they are up to date and make provision for an adequate supply of land for various uses and The Enterprise and Infrastructure Committee approved the [Development Plan Scheme](#) in April 2014 which details the programme we will follow for the preparation of Local Development Plan 2 and sets out key milestones.

Our Development Management Team manage the process of new developments by granting or refusing planning permission, and managing unauthorised developments using, when necessary, formal enforcement powers.

Building Standards are very aware of the significant role they play in the development process which must be streamlined and efficient to ensure that inward investment is encouraged as well as enabling existing businesses to have the confidence they will be supported as they seek to grow, sustain and create jobs. To this end we ensure all applications for building warrant and completion certificates are dealt with timeously and efficiently in accordance with the national building standards performance framework. Our performance reports for 2015/16 to date show a 95% success rate in meeting the target for responding to warrant applications within 20 days.

In addition, reflecting the Council's commitment to promote and encourage ambitious tourism events, Building Standards work very closely with other front line Council services and the emergency services to assist the delivery of public entertainment licences. Our role in this respect is to ensure the safety of temporary raised structures and ensure the needs of people with disabilities are catered for.

We collect and dispose of waste from 71,000 households and, working with communities, our recycling rate has increased from 19% in 2003, to 54% in 2015/16.

Our Community Green Space Team maintains 1,600 parks and public spaces for local communities and visitors.

We maintain 2500 km of roads network, 870 bridges, 23,000 street lighting columns and work with partner agencies on flood protection and civil contingencies.

ATTRACTIVE, WELCOMING ENVIRONMENT

Performance summary 2015/16

- [North Perth Allotments](#) consist of fourteen plots, including community plots, a garden and a plot for youth groups and starter plots. North Perth Allotment Association, working with the Service secured funding from the National Lottery, Awards for All to involve the Letham and Tulloch Community in a range of gardening projects for individuals and families. During 2015, the allotment holders were involved in the Letham & Tulloch Summer Gala and the New Rannoch Centre's Food & Flower Show.

Environment Committee

- Communities from Perth and Kinross, working together with Community Greenspace teams, won a third of the gold medal certificates awarded by [Beautiful Scotland](#) at their 2015 Annual Awards ceremony:

Beautiful Perth – Gold Medal, large Town Winner and Winner of David Welch Memorial Award for the Riverside Heather Collection;
Blairgowrie and Rattray in Bloom – Gold Medal,
Brig in Bloom – Silver Gilt Medal;
Dunkeld and Birnam in Bloom – Silver Gilt Medal and Best New Entrant trophy;
Pitlochry in Bloom – Gold Medal and Small Town Category winner;
Comrie in Colour – Gold Medal Winner

In the UK-wide RHS Britain in Bloom competition the Perth and Kinross area was awarded with:

Silver Gilt medal for Muthill in Bloom
Gold Medal and Best Large Village trophy for Coupar Angus Pride of Place.

Environment Committee

- Funding from [Zero Waste Scotland](#) enabled volunteers and champions to help deliver a programme of events aimed at helping households reduce, reuse and recycle, sending less waste to landfill. Recent events include a series of upcycling workshops hosted by local artists to help participants turn something old into something new and cookery workshops with demonstrations by a local chef to help reduce food waste. In addition savings from landfill are returned for community use.

Environment Committee

- Following a successful trial the Council has begun replacing existing 240 litre general waste bins with smaller 140 litre bins. This will increase further our recycling rates and deliver significant financial savings. The Council has the second highest household recycling rate in Scotland at 56%.

Environment Committee

- The Council upgraded its South Inch car park converting the facility from pay and display to a barrier based pay on foot system in May 2015. This allows customers to be flexible about how long they wish to park thus supporting visitors to the City.

Enterprise and Infrastructure Committee

- The Council has embarked on an ambitious 10 year programme to upgrade all of the street lighting across the area to energy efficient, light emitting diode (LED) lanterns. The project will

deliver a 40% reduction in the Council's unmetered energy consumption, significantly reduce carbon dioxide emissions and save £5m over 16 years.

Enterprise and Infrastructure Committee & Environment Committee

- June 2015 and January 2016 saw the official opening of the new Oakbank and Crieff primary schools respectively. The projects are part of Perth and Kinross Council's ongoing programme of upgrades and improvements to the school estate locally to deliver a modern, high-quality learning and teaching environment for pupils and staff. Work was completed on time and on budget.

Enterprise and Infrastructure Committee

- The [Community Environment Challenge Fund](#) is aimed at community groups leading and delivering projects which would make a significant difference to their local environment, and be widely supported within the community. Up to £100,000 of funding has been made available annually between 2011/12 and 2016/17. The fund has supported 14 new projects in 2015/16, awarding grants totalling £100,000. The total cost of these 14 projects amounts to over £500,000.

Environment Committee

Customer Feedback

- The Environment Service and Housing and Community Care Services, innovatively and collaboratively, bring both residential and commercial empty properties back into use. A member of staff's hard work has been recognised by Shelter Scotland by awarding her "Scottish Empty Homes Champion of the Year Award" as the winner in the category of "Outstanding Individual". The Team has been helping owners of empty properties with finance, advice and encouragement. To date the team have provided assistance and funding to bring over 200 properties back into use.

Scottish Empty Homes Partnership's National Manager said;

"This has inspired enthusiasm across a number of sectors from housing to town-centre regeneration about what can be achieved when you approach issues like wasted empty homes with a problem solving attitude".

Enterprise and Infrastructure Committee

Focus for 2016/17

- Protect and enhance the natural and built environment through planning frameworks that support sustainable development and design.

Enterprise and Infrastructure Committee

- Deliver the Council's sustainability agenda and meet carbon reduction obligations through on-going work on energy efficiencies, air quality, street lighting, recycling and public transport.

Environment Committee

- Support locality community planning partnerships.

Environment Committee

KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance				Targets				
	13/14	14/15	15/16	Trend	15/16	RAG	16/17	17/18	22/23
Vacant residential / commercial premises brought into use (number of schemes implemented) (Corporate Plan) Enterprise and Infrastructure Committee	6	6	20	↑	8	○	10	10	15
Comments on performance during 2015/16 and targets As at 29 February 2016, five commercial and fifteen residential properties have been brought back into use with funding from Perth and Kinross Council and Perth and Kinross Heritage Trust. In addition, a further 144 properties have been brought back into use with support, guidance and information provided to owners by the Vacant Property Development Officer and Support Assistant. The Vacant Property Development Officer was awarded a Shelter Scotland "Outstanding Individual" award in recognition of her personal contribution.									
Emissions from Council buildings (tonnes CO2) (Corporate Plan) Environment Committee	19,951	14,116	Not Available	↑	18,000	Not Available	18,000	18,000	17,355
Comments on performance during 2015/16 and targets The latest energy accounts available show that during the period April 2015 to December 2015, the emissions from Council buildings were 4% higher than the level required to meet the target. The annual projection is 18,600 tonnes or 3% over target. This is largely due to the colder weather so far in 2015/16 which, measured by degree days was 14% colder than 2014/15 and 4% colder than 2011/12 base year.									
Municipal waste collected that is recycled or composted (%) (Community Plan, Corporate Plan) Environment Committee	51.5	52.7	53.2	↑	54	○	55	57	65
Comments on performance during 2015/16 and targets The latest figures confirm that during the period April 2015 to December 2015, the municipal waste recycling rate was 53.2%. This is slightly below target due mainly to timber collected at recycling centres now being sent for biomass treatment (2,720 Tonnes). However, this tonnage still contributes to the Council's landfill diversion rate.									

Identification of effective housing land supply (units) (Community Plan, Corporate plan) Enterprise and Infrastructure Committee	17,741	15,528	15,528	↓	6,800	○	No Target	6,370	6,370
Comments on performance during 2015/16 and targets The 2014 Local Development Plan recognises an existing supply capable of meeting targets for some considerable time. The last audit was completed in October 2015 in consultation with Homes for Scotland. The next audit will be completed around October 2016 and will be subject to consultation with Homes for Scotland.									
Number of houses built in Perth and Kinross (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	341	424	Not Available	↑	400	Not Available	No Target	320	910
Comments on performance during 2015/16 and targets The number of houses built is significantly influenced by prevailing economic conditions. An increase in completions was recorded in 2014/15 and it is hoped that this trend will continue. The next update will be available in May 2016.									
Number of buildings registered as at risk (Community Plan) Environment Committee	98	130	130	↓	-3%	●	-3%	-3%	-3%
Comments on performance during 2015/16 and targets The list still includes a number of inappropriate buildings and has not been adjusted to reflect restoration that has been completed on a number of properties. Staff will meet with Buildings at Risk Register for Scotland staff to resolve this.									
Proportion of operational buildings that are suitable for their current use (SOLACE Benchmarking PI) Enterprise and Infrastructure Committee	85.7	85.5	85.5	→	86	○	90	90	90
Comments on performance during 2015/16 and targets In comparison to last year the figures have remained static, and the downward trend of the last few years has halted. As we continue to develop the property management system, Concerto, we will be able to allow for more dynamic capture of suitability and condition information and use it to inform investment in our property asset.									

Proportion of internal floor area of operational buildings in satisfactory condition (SOLACE Benchmarking PI) Enterprise and Infrastructure Committee	93.7	94.0	94.0	➔	94	○	95	95	95
Comments on performance during 2015/16 and targets									
In comparison to last year the figures have remained static, and the downward trend of the last few years has halted. As we continue to develop the property management system, Concerto, we will be able to allow for more dynamic capture of suitability and condition information and use it to inform investment in our property asset.									

COMMUNITIES FEEL SAFE

Performance summary 2015/16

- The town of Alyth suffered its worst flooding in 140 years in July 2015. The Council responded with partners to support the local community and since then have worked in partnership with the local community, Planning Aid Scotland, Sustrans and the Alyth Development Trust to create and deliver a positive vision for Alyth into the future.

Community Safety Committee

- The Roads Maintenance Partnership has been making use of road side cameras to access information on road, weather and traffic conditions across the Council's 2500km of roads. The information from these cameras is particularly useful during the winter and assists with targeting gritting and snow clearing operations. The cameras also allow the public real time access to road, weather and traffic conditions.

Community Safety Committee

- The Council's Animal Welfare officers have responded to the change in legislation requiring all dogs in Scotland to be microchipped by running a series of free microchipping events. In addition to microchipping, officers give advice on responsible dog ownership and free dog waste bags to help owners do their bit to prevent dog fouling from spoiling public areas.

Community Safety Committee

- The 'Knot in My Neighbourhood' initiative invites dog owners to tie a spare dog bag to their pet's lead to show their commitment to pick up after their dog and to display that they'd be happy to pass it on to another owner who needs one.

Community Safety Committee

Customer Feedback

- Community resilience volunteers worked with the emergency services, the Council and Atholl Estates to ensure that people affected by flooding were supported and cared for throughout their ordeal. Following the flooding, the Community Resilience Coordinator said:

"This event marked the emergence of the Blair Atholl and Struan CRG from a theoretical entity to an on-the-ground action group executing our stated role of providing direct support to emergency responders and the community at large, through our key strengths of local knowledge, availability of resources and ability to deploy volunteers with a diverse range of skills and experience".

Community Safety Committee

Focus for 2016/17

- Support communities through the shared identification of local issues and collaboratively work towards local solutions such as developing local community resilience plans.

Community Safety Committee

- Helping communities become more resilient through initiatives such as local community partnerships.

Community Safety Committee

KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance				Targets				
	13/14	14/15	15/16	Trend	15/16	RAG	16/17	17/18	22/23
Number of Communities being supported to develop and maintain resilience plans Community Safety Committee	5	9	20	↑	10	○	20	22	25
Comments on performance during 2015/16 and targets Significant recent adverse weather impacts have alerted communities to the benefits of developing and sustaining local community resilience plans. The Council has been keen to support this activity and 2015/16 has seen an unprecedented increase in the number of plans supported with 20 in place and a further 5 in the pipeline.									

PEOPLE IN VULNERABLE CIRCUMSTANCES ARE PROTECTED

Performance summary 2015/16

- Perth and Kinross Council took 1st, 2nd and 3rd place in the whole of Scotland in summer 2015 for Walking to School Week. Walking to school brings benefits for public health, the economy, the environment and increases road safety. A recent study projected that for every £1 invested in walking to school there is £7.64 return in benefits to the wider community.

Community Safety Committee

Customer Feedback

- The Scams Hub Project has continued and developed throughout 2015/16. Further sources of intelligence to identify potential scam victims have been developed both nationally by the National Trading Standards Scams Team (based in East Sussex) and locally by the Council's Trading Standards team. Working with other enforcement agencies, Royal Mail, banks and other financial institutions a further 82 vulnerable individuals in Perth and Kinross were identified and work is ongoing to contact all those listed. Of those contacted to date losses have ranged from £20-£50 to £20,000 and £50,000. Intervention with victims has ranged from simple advice and information on scams, assistance in clearing vast quantities of scam mail from a victim's home, installation of telephone call blocking technology, mail re-redirection and assisting relatives and carers to help protect those that they care for.

A person who had suffered a head injury and as a result was compelled to answer any questions put to him by a telephone scammer was scammed out of more than £1000 in less than 2 weeks. A True call device was fitted which as a result rejected 24 international calls in the first two hours after fitting. Since then, 97% of calls to his number have been rejected.

The gentleman said;

'The peace this has given me is great; it is helping with my recovery because I am not being bamboozled by people'

Community Safety Committee

Focus for 2016/17

- Protect people who may be vulnerable to exploitation due to economic circumstances and scamming.
Community Safety Committee
- Prioritise resources to ensure that the most vulnerable people in our communities are protected.
Community Safety Committee

KEY PERFORMANCE INDICATORS

Indicator (Source)	Performance				Targets				
	13/14	14/15	15/16	Trend	15/16	RAG	16/17	17/18	22/23
Number of businesses participating in Perth and Kinross Better Business Partnership (Corporate Plan) Community Safety Committee	268	262	252	↓	280	●	260	300	350
Comments on performance during 2015/16 and targets During the period April 2015 to February 2016 the Trading Standards Team has received 12 applications. Of those one was rejected by Police Scotland, two were rejected by the Trading Standards Team, seven were approved and two are being reviewed. During the year a survey of members revealed that several had closed as a result of the economic climate, resulting in a net drop in the number of businesses participating. A marketing plan has been put together by the communications team identifying marketing options, including actions which can be implemented without incurring any cost and also cost incurring options. The non-cost incurring actions were to be implemented in the last quarter of 2015/16; unfortunately the secondment of an officer to a post outside Trading Standards resulted in a delay in implementing those actions. This work will now be explored in 2016/17.									
Number of Perth and Kinross Council staff and voluntary carers of vulnerable adults given training in 'scam' awareness Community Safety Committee	164	218	122	↓	100	○		120	150
Comments on performance during 2015/16 and targets The 2015/16 target reflects saturation in respect of training for employees within the Council and the opportunity has been taken to extend sessions to target bank, financial institution, and legal professionals. Numbers in future years are anticipated to pick up again through refresher training and training for new starts.									

ORGANISED TO DELIVER

This section of our Business Management and Improvement Plan outlines how the Service is structured and how it will deliver on the objectives and local outcomes identified.

GOVERNANCE AND MANAGEMENT STRUCTURE OF THE SERVICE

There are 4 sections within the Service:

[Environmental and Consumer Services- Head of Service Willie Young](#)

[Performance and Resources- Head of Service Stewart MacKenzie](#)

[Planning and Development- Head of Service David Littlejohn](#)

[Property Services- Head of Service Stephen Crawford](#)

As well as the 4 Service sections, the Environment Service has overall responsibility for the Roads Maintenance Partnership (RMP) and lead responsibility for the Council's Transformation and Improvement Framework.

CUSTOMER FOCUS AND COMMUNITY ENGAGEMENT

Corporately the Scottish Government's [four pillars of public service reform](#) are our guiding principles in the design and delivery of our services going forward:



- **Place** based partnerships and integrated service provision.
- **Prevention** and approaches that deliver better solutions and outcomes for individuals and avert future costs to the public sector.
- **People** work together across organisational boundaries to provide seamless, high quality integrated services.
- **Performance** management of strategic objectives, actions and measures to improve outcomes.

Building on our approach to delivering services to communities, The Environment Service will work with Community Planning Partners and the Local Community Planning Partnerships to establish a clear and shared understanding of the area's needs and develop a strong 'place'-based approach to tackle these challenges. This will include approaches which will strengthen relationships among CPP partners, local communities, the Third Sector and business interests to deliver the services which communities want and need.

Perth and Kinross Council is a customer focussed organisation, ensuring that the needs of service users are at the heart of service design and delivery.

The Service carries out a monthly customer satisfaction survey. Our latest survey for January 2016 shows that 84% of responders confirmed they experienced no problems in dealing with The Environment Service, although keeping customers up to date on progress with their enquiries remains an area for improvement.

[Customer Service Standards](#) are monitored using our FLARE database and reported every 4 weeks to The Environment Service Management Team. We aim to respond to all customer service requests within 15 working days. Heads of Service follow up any instances where

performance fails to meet the standards set. Performance in 2015/16 has been consistently solid and between 1 April and 29 February the target was met on 93% of occasions.

Responses to political mail are monitored using our FLARE database and reported every 4 weeks to The Environment Service Management Team. We aim to respond to all political mail within 15 working days. Performance in 2015/16 has been consistently solid and between 1 April and 29 February the target was met on 85% of occasions. Instances where performance has not met the standard are addressed on an individual basis.

A well evolved and effective process is used to deal with Service [Complaints](#) including 4 weekly reporting to The Environment Service Management Team. Recommended improvement actions are passed from the Complaints Officer to the relevant Service Manager and Head of Service so that service improvements are made from lessons learned. We aim to resolve complaints within 20 working days and met the target on 98% of occasions from April 2015 to the end of February 2016. During that period, 6 complaints were upheld; 11 partly upheld; 18 not upheld and 5 were withdrawn.

Lessons learned from complaints and used to improve the service included;

- reminding staff of agreed procedures
- developing new procedures
- raising awareness of data protection legislation
- improving our website
- managing expectations
- improving communication

Complaints are seen as being a key means of identifying where the services we deliver need to improve. As a result, the lessons learned over the last year have led to a significant reduction in the number of complaints upheld.

There are different levels of engagement in place, ranging from information sharing and feedback to consultation and active involvement. Several Surveys have been undertaken to assess changes in public attitudes and behaviours and there are many examples of staff helping local communities to develop their skills, abilities and confidence to self-help. These are detailed in our [Consultation and Community Engagement](#) web site pages. Service led examples include the [Local Development Plan](#), the [Tay Landscape Partnership](#), Conservation Areas, Traffic Management, Flood Mitigation and Waste Management.

Other opportunities for Service engagement with our customers include the Planning Users Forum; our Trading Standards Business Questionnaire; our Employability Strategy; the Core Paths Plan; our Building Standards Customer Survey; Building Standards Focus Groups; Food business surveys; Public Transport Surveys; our Parks and Open Spaces Visitors Survey; our Mixed Food and Garden Waste Household Collection Survey; our Household Waste Customer Satisfaction Survey and our Environment Service Satisfaction Survey.

Examples of how this customer engagement has resulted in improved outcomes for customers are shown below:

Through the household waste survey, householders in Perth and Kinross asked for more opportunities to recycle household waste. The Service responded by adding food and drink cartons and packaging to the range of items which can be recycled in blue-lidded bins. Data from our reprocessors show that around 0.3% of the blue bin material is made up of Food and Beverage cartons, while 2.15% of the material they received from trial areas was soft plastic (film). These materials had not been recycled before due to resale price volatility but changing market conditions allowed the Service to negotiate this service with the contractor at no additional cost.

Local food business operators identified through a consultation exercise, that they would rather receive instantaneous feedback after a food safety inspection than wait for a detailed written report up to ten days later. Our regulatory team has responded by moving to providing verbal feedback immediately following inspections and e-mailing out a summary report to businesses on return to the office. This provides a more customer focused service whilst ensuring public safety is maintained.

Engagement with the Pitlochry User Group identified priorities for improving the Park, Pavilion and viewing terraces at Pitlochry Recreation Park. In partnership with the local community, our Greenspace team responded by undertaking improvements to the play area and pavilion in the current year and will deliver further improvements to the park in 2016/17.

Engagement and consultation with residents in Perth City, Bankfoot, Scone, Crieff, Pitlochry and Acharn identified specific improvements to the local play areas in each of these communities.

Our Community Greenspace team has responded to a request from North Muirton Community Council in Perth to undertake an environmental audit which has identified a wide range of environmental improvements including seats; litter bins; play area and new shrub beds.

The Public Transport Unit undertook a public consultation day in Crieff to gather residents' views on their local bus service. Following discussion with local bus operators, the level of bus service was increased, resulting in improved transport links between residential areas in Crieff and Strathearn Community Campus and Crieff hospital.

Feedback from the Council's Customer Service centre indicated that customers were looking for improved access to the Council's roads maintenance service. An automated link has now been established between the Council's Customer Service Centre and our Roads Management System to ensure that customer enquiries are directly forwarded via e-mail to the appropriate area roads supervisor. All of our roads supervisors are equipped with mobile devices to allow them to receive and respond to enquiries when out in the field and to provide a speedy response.

PREPARING OUR PEOPLE FOR THE FUTURE

We recognise that our people are our most valuable asset, and it is through their commitment and expertise that the Council will effectively support the achievement of better outcomes for all, at every life stage.

84% of service staff completed the [2015 Employee Survey](#). This was an improvement on the engagement rate in 2014 (80%) and above the Council average (64%). Satisfaction rates were steady for the majority of lines of enquiry.

Working in partnership with Corporate and Democratic Services, a wide range of people practices are in place to provide leadership and direction, ensure services are organised to deliver, keep colleagues informed and contributing to Council business, support learning and skills development, sustain effective employment relationships, extend collaborative working and promote health and wellbeing.

Building on existing approaches, we will continue to evolve the cultural conditions to support modern ways of thinking and working which promote continuous improvement and innovation. We will continue to address skills shortages innovatively e.g. by employing professional trainees and collaborating with staff from other Councils. We will focus on the following priorities:

- Celebrate the success evidenced by the Employee Survey and engage with staff to tackle the areas where the survey has shown that more work needs to be done together. Specific actions will be included in Team Plans and the Service Business Management and Improvement Plan.
- Further increase the percentage of staff who participated in an Employee Review and Development meeting with their line manager in the last rolling year.

- Manage employee health, attendance and performance in a positive and supportive manner with the aim of reducing absence levels.
- Undertake workforce planning, training and development of staff particularly in the light of reviews being undertaken across the Service and support the evolution of our organisational culture using the Centre for Innovation and Improvement to create a renewed and re-energised focus on innovation and improvement, placing it at the heart of everyone's, everyday business.
- Maintain our focus on continuous improvement, creativity and innovation.
- Cultivate and develop talent and leadership at all levels within the Service.
- Enhance employee engagement arrangements to better engender leadership, innovation and ownership throughout the organisation.
- Build on collaboration with Fife Council to provide property services and with Dundee City to deliver the major refurbishment of Canal Street Multi Storey car park.

PARTNERSHIP WORKING

We understand that real improvement in our local services and delivery of our strategic objectives and local outcomes will come from our commitment to more integrated arrangements for joint working. We continue to promote and nurture a positive culture and behaviours and encourage integrated working, based on a common purpose, to deliver the best possible outcomes for our communities.

Key partnerships with The Scottish Government; Tayside Contracts; the local business community; the local Voluntary Sector; Police Scotland; the Scottish Fire and Rescue Service and Perth College UHI are central to the delivery of our Service outcome. The Delivery of the Perth City Plan, in partnership with the Perth City Development Board and the ongoing work in developing a City Deal for the Tay Cities Region, in partnership with Angus, Dundee City and Fife Councils will be integral to the delivery of an ambitious programme of infrastructure improvements in the Perth and Kinross and wider area.

Community Greenspace employees collaborate closely with colleagues in schools whilst property employees now work closely with colleagues in Fife Council for electrical engineering works, colleagues in Dundee and Angus Councils on structural engineering and across Tayside Councils on procurement.

The Salmon in the Classroom project is aimed at primary school pupils from age seven upwards. It is a 'hands on' project to help understand salmon and their lifecycle. It takes the children through a structured sequence of events using real salmon eggs from the local Tay catchment hatchery at Almondbank. This project links into local outcomes where our area will have a sustainable natural and built environment, as well as objectives in the Community Greenspace team plan. This is by facilitating active community engagement in a variety of biodiversity projects through involving local primary schools.

Significant steps have been made in improving local resilience to severe weather events through supporting the development of local resilience partnerships with rural communities. 20 community plans are now established with another 5 in the pipeline. Further opportunities to work more closely in partnership with local communities are anticipated to emerge through participation in the newly established local community planning partnerships.

FINANCIAL/RESOURCE MANAGEMENT

We invest heavily in our people to ensure a wide range of practices are in place to provide leadership and direction, develop capacity and ensure services are well organised to deliver for the future.

The Environment Service manages a net annual revenue budget of £58m and a 6 year capital budget of £144m. The Service continues to operate in a very challenging financial environment with reducing real term resources set against a background of increasing demand for the more

'traditional' Council services it delivers. The Council's medium term financial plan to 2020 recognises that these challenges will remain at least into the foreseeable future as a result of the continuing economic challenges at a national and international level. It is likely this will have a continuing consequential impact on public spending.

In addition, the Service is working in an environment of increased demand for services and exposure to market pressures for some of its fee generating services, for example Commercial Property and Recycled Waste, as well as having to meet the cost of contract inflation and inflationary increases for core service provision. The Service is also making a significant contribution to corporate savings targets to meet future estimated pressures in respect of reduced Revenue Support Grant, the Health and Social Care agenda and pay inflation.

However, the Service has adapted well to the challenging financial environment and demonstrated an ability to modernise and maintain or improve service delivery predominantly through a series of transformation and service reviews. These have resulted in cashable efficiency savings of £800k 2015/16, £1.3m in 2014/15, £1.3m in 2013/14, £1.2m in 2012/13, £3.8m in 2011/12 and £3m in 2010/11. Further transformation reviews are scheduled for the next 5 financial years targeted at areas of service delivery where opportunities for shared working, rationalisation and efficiency will help to meet some of the challenges ahead.

Our 2016-2020 transformation projects comprise the Corporate Property Asset Management review; the Procurement review; Council Vehicle Fleet Utilisation and Optimisation review; Review of Council Assets for Commercial Sponsorship; Review of Roads Activities; Review of Recycling Service; Community Greenspace review; Review of Administration and Finance Support activities and Introduction of 7 Day Working across Operations. Collectively these will deliver an estimated £6m of additional revenue savings by 2020 across the Council, £2.5m of which will be delivered through yet further procurement efficiencies and £2.5m from a more efficient, fit for purpose property estate.

MANAGING EXPECTATIONS, SELF EVALUATION AND RISK MANAGEMENT

The Service's performance management system is critical to ensuring the Service delivers on the Council's ambitious strategic objectives.

Performance plans are developed and articulated in the Service Business Management and Improvement Plan, Team Plans and Individual Work Plans. Progress is regularly monitored at The Executive Officer Team, the Service Management Team, Service Committees, Divisional and Team meetings. Performance is reported on an exception basis to Committee at the six month mark and comprehensively at the financial year end. The Service annually self-evaluates using the Council's How Good is our Council improvement toolkit and this together with the annual Employee Survey influences forward planning.

A significant part of our approach means we examine, on a 4 weekly basis, our effectiveness in addressing Customer Service Standards, Customer Complaints, Political Enquiry Responses and areas of specific interest such as Planning Performance.

RISK MANAGEMENT

Risk management is embedded within the day to day operations of the Service. Key risks are identified annually and are reviewed on a regular basis. The reviews examine any required additions, amendments or deletions and include a review of progress with controls and actions associated with risks.

The key risks the Service is required to manage are contained within the Council's Risk Management Strategy and are, as at 1 April 2016;

Strategic Objective	Risk	Residual Risk	
		Impact	Probability
Strategic Objective 1, 2, 3, 4 & 5	Support the most vulnerable in our society during welfare reform	4	2
Strategic Objective 1, 2, 3, 4 & 5	Effectively manage changing financial circumstances	4	3
Strategic Objective 1, 2, 3, 4 & 5	Deliver the Council's capital programme	3	2
Strategic Objective 1, 2, 3, 4 & 5	Ensure the health, safety and wellbeing of Council employees and those who are affected by the Council's work	4	2
Strategic Objective 1, 2, 3, 4 & 5	Effective corporate governance	5	1
Strategic Objective 1, 2, 3, 4 & 5	Growing the economy	4	2
Strategic Objective 1, 2, 3, 4 & 5	Policy and legislative reform agenda	5	1
Strategic Objective 1, 2, 3, 4 & 5	Access appropriate delivery mechanisms for property contracts	4	2
Strategic Objective 1, 2, 3, 4 & 5	The Service may be subject to significant increases in costs in areas over which it has limited control as a result of prevailing economic or market conditions or the special nature of services being provided.	4	3
KEY Impact 1 - Insignificant 2 - Minor 3 - Moderate 4 - Major 5 - Critical Probability 1 - Rare 2 - Unlikely 3 - Possible 4 - Likely 5 - Almost Certain			

HEALTH AND SAFETY

The Corporate and Service Health and Safety Consultative arrangements ensure effective regular consultation between Service Management representatives and employees, providing a forum for the discussion of Service Health & Safety matters.

The key health and safety priorities for the service are to;

- Ensure the provision of a Health, Safety and Wellbeing Team that will provide competent, specialist health & safety advice to the Council in accordance with the Council's duties under the Management of Health and Safety at Work Regulations 1999.
- Inform the Chief Executive and Directors of developments in health & safety, highlighting good practice and areas for improvement.
- Provide health & safety monitoring information at a Strategic level to the Corporate Management Group and the Corporate Health, Safety & Wellbeing Consultative Committee.
- Develop and maintain the Health and Safety document framework which includes a Corporate Health & Safety Policy supported by topic specific Management Arrangements and Guidance to support managers and employees to fulfil their statutory health and safety duties.
- Support the development of Team Performance Monitoring Records which evidence the completion of risk assessments, safe systems of work and operational procedures and provide a tool to monitor and review progress in this regard.

SERVICE IMPROVEMENT PLAN

Focus and Major Change 2016/17	Key Action & Lead Responsibility	Delivery Timescales	Comments on progress
Creation of conditions for investment and jobs	Develop the new Economic Development Strategy and Action Plan <i>(Head of Planning & Development)</i>	31/12/16	The new Economic Development Strategy and Action Plan will have a positive impact on creating the right conditions for investment and jobs in Perth and Kinross. The strategy and action plan is at draft stage and scheduled to be presented to Enterprise and Infrastructure Committee in January 2017.
	Continue the Commercial Property Investment Programme (CPIP) <i>(Head of Planning & Development)</i>	On-going	<p>The new access road and main site servicing works at Kinross West were completed in July 2014, with landscaping work completed in November 2014. Delays in securing agreement from Scottish Water pushed completion of the project into 2015/16. Active marketing of individual plots has commenced with two of the plots now under offer.</p> <p>Site servicing at Perth Food & Drink Park was completed in August 2014 and junction improvements at Dunkeld Road were completed in April 2015. Negotiations with Scottish Water to acquire an additional 10 acres for long-term expansion were completed in January 2016. A landscaping contract has been recently awarded. Active marketing of individual plots has commenced with two plots under offer.</p> <p>A consultancy design and build contract for Perth Food & Drink Park Small Business Units has been tendered and construction is estimated to start in Spring 2016.</p> <p>Aberuthven - The remaining undeveloped plot at the Business Park was considered to have potential for the development of business units. However, site marketing identified a purchaser and the plot was sold to a local business, allowing construction of a new showroom/business unit.</p> <p>Crieff – Plans have been prepared for a development of 5 new industrial units totalling 420 sqm at Crioch Business Centre. The existing suite of 8 units (built in 2000) is fully let and can now be sold on, with the capital receipt used to part fund the new development.</p> <p>Pitlochry – The Council was approached by a local consortium interested</p>

<p>in developing a major tourist attraction at Fonab Business Park. The group is developing their proposals with a view to determining the economic viability of the project no later than Summer 2016. In the meantime, and as planned, proposals will be taken forward for a development of a row of small business units for completion in 2017/18, should the tourism project not proceed.</p> <p>Some projects have been taken forward outwith the CPIP, such as the Premier Inn and Mill Quarter (Thimblerow) developments, with the Council benefitting from the uplift in value of the completed projects. Joint venture partnerships would also be considered by the Council. However, as yet, no formal joint venture arrangements have needed to be put in place to secure investment.</p> <p>Since 2013, 9.15 ha of serviced employment land has been provided by the Council to support business growth and attract inward investment, thereby contributing to Corporate and Community Plan key indicator targets. However, it is recognised that the pace of delivery has been slower than expected. This is explained by a weak demand by businesses for commercial and industrial land. This is due to continued economic uncertainty; difficulties experienced by the private sector in accessing capital to finance growth; and, in some cases identified physical constraints, such as drainage connections, at some sites. In the medium term, however, Perth and Kinross's economic competitiveness will be influenced by a good supply of serviced land and premises in a range of locations.</p> <p>The Strategic Policy and Resources Committee has agreed to continue with, and accelerate, the delivery of the programme and to enter into innovative funding agreements in 2016/17 and beyond (Report number 16/182 refers).</p>		<p>The Perth City Plan was approved by Council on 24 February (report number 16/71 refers).</p> <p>Work by the Perth City Development Board and Council has secured broad consensus on the strategic priorities for investment to support growth of the city over the longer term. The future vision for growth of the city, detail of key underpinning programmes and projects and place making guidance has been further developed through dialogue with businesses, agencies and endorsed by the public following further extensive consultation. The Council agreed to amendments to the 2015 plan arising from consultation with actions to be championed via agreed theme lead representatives of the Perth City Development Board. The development of projects associated with the identified big moves are initially led by the Council; use the plan to inform and support funding for key activities, infrastructure and projects and to promote the plan through ongoing communication of activity, actions</p>
		<p>31/3/21</p>
	<p>Support the delivery of the Perth City Plan (<i>Head of Planning & Development</i>)</p>	

				and opportunities via Invest In Perth and other media channels. Linked work is ongoing in respect of the Tay Cities Deal.
Employment Opportunities for all	Deliver Targeted Recruitment Incentives and tackle inequalities in the labour market <i>(Head of Planning & Development)</i>	On-going	41 young people were part funded by the Youth Employment Scotland Fund, 33 by the Scotland Employer Recruitment Incentive and 23 by the Council's Employer Recruitment Incentive in 2015/16. 10 places have been awarded through the Scotland Employer Recruitment Incentive, 44 through the Council's Employer Recruitment Incentive and 28 through the Wage Incentive for individuals with multiple barriers to employment this year.	
Ensure full engagement with members, employees, partners and service users to agree and deliver the priorities for the area; Continue to recognise the contribution our staff and partners make on a daily basis to support our service delivery and make the changes we need to secure continuous improvement;	Improve satisfaction ratings in the annual employee survey. Continue to engage with staff through a changing public sector environment. Continue to roll out the Council's Achieving and Maintaining Standards Procedure – Performance across the Service Continue to improve our approach to workforce planning to ensure we have sufficient qualified employees. <i>(All Senior Management Team)</i>	30/9/16	The annual employee survey was completed in September 2015 and the results shared with all employees. Managers have action plans in place to work together with employees to make sure everyone in the Service is able to give of their best and to have a high quality work life balance. Four key areas highlighted by employees are being targeted for improvement over the next year. All employees within the Service are aware of the Council's Achieving and Maintaining Standards Procedure and managers will work with employees using the procedure in a supportive way to help employees to give of their best. All employees within the Service are aware of the changes which will affect them going forward through cascade from manager's briefings and the ERIC website. The Council's Learn Innovate Grow initiative affords all employees an opportunity to engage in responding to the challenges and encourages a shared, mutually supportive approach going forward. We have worked hard to ensure that all teams understand the impact of service changes and budget reductions. We will continue to engage with employees about the future of the Service and reflect their commitment to deliver the best services possible within the resources available.	
Manage stakeholder	Continue to develop and	On-going	Stakeholders who need to be aware of changes in the level of service that the	

expectations in relation to future levels of service.	communicate plans around key activities. <i>(All Senior Management Team)</i>		Service can provide are communicated with effectively. Examples from the recent budget round include proposals in respect of the North Inch Golf Course and the transformational review of recycling currently being rolled out across Perth and Kinross.
	Deliver community benefits from procurement. <i>(Head of Property)</i>	31/3/17	All new property contracts now include community benefit clauses.
	Implement the Smart Perth and Kinross Strategy and Action Plan <i>(Head of Planning & Development)</i>	31/3/17	Perth City Development Board (PCDB) was formed to help support growth of the city and surrounding region with input from both the public and private sector. The Board has been working hard to develop a vision for the growth of the city and how that could be achieved through the public and private sector working together through a revised version of the Perth City Plan - Smart growth for Perth City: Perth City Plan 2015-2035. The Perth City Plan approved by Council on 24 February will form the route map for growth.
Access to Next Generation broadband	Ensure the hardest to reach communities have access to broadband. <i>(Head of Planning & Development)</i>	On-going	An alternative solution to the national roll-out will be required for between 5 and 10% of households, however, we do not yet know where these are due to a lack of information from British telecom. We will influence and deliver broadband to hard to reach communities by keeping a watching brief on the current roll-out by BT Open-reach and Community Broadband, by identifying and anticipating any gaps in provision post roll-out and then planning and developing interventions to plug the gaps. We have secured funding from the Scottish Government Public Wireless Scotland Programme to install Wi-Fi into five part time libraries and four mobile libraries reaching remote communities and three Community Centres in Fairfield (Perth), Rattray and Blairgowrie. This will open up these venues to programmes that deliver training in digital skills to excluded communities. We will engage with Community Broadband Scotland to increase their capacity to work with communities out of scope of the BT Open-reach scheme, identify areas of concern – i.e. those that may not have coverage in the future and ensure that concerned citizens are kept fully informed via the Council website.
Attractive, welcoming environment	Help communities to be more resilient.	On-going	Significant adverse weather impacts have alerted communities to the benefits of developing and sustaining local community resilience plans. The Council has been keen to harness this interest and 2015/16 has seen an unprecedented increase in

	<i>(Head of Performance & Resources)</i>			<p>the number of plans supported with 20 in place and a further 5 in the pipeline. It is hoped that this work will provide a blue print for exploring other areas where communities can work to be more resilient.</p>
	Progress the Tay Cities Deal <i>(Head of Planning & Development)</i>	31/3/17		<p>An initial bid document was submitted by the 4 Council Leaders to the Scottish Government in early March, setting out our ambition to create a smarter, fairer region.</p> <p>The first formal meeting with Scottish Government officials was held on 24 March with agreement reached to work together to refine the 'offer' and 'asks'. 4 stakeholder engagement workshops have been held across the region, each focussing on the principles of the bid which is shaped around Inclusive Tay, Innovative Tay, International Tay and Connected Tay. Discussions are also taking place at a senior level about Empowered Tay which is an offer to Government to explore a new model for economic development delivery. Work is now progressing to narrow down and define the benefits and impacts of the current long list of potential investment projects.</p> <p>It is anticipated the Tay Cities Deal will be finalised by April 2017.</p>
	Support delivery of the Council's capital programme <i>(Head of Performance and Resources)</i>		On-going	<p>The Strategic Investment Group meets regularly to review progress with the capital programme and is supplied with up to date information with which to assess performance and instruct corrective action.</p>
	Develop robust property asset management planning <i>(Head of Property)</i>		On-going	<p>The Council's new Property Asset Management System, Concerto was implemented through 2015/16. The modules rolled out covered Property Site register; Helpdesk repairs; property works requests and scheduling; Condition Surveys and Compliance; Estates Management; Rental invoicing and the Property Finance interface with Integra.</p> <p>A Property Asset Management Plan will be developed in 2016/17 once we have reached agreement on the corporate strategy for managing property assets. Further modules due for roll out in 2016/17 are Year End Manager; Contractor Portal; Timesheet Recording and Project Management.</p>
Performance and Benchmarking	Continue to evaluate and understand performance and the impact of the changes to resource availability		On-going	<p>A wide range of performance information continues to be available across The Environment Service. This continues to show that the Service performs relatively effectively in all areas. This needs to be analysed and understood within the changing economic environment. Across the Service, levels of service delivery need to be clarified and then promoted with all stakeholders.</p>

	<p>(All SMT)</p> <p>Continue to use benchmarking as an improvement tool across the Service,</p> <p>(All SMT)</p>	On-going	<p>Benchmarking has been used effectively across parts of the Service for a number of years in areas such as Trading Standards, Roads and Building Standards. The Local Government Benchmarking Framework is also used as a tool to improve services through analysis and discussion with other Councils, either on an individual basis or as part of benchmarking groups.</p>
Customer focus and feedback	<p>Continue to improve our approach to customer interaction and our use of their feedback to further improve service delivery.</p> <p>(All SMT)</p>	On-going	<p>A range of mechanisms are used across the Service to get feedback on customers' views on the services we deliver. Going forward there will be a greater focus on using the information we receive to change the services we deliver</p>
Collaborative Working	<p>Deliver key collaborative opportunities</p> <p>(All SMT)</p>	On-going	<p>The Service has worked collaboratively for several years with other local authorities, particularly in relation to areas of work where we have difficulties in recruiting suitably qualified staff. This has included support from Angus, Dundee and Fife Councils, particularly in respect of all aspects of engineering. Further effective collaboration takes place in areas of mutual interest and reliance, for example in respect of civil contingency planning and response.</p> <p>The Strategic Policy and Resources Committee on 20 April 2016 approved a paper on collaborative working and Service staff will be involved in many of these areas over the course of the next few years.</p>

Performance Indicators where data is unavailable

Appendix B

Indicator (Source)	Performance		
	13/14	14/15	15/16
Tourism generated revenues (£m) (Community Plan, Corporate Plan) Enterprise and Infrastructure Committee	465	527	Available Jul 2016
Assistance to businesses to trade out with Scotland as a proportion of total business stock (%) (Community Plan) Enterprise and Infrastructure Committee	1.1	Not Available	Not available
% of unemployed people assisted into work from Council operated / funded Employability Programmes. (SOLACE Benchmarking PI) Enterprise and Infrastructure Committee	15.22	20.94	Available Nov 2016
Net Cost of Waste Collection per Premise (£) (SOLACE Benchmarking PI) Environment Committee	71.41	68.96	Available Nov 2016
Net Cost of Waste Disposal per Premise (£) (SOLACE Benchmarking PI) Environment Committee	98.46	102.32	Available Nov 2016
Gross waste collection cost per premise (£) (SOLACE Benchmarking PI) Environment Committee	86.13	84.59	Available Nov 2016
Gross waste disposal cost per premise (£) (SOLACE Benchmarking PI) Environment Committee	116.66	119.30	Available Nov 2016
% of total Household Waste arising that is recycled (SOLACE Benchmarking PI) Environment Committee	53.98	56.5	Available Nov 2016
% of adults satisfied with refuse collection (SOLACE Benchmarking PI) Environment Committee	92	88	Available Sep 2016
Cost of parks and open spaces per 1,000 population (£) (SOLACE Benchmarking PI) Environment Committee	37,245	44,700	Available Nov 2016

Indicator (Source)	Performance		
	13/14	14/15	15/16
% of adults satisfied with parks and open spaces (SOLACE Benchmarking PI) Environment Committee	91	93	Available Sep 2016
Net cost of street cleaning per 1,000 population (£) (SOLACE Benchmarking PI) Environment Committee	16,791	16,600	Available Nov 2016
Overall cleanliness score % (SOLACE Benchmarking PI) Environment Committee	96	96	Available Dec 2016
% of adults satisfied with street cleaning (SOLACE Benchmarking PI) Environment Committee	82	80	Available Sep 2016
Cost of maintenance per kilometre of roads (£) (SOLACE Benchmarking PI) Enterprise and Infrastructure Committee	2,842	2,868	Available Nov 2016
Percentage of A class roads that should be considered for maintenance treatment (SOLACE Benchmarking PI) Enterprise and Infrastructure Committee	37.4	38.1	Available Nov 2016
Percentage of B class roads that should be considered for maintenance treatment (SOLACE Benchmarking PI) Enterprise and Infrastructure Committee	34.8	34.7	Available Nov 2016
Percentage of C class roads that should be considered for maintenance treatment (SOLACE Benchmarking PI) Enterprise and Infrastructure Committee	33.0	34.3	Available Nov 2016
Percentage of U Class roads that should be considered for maintenance treatment (SOLACE Benchmarking PI) Enterprise and Infrastructure Committee	36.23	34.7	Available Nov 2016
Cost of trading standards and environmental health per 1,000 population (£) (SOLACE Benchmarking PI) Community Safety Committee/Environment Committee	21,475	20,500	Available Nov 2016

Indicator (Source)	Performance		
	13/14	14/15	15/16
Cost of trading standards per 1000 population (SOLACE Benchmarking PI) Community Safety Committee/Environment Committee	3,891	3,627	Available Nov 2016
Cost of environmental health per 1000 population (SOLACE Benchmarking PI) Community Safety Committee/Environment Committee	17,583	16,900	Available Nov 2016

PERTH AND KINROSS COUNCIL

Environment Committee

1 June 2016

Community Environment Challenge Fund Update

Report by Director (Environment)

This report provides an update on the award of Community Environment Challenge funding to community groups between April 2015 and March 2016.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Community Environment Challenge Fund allows communities to bid for environmental improvement funding, which can link to conservation area appraisals and other regeneration initiatives.
- 1.2 The Fund is aimed at community groups leading and delivering projects which would make a significant difference to their local environment, and be widely supported within the community. Up to £100,000 of funding has been made available annually between 2011/12 and 2016/17.
- 1.3 The Environment Committee approved changes to the Community Environment Challenge Fund (CECF) in June 2013 to make the Fund more accessible to community groups and local organisations. This was to streamline the assessment and approval process and to assist community groups to improve their areas, in partnership with the Council (Report No.13/271 refers).
- 1.4 The Committee has subsequently been updated on the funding awarded to community groups in 2013/14 (Report No. 14/250 refers) and 2014/15 (Report No. 15/240 refers)
- 1.5 To apply for funding, groups must be constituted with the project supported by all local elected members in the ward where the project is taking place. It must also have the support of a range of local community groups including the Community Council. The project must be completed within two years, using at least 50% match funding from other sources which may include fundraising activities and 'in kind' contributions.
- 1.6 In order to maximise the number of groups and areas benefiting from the funding, each community group can currently only apply for funding for one project per financial year. To ensure the projects make a significant difference to the local environment, funding levels are set between £5,000 and £10,000 per project, although larger funding applications will be considered in exceptional circumstances.

- 1.7 The Fund is aimed at community groups leading and delivering projects to make significant improvements in their local environment which are widely supported by the community. Additionally, as a requirement of the revised Fund, it is the communities' responsibility to develop and adopt a long term maintenance commitment for the environmental projects undertaken through the Fund.

2. PROPOSALS

- 2.1 The Committee is asked to note the distribution of funding to community projects from the CECF for the period 01 April 2015 – 31 March 2016, as detailed in Appendix 1.
- 2.2 The CECF has supported 14 new projects in 2015/16, awarding grants totalling £100,000. The total cost of these 14 projects amounts to £504,215.96.
- 2.3 2016/17 is the final year of the CECF, with £100,000 being available, and already eight groups have submitted applications.
- 2.4 In addition, the Tay Landscape Partnership had sought to apply to the CECF over the last few years to support the development of paths and trails in order to allow people to get out and enjoy the landscape.
- 2.5 Due to delays in securing permission for some of the Paths and Trails, the phased applications will now be submitted for funding in 2016/17. The funding request will be in the region of £50,000. If approved, these applications along with eight already submitted will mean that the CECF will be fully spent for financial year 2016/17.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 The revised CECF is continuing to fund the development of sustainable community-led environmental improvement projects through an accessible, stream-lined, effective assessment and approval process.
- 3.2 It is recommended that the Committee:
- i) Notes the contents of this Report.
 - ii) Instructs the Director (Environment) to report the outcomes of the CECF for 2016/17 to the Committee in 12 months' time.

Authors

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Approved

Name	Designation	Date
Barbara Renton	Director (Environment)	27 April 2016

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	Yes
Risk	Yes
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 The proposals in this report relate to the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of following the priorities:

- i) Promoting a prosperous, inclusive and sustainable economy
- ii) Supporting people to lead independent, healthy and active lives
- iii) Creating a safe and sustainable place for future generations

Corporate Plan

1.2 The proposals relate to the achievement of the Council's Corporate Plan Priorities:

- i) Promoting a prosperous, inclusive and sustainable economy;
- ii) Supporting people to lead independent, healthy and active lives; and
- iii) Creating a safe and sustainable place for future generations.

2. Resource Implications

Financial

- 2.1 Up to £100,000 of funding was available annually between 2011/12 and 2016/17.
- 2.2 For the period 01 April 2015 – 31 March 2016, the CECF has committed £100,000.

Workforce

- 2.3 The proposals in this report have no workforce implications.

Asset Management (land, property, IT)

- 2.4 The proposals aim to enhance public open space assets and/or potentially reduce the maintenance burden on the Council by working in partnership with community groups.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allow the Council to demonstrate that it is meeting these duties.
- 3.2 The function, policy, procedure or strategy presented in the Community Environment Challenge Fund report were considered under the Corporate Equalities Impact Assessment process (EqIA) and were assessed as relevant and the following positive outcomes are expected following implementation.
- 3.3 The criteria for the grant require the applicant to have consulted widely in the community and have community support for the project they are seeking funding for. An improved environment or facilities funded by the Grant should benefit most groups and the effect would therefore be positive. An annual review of the success of the grant aid programme will be undertaken including an assessment of equalities in relation to the funding awarded and any negative impacts will be addressed.

Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.5 The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act.

Sustainability

- 3.6 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Challenge Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.7 Prior to June 2013, there was no method of monitoring the impacts of the Community Environment Challenge Fund. It was therefore agreed in June 2013 that an End of Project Feedback Form is sent to each group that has received funding so that the impacts on the community and their local area can be recorded.
- 3.8 By working in partnership with the community to enhance and maintain the environmental quality in locally important areas, we are ensuring a sustainable approach is taken to the environment, community and economy.

Legal and Governance

- 3.9 The Head of Finance and the Head of Legal and Governance have been consulted on the content of the report.
- 3.10 Funding is only released when proof has been supplied that Match funding has been secured. This proof could be in the form of a Letter of Support for Guaranteed Funding from Other Funder(s). Groups are asked to submit proof of requests of payments (i.e. copy of invoices) as soon as possible and payment of the grant is made on that basis before the invoice has been paid. The applicant is requested to also provide evidence of 'in kind contribution' and the grant is paid against proof of "in kind" expenditure up to the level of grant agreed.
- 3.11 An End of Project Monitoring Report is sent to each group that has received funding so that the positive impacts on the community and their local area can be recorded, shared and celebrated. Overall, the form will evaluate the outcomes of the project and confirm what work was carried out.

Risk

- 3.12 Risks associated with individual projects are identified and managed through the assessment process.

4. Consultation

Internal

- 4.1 The Head of Finance and the Head of Legal and Governance have been consulted on the content of the report.

External

- 4.2 Before submitting the June 2013 Committee Report, the amended essential and desired criteria were consulted on with representatives from Take A Pride in Perthshire.

5. Communication

- 5.1 Below is a list of the communications which continue to be undertaken as part of implementing the proposals, including the key target audiences and the communication methods.

- PKC website
- Leaflet
- Target Audience

- 5.2 Communities across Perth and Kinross including:

- Local groups
- Individuals
- Take A Pride in Perthshire
- In Bloom Committees

2. BACKGROUND PAPERS

- 2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to material extent in preparing the above Report:-

- Environment Committee Report (Ref No. 15/240) – dated 03.06.15
- Environment Committee Report (Ref No. 14/250) – dated 04.06.14
- Environment Committee Report (Ref No. 13/271) – dated 05.06.13
- Environment Committee Report (Ref No. 11/446) – dated 07.09.11

3. APPENDICES

- 3.1 Appendix 1 – Projects approved by the CECF since April 2015.

Appendix 1

Projects supported by the CECF from 1 April 2015 – 31 March 2016

Applicant	Project Brief	Sum Requested	Grant Awarded	Financial Year	Other Notes	Outcome of Investment
Auchterarder Community Sports Association	Feasibility study for the development of Core paths within catchment area.	£3,225	£2,228.56 paid from 2014/15 budget £996.44 to be paid from 15/16 budget	2014/15	A 2014/15 application Total project cost of £6,450	The Feasibility Study has been completed.
Blairgowrie & Rattray Community Sports Club	Piggy Lane Changing Facilities	£8,330.00	£8,330.00	2015/16	Total project cost of £20,330.00	Introduction of units on-site for changing rooms, with toilets and wash basins, plus a storage facility.
Crieff Community Garden	Crieff Community Garden Path	£3,037.50	£3,037.50	2015/16	Total project cost of £6,373.50	A footpath (101m long) was built through the garden to complete an end-to-end pathway.
Biodynamic Farms + Gardens	Polytunnels for a local community garden - Biodynamic Farms & Gardens of the future	£8,364.00	£8,364.00	2015/16	Total project cost of £17,494.00	A polytunnel was introduced. The group's intention is to grow and sell crops as part of their garden social enterprise.

South Perth Green Spaces	Craigieknowes Drinking Fountain restoration, Perth	£3,337.62	£3,337.62	2015/16	Total project cost of £8,275.12	One of only three Edwardian drinking fountains in Perth. It has been restored and will be featured in Perth Walks Guides and websites as a focal point of local historical interest.
Keir Bridge Funding	Improve the area around the Bridge of Keir, Braco & Greenloaning. The area is a designated woodland walk and community recreation area which has recently become overgrown, neglected and the site of fly-tipping.	£4,845.00	£4,845.00	2015/16	Total project cost of £9,840.00	<p>Cleared the overgrown woodland walk and recreation area of fly-tipping, fallen trees, wild saplings and trees identified as being hazardous.</p> <p>A new pathway created, suitable for wheelchair users and pushchairs.</p> <p>Seating, picnic areas and nesting boxes for squirrels introduced alongside new planting of native trees, shrubs and native flowers.</p>

Brig in Bloom	2015 Environmental Project - Bridge of Earn	£3,419.97	£3,419.97	2015/16	Total project cost of £6,839.94	Purchased new tractor mounted mower and strimmer and PPE to deliver environmental improvements in Bridge of Earn.
Kinross in Bloom	Community development and environmental improvement	£4,450.00	£4,450.00	2015/16	Total project cost of £16,859.00	Purchase and installation of planters with sustainable plants and seats across Kinross town centre.
Pitlochry Pavilion User Groups (PUGs)	Phase 1 of a project to upgrade the Pavilion	£15,000.00	£15,000.00	2015/16	Total project cost of £150,000.00	Improvements to the Recreation Ground – upgrading the play-park facilities to bring it up to premier status for local residents and visitors. Funding the upgrade of the play-park facilities to bring it up to premier status for all residents and visitors alike.
Take a Pride in North Muirton	Argyll Road Flower Beds, North Muirton	£2,838	£2,838.00	2015/16	Total project cost of £5,676.00	Landscaping of the two Argyll Road flower beds with herbaceous plants and shrubs.

Muthill Village Trust	Muthill to Crieff Cyclepath Project	£10,000.00	£10,000.00	2015/16	Total project cost of £174,517.00	Phase 1 - Construction of a 1.5km section of cycle path: Strageath to Templemill.
St Madoes & Kinfauns Parish Church - Madoch Development Centre	Madoch Centre, St Madoes - outside play space	£10,000.00	£10,000.00	2015/16	Total project cost of £33,128.00	Creation of an outside play space for the new Madoch Centre.
Coupar Angus Pride of Place	Coupar Burn Community Diversity Project	£12,000.00	£12,000.00	2015/16	Total project cost of £29,233	Enhancement of the Burnside area adjacent to the road. A 1km stretch of boundary/screen between the busy ring road and housing.
Scone Remembers	Scone Woods World War I Memorial Project	£4,200.00	£4,200.00	2015/16	Total project cost of £8,400	Creation of a Memorial Path in Scone Woods to link Scone village with Scone Palace. It will directly link the medieval Scone with today's modern village and re-establish the historical links with Scone Estates.

Stanley Development Trust	Stanley Path Network Maintenance & Development.	£8,350	£8,350 (£2,168.53 to be paid from 2016/17 budget)	2015/16	Total project cost of £17,250	<p>Three aspects:</p> <ol style="list-style-type: none"> 1) A Feasibility Study for a cycle path linking Stanley and Luncarty, proposed as a Core Path by PKC. 2) Essential maintenance works on the Shiel Core Path to prevent further erosion of the downhill section of this route. 3) The purchase of tools and related safety equipment for general path maintenance to undertake general vegetation removal across the Path Network, used by the Group for on-going activities which will keep the network of paths generally maintained and in good condition.
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			2015/16 TOTAL = £97,000		Total Project cost of all the 2015/16 projects = £504,215.96	
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PERTH AND KINROSS COUNCIL**Environment Committee****1 June 2016****Introduction of a Trade Waste Permit System at Council Recycling Centres****Report by Director (Environment)**

This report outlines the background to the proposals for the introduction of a Trade Waste permit system at Council Recycling Centres. The system is being proposed to control the unlawful disposal of waste by businesses which is estimated to cost the Council in the region of £75,000 per annum. This reports sets out the policy, process and timescales. It also seeks approval for the introduction of a Trade Waste permit system and outlines the 'soft start' to its implementation.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Refuse Disposal (Amenity) Act 1978 requires that Local Authorities provide sites where a person can dispose of refuse free of charge. The exception to this is refuse generated by business activities. Therefore, there is no obligation on Perth & Kinross Council to provide such sites for the disposal of trade waste.
- 1.2 Businesses are required by Duty of Care legislation to ensure their waste is disposed of in accordance with the law, and the Environmental Protection Act 1990 allows Local Authorities to charge for both the collection and disposal of business waste. Where businesses bring their waste to Recycling Centres, the collection element does not apply. However, Local Authorities can (and should) charge for the disposal element.
- 1.3 The following arrangements are currently in place for businesses:
 - All Recycling Centres in Perth & Kinross are licenced to take municipal waste (that includes business waste of a similar nature to household waste).
 - Businesses can dispose of residual waste and pay a fee at Recycling Centres, with the exception of Inveralmond Recycling Centre in Perth.
 - Trade waste over the weighbridge at Friarton, Perth was re-introduced in 2016 following approval of the report on the Environment Service Scheme of Charges 2016/17 (Report 16/13 – noted at Environment Committee 20 January 2016 and approved at Special Council Meeting 11 February 2016). This previous service was withdrawn due to the introduction of the Landfill Allowance Scheme. This had financial implications for the Council in terms of significant fines for exceeding landfill allowance tonnages. These have now been abolished.

- Businesses can also deposit timber, inert and garden waste at Friarton Depot and are charged accordingly through use of the weighbridge facility.
 - Businesses are also permitted to dispose of recyclates such as cardboard, cans, glass, paper and plastic bottles, free of charge at all Recycling Centres and Points.
- 1.4 The majority of businesses use Recycling Centres correctly and pay for the disposal of their waste. However, the Council's Recycling Centres are being targeted by some traders, claiming to be residents with household waste, in order to deposit waste free of charge. This provides these businesses with an unfair advantage over companies who are operating within the law, and paying commercial rates with the Council or other waste management providers. In order to ensure that there is a level playing field for businesses, the Council set out to find out the scale of the issue, develop a system that reduces unlawful disposal and treats business in a fair and equitable manner. Following reports of unauthorised disposal of waste by businesses from site operatives at Recycling Centres, a comprehensive survey of all vehicle movements at Friarton Recycling Centre was undertaken.
- 1.5 The survey concluded that a considerable quantity of commercial waste was being illegally deposited at Friarton Recycling Centre. Based on the findings of the survey, it was estimated that the total of unpaid disposal charges across the Council's Recycling Centres could be in the region of £75,000 per annum (Appendix 1 shows a detailed breakdown of the estimated cost).
- 1.6 Following on from the survey, potential options for restricting the unauthorised trade usage at Recycling Centres was investigated by officers in Waste Services and Operations.
- 1.7 The options appraisal included identifying and scoping a number of options. These options were subjected to a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to ensure the options were fully understood in terms of restricting/ceasing the unauthorised trade usage at Recycling Centres.
- 1.8 The preferred options were:
1. Introduce a Permit System at all sites.
 2. Conduct cross referencing of company details during the permit application process against the Scottish Environment Protection Agency (SEPA) waste carriers database to ensure the business is appropriately licenced.
 3. Install barriers at Recycling Centres to allow attendants to stop vehicles and check permits and waste types.
 4. Permit the use of the Friarton weighbridge for residual waste

- 1.9 Barriers were installed as part of the development of the new Inveralmond Recycling Centre which opened in 2012. Based on the successful implementation, a decision was made to incorporate barriers at Recycling Centres across the Council area.
- 1.10 To date, barriers have been installed at Blairgowrie, Crieff, Friarton, Kinross, Pitlochry and Inveralmond Recycling Centres. Signage was ordered in March 2014 which coincided with a media release informing the public of the Council's initiative to increase recycling rates by allowing staff to stop vehicles and direct them appropriately.
- 1.11 In addition, there are existing procedures in place for residential landlords following enquiries to clarify their position in relation to waste disposal.
- 1.12 Under Schedule 1 of the Controlled Waste Regulations 1992, any waste emanating from a property whose primary purpose is a domestic residence should be regarded as household waste. Therefore, where someone owns a property and disposes of waste (furniture and furnishings) they can legally take that waste to a Recycling Centre and, based on the Residential Landlord procedure, dispose of it free of charge twice per rolling year.
- 1.13 However, where waste is removed on behalf of a tenant by the landlord, they are acting as a third party to remove the waste. For such a transaction, the landlord would require a Waste Carriers Licence and will be required to pay for the disposal of the waste.
- 1.14 In addition, if the landlord / owner carries out house clearances and / or general maintenance work on behalf of tenants or third parties, they would require a Waste Carriers Licence and will be required to pay for the disposal of the waste

2. PROPOSALS

- 2.1 The Council is striving to balance the need to support businesses, (by helping dispose of their waste legitimately), with the need to avoid indiscriminate and illegal disposal of waste by less responsible traders. By finding solutions to the acceptance of commercial waste and recyclates, the Council can improve services for local businesses and make it easier and more cost effective for SMEs to recycle.
- 2.2 Other benefits to ensuring that commercial waste does not enter sites unchecked include managing congestion on site and ensuring that the recycling rate at the centre is not affected – businesses can be encouraged to segregate their waste to ensure they meet the requirements under the Waste (Scotland) Regulations 2012. In addition, the safety of our site operatives is paramount and there have been incidences where operatives have challenged 'suspected' traders and difficult situations have occurred. Therefore, a clear and concise permit system will assist with protecting our operatives.

- 2.3 As part of the process of developing a permit system, initial consultation with relevant sectors, including comparator authorities, was undertaken. In addition, data was gathered from other sources including Waste and Resources Action Programme (WRAPs) Household Waste Recycling Centre (HWRC) Guidance Report (Updated January 2016). This report contains a section dedicated to the issue of managing commercial waste on sites. The report provides guidance of how such systems can be implemented.
- 2.4 From this consultation and guidance report, a number of basic requirements and principles for a permit scheme are listed below:
- For authorised users of Recycling Centres, the level of provision and service should not be diminished, i.e.:
 - Householders will be able to use all Recycling Centres and Points to dispose of, and recycle, their waste and recyclables without charge – no change to current service levels.
 - Businesses/Commercial traders will still be able to use all Recycling Centres and Points to recycle their glass bottles and jars, paper, card, metal packaging and rigid plastic containers – no change to current service levels.
 - Businesses/Commercial traders can continue to dispose of residual waste, wood, garden/green waste and inert materials at Recycling Centres, with the exception of Inveralmond and Friarton Recycling Centres, where businesses are directed to use the weighbridge at Friarton Depot. This service will be chargeable and will be on a similar scale to the current charging scheme. Commercial traders looking to dispose of materials out with this range will be directed elsewhere – no change to current service levels.
 - Businesses / commercial traders will be able to use the Friarton weighbridge to dispose of residual waste - introduced on 1 April 2016.
 - Permit system should be cashless, to minimise on-site administration risks of cash handling and potential delays.
- 2.5 Consultation and data gathering was also undertaken with neighbouring local authorities, where examples of best practice were identified. It was found that permit systems are relatively commonplace and a number of operating models exist, with many Councils choosing to charge businesses for using sites. See Appendix 4 for further information.

Permit System

- 2.6 A working group was set up with the remit of developing proposals for how a permit scheme would work in terms of policy, types of permits that would be available, the charging scheme and how the permit system would be enforced at Recycling Centres. Appendix 2 provides a concise visual overview of the

main issues and detailed information is provided in Sections 2.7 to 2.23 below.

Policy

- 2.7 All vehicles that could potentially be transporting trade waste, including all vans and vehicles towing trailers, will be stopped at the barriers by site attendants and asked to produce a permit.
- 2.8 If a permit cannot be produced then entry to the site to dispose of waste will be denied. The business will be provided with details of how to register for and obtain a permit. The site attendant will record the business details. Where the trader fails to register, the Council may follow-up and /or report any concerns to SEPA in full.
- 2.9 Householders whose main mode of transport is a van will be able to register for a Residential Exemption Permit. Traders who try to exploit this exemption system may have restrictions placed on the number of visits they may make in a set period of time, as per the landlords' procedures detailed in sections 1.11 – 1.14.

Permits

- 2.10 To be able to effectively implement the above policy, three types of permit will be made available, namely:
- Residential Exemption Permit
 - Business Waste Permit
 - Business Recycling Permit

Residential Exemption Permit

- 2.11 As stated in paragraph 2.9 above, the Residential Exemption Permit is to allow householders, whose main mode of transport is a van, to be able to use the Recycling Centres to recycle and dispose of waste without charge. The registration process is designed to be robust and will include a requirement for the resident to produce the following documentation on application:
- Vehicle registration documents
 - Proof of address
 - Letter of comfort from business/employer where a liveried business vehicle is used, giving permission to use the van for personal purposes
 - For sole traders, additional separate proof of waste disposal arrangements for their business will be required

- 2.12 There will be occasions when residents may hire a vehicle on a short term basis to undertake works on their property, for example. The system has been designed to allow for this.
- 2.13 A check will be made by the site attendant of the short term hire agreement. If this can be produced then the resident will be allowed to access the site to deposit waste and/or recycle. If this cannot be produced, then the vehicle will not be given access to the site.
- 2.14 If a hire agreement can be produced and this is for a period of longer than one week, then this will be deemed a long term hire agreement and will require the resident to apply for a Residential Exemption Permit.

Business Waste Permit

- 2.15 Businesses will be able to register for a Business Waste Permit. The registration process will consist of a cross check of its Waste Carriers Licence Registration against SEPA's online database.
- 2.16 Once this check has been completed, an annual Waste Transfer Note will be issued by the Council which can be used by businesses to evidence compliance with the Waste (Scotland) Regulations 2012. The regulations place a legal duty for any businesses that produce, handle or dispose of waste to hold a Waste Transfer Note under Duty of Care legislation. The Waste Transfer Note contains a written description of the waste which enables anyone handling it to do so safely and appropriately.
- 2.17 Business Waste Permits will be issued, and will be re-issued on a calendar year basis. The permits will be a credit card sized laminated document that can be carried easily.
- 2.18 The Business Waste Permit will be chargeable through a pre-paid voucher system. Once businesses have registered and received their permit, they will be able to purchase vouchers based on the waste type and the type of vehicle being used. The vouchers can be paid by invoice if the business has an account set up with the Council and if the sum is over £30, or by cash. The purchasing of vouchers will be handled by the Customer Service Centre or via Council offices and the businesses will be required to redeem the voucher to deposit trade waste at the Recycling Centres.

Business Recycling Permit

- 2.19 Businesses will be able to register for a Business Recycling Permit. This will be a non-chargeable service. The registration process will be the same as described in paragraphs 2.16 -2.18 and will consist of a cross check of the businesses Waste Carriers Licence against SEPA's online database.
- 2.20 Once this check has been completed, an annual Waste Transfer Note will be issued which can be used by businesses to evidence compliance with the Waste (Scotland) Regulations.

Charging Proposals

- 2.21 Types of vehicle which are included in the permitting system are:
- Light vans
 - Panel vans
 - Vehicles towing a trailer (including trailers up to 0.5 tonne)
 - Vehicles towing a trailer (including trailers over 0.5 tonne)
- 2.22 Appendix 3 summarises the current charges for residual and garden waste at Recycling Centres from 1 April 2016. These charges reflect the proposed permit costs and were agreed by the Council through the budget setting process.
- 2.23 In addition, and to provide a comprehensive trade waste service, the acceptance of trade waste over the weighbridge at Friarton, Perth has been re-introduced from 1 April 2016. This service was previously withdrawn due to the introduction of the Landfill Allowance Scheme which had financial implications for the Council in terms of significant fines for exceeding landfill allowance tonnages. This scheme is no longer in existence and the opportunity now exists to provide a comprehensive waste service to business customers who wish to transport their waste to the Friarton depot or one of our nine Recycling Centres.
- 2.24 The charging scheme for disposal of waste at Friarton Weighbridge will be based on the current charging scheme at 1 April 2016 (see Appendix 3). It takes into account any changes agreed by the Council through the budget setting process.
- 2.25 Traders who visit the Friarton Recycling Centre will be advised to visit the weighbridge. Only disposal of the recyclables outlined in paragraph 1.3 will be accepted at the Friarton Recycling Centre.
- 2.26 Only recyclates will be accepted at the Inveralmond Recycling Centre from businesses. Residual waste will have to be disposed of at Friarton, as businesses can access the Weighbridge and will be charged on a pay by weight basis. The use of the Friarton Weighbridge in Perth for disposal of residual business waste and bulky waste such as garden and timber ensures that Friarton and Inveralmond Recycling Centres are kept clear for use by households or businesses with a Recycling Permit.

Implementation of the System at Recycling Centres

Enforcement Approach

- 2.27 Prior to the implementation period, there will be a significant amount of work done to ensure that householders and businesses are aware of the changes.

- 2.28 Training involving relevant staff from Waste Services, Direct Services (Operations), Customer Service Centre and Finance will be undertaken prior to the 'soft start' of the system. A 'soft start' will be used at the point of introduction of the scheme, with those traders who are prepared to pay for waste disposal, being allowed on site for the first visit, thereafter they will be refused entry without a Permit. Traders will be supported by site operatives who will assist them in understanding how the new system will operate, throughout this period.
- 2.29 Residents with a van will also be allowed to access the site on the first occasion with a Disclaimer Form completed confirming the waste is from a household and not of commercial origin. Thereafter, they will be refused entry if a Residential Exemption Permit has not been obtained. Timescales for the duration of the 'soft start' are provided in Section 2.31. The soft start will ensure a sympathetic approach is taken by staff.
- 2.30 Staff will be briefed on the enforcement protocols that they will be responsible for implementing once the scheme is fully in place. The enforcement protocols will consist of the following:
- 1) Stop vehicle at barrier and identify if waste is domestic or commercial.
 - 2) Entry to the site to be refused if an appropriate permit or short-term hire agreement cannot be presented.
 - 3) Operative to record business/residents' details and advise of registration process and requirements. The driver will be advised that this information will be passed to Waste Services staff, and also SEPA if there is suspected inappropriate disposal of waste.
 - 4) Where suspected traders fail to register, Waste Services Officers may follow-up via individual or company details provided.
 - 5) Waste Services Officers report any concerns regarding suspected commercial vehicles to SEPA where traders fail to register.

Implementation Timescales

2.31 The proposed timescales for implementing the permit system are:

Report to Environment Committee for approval	1 June 2016
Education and Awareness (including staff training)	June to December 2016
'Soft Start'	January – May 2017
Full Implementation	1 June 2017

2.32 The first stage of the implementation will be informing householders, as well as businesses, of the changes and of the timescales for implementation. Target business user groups will be retail, building, glazing, gardening, landscaping, small manufacturing, hotels and restaurants, and the professional and service sectors. Key messages will be distributed via the Council's social media forums, local press and radio. Direct mailings of

information leaflets will be issued to local businesses and be made available at sites in the weeks preceding, and during, the introduction of the scheme.

3. CONCLUSION AND RECOMMENDATION

- 3.1 The Council's Recycling Centres are being targeted by traders, claiming to be residents with household waste, in order to deposit waste free of charge.
- 3.2 This is providing an unfair advantage to these companies over responsible businesses which are operating within the law, and paying commercial rates with the Council or other waste management providers.
- 3.3 The Council estimates that traders are avoiding paying in the region of £75,000 per annum in disposal charges. The proposals contained within this report seek to counteract this.
- 3.4 It is recommended that the Committee approves:
- (i) the introduction of a trade waste permitting system from 1 June 2017 as outlined in the report; and
 - (ii) a soft start approach where operatives will assist residents and traders in understanding the system prior to full implementation with education and awareness being undertaken until the implementation date.

Authors

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Approved

Name	Designation	Date
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You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	YES
Corporate Plan	YES
Resource Implications	
Financial	YES
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	YES
Legal and Governance	YES
Risk	None
Consultation	
Internal	YES
External	YES
Communication	
Communications Plan	YES

1. Strategic Implications

Community Plan / Single Outcome Agreement

1.1 The proposals in this report relate to the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement in terms of following the priorities:

- (i) Promoting a prosperous, inclusive and sustainable economy
- (ii) Creating a safe and sustainable place for future generations

Corporate Plan

1.2 The proposals relate to the achievement of the Council's Corporate Plan Priorities:

- (i) Promoting a prosperous, inclusive and sustainable economy;
- (ii) Creating a safe and sustainable place for future generations.

2. Resource Implications

Financial

2.1 Introducing the Permitting System should assist the Council with generating potential savings generated through avoided waste disposal charges (estimated at £75,000 per annum).

Workforce

- 2.2 The proposals in this report have no direct workforce implications. However, introducing a Permit System will support Operatives at Recycling Centres in taking preventative action and provide protection for them.

Asset Management (land, property, IT)

- 2.3 The proposals in this report have no Asset Management implications.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.
- 3.2 The proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA

Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.4 The proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

Sustainability

- 3.5 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- In the way best calculated to delivery of the Act's emissions reduction targets;
 - In the way best calculated to deliver any statutory adaptation programmes; and
 - In a way that it considers most sustainable.
- 3.6 The implementation of this scheme will ensure businesses comply with relevant environmental legislation and regulations and ensure the Recycling

Centres can also function efficiently for the benefit of residents in Perth and Kinross.

Legal and Governance

- 3.7 The Head of Legal and Governance and Head of Finance have been consulted on the content of this report.

Risk

- 3.8 Risks associated with individual actions related to the Permit System will be identified and managed accordingly through project implementation.

4. Consultation

Internal

- 4.1 The report has been developed in consultation with the Business Support Team, Direct Services and the Customer Service Centre.

External

- 4.2 The proposals in this report have been developed based on initial consultation with relevant sectors and information collated from other Local Authorities. Reference has also been made to the Household Waste Recycling Centre (HWRC) Guide (WRAP, Updated January 2016) which can be accessed - http://www.wrap.org.uk/sites/files/wrap/INH0449_HWRC_Guidance_2015_7%20FINAL.pdf

5. Communication

- 5.1 As part of the Implementation Plan householders, as well as businesses, will be informed of the changes and of the timescales for implementation. Key messages will be distributed via the Council's social media forums, local press and radio. Direct mailings of information leaflets will be issued to local businesses and be made available at sites in the weeks preceding, and during, the introduction of the scheme. A detailed Communications Plan and timeline will be finalised on Committee approval and Corporate Communications Team will be consulted on the final plan.

2. BACKGROUND PAPERS

- 2.1 None.

3. APPENDICES

- 3.1 Appendix 1 – Calculation of potential avoided charges.
3.2 Appendix 2 – Concise Mindmap.
3.3 Appendix 3 – Current charges for Recycling Centres and Weighbridge.
3.4 Appendix 4 - Waste Managers Network – Trade Waste Access at Recycling Centres.

Appendix 1

Introduction of a Trade Waste Permitting System at Council Recycling Centres

Calculation of Potential Avoided Charges

A survey was conducted to quantify the number of suspected traders which use Friarton Recycling Centre. The survey found that approximately 10 vehicles using the site were suspected traders depositing controlled waste. This translates to 2.2% of the total number of vehicles using the Recycling Centre per day.

If the 2.2% is applied to the traffic count data across all 9 Recycling Centres this equates to 39 suspected traders depositing controlled waste per day.

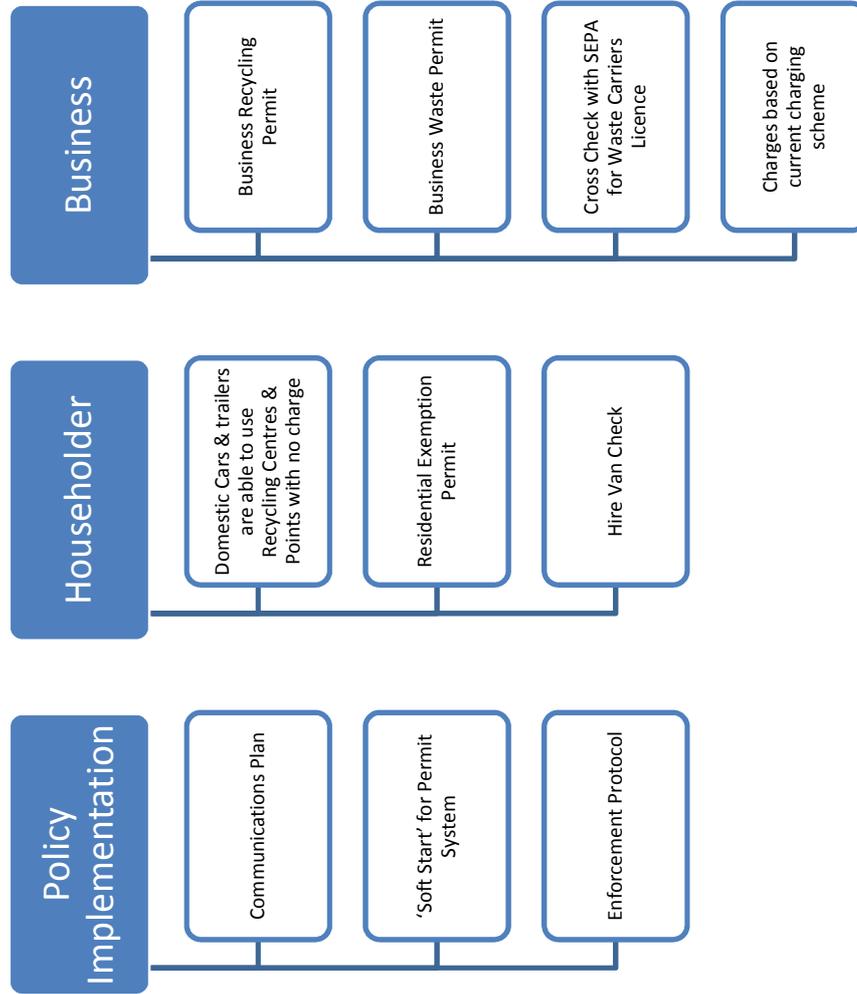
Based on a published study into Trade Waste it is estimated that on average the weight brought to CA sites by a trader was 0.2 tonnes.

Even if only 0.1 tonnes is applied to the number of suspected traders potentially avoiding legitimate disposal charges based on 2016/17 panel van prices the total unpaid charges would be as follows:

0.1 tonnes X 39 traders per day X 361 days per year X £54.00 disposal charge

= £76,026

Overview of Trade Waste Permitting System



Appendix 3

Current charges for commercial tipping at Recycling Centres from 01 April 2016.

	Light Van	Panel Van	Trailer up to 0.5t	Trailer over 0.5t
	(£)	(£)	(£)	(£)
Residual Waste	27.60	54.00	54.00	108.00
Garden Waste	8.40	15.60	15.60	32.40
Inert Waste	6.00	11.00	11.00	22.00
Timber Waste	2.00	4.00	4.00	8.00

Charging scheme for disposal of waste at Friarton Weighbridge from 01 April 2016.

Inert Waste	£7.00/tonne
Garden Waste	£26.71/tonne
Residual Waste	£90.00/tonne
Timber Waste	No charge

Appendix 4

Local Authority Information - April 2015

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Aberdeen City	X	Offer collection service for traders.					
Aberdeenshire	✓		Restricted to 5 specific sites. Inverurie Transfer Station (WTS) can only accept Mixed Residual Waste or cardboard. Access at WTS must be pre-approved.	Waste Transfer Note must be brought by user for each delivery. Restricted to traders who cannot accommodate collection service (for transfer station use).	£119.60/tonne (Apr 15). At Weighbridge £15 min charge. Notify in advance and invoiced later. Some sites do not have weighbridge so set charges dependant on vehicle payload, regardless of quantity of waste deposited. Therefore the minimum charge at these sites is 1/2 tonne for a small escort type van.	X	No figures supplied. 'Small number of traders use the service'.

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Angus	✓			Disposal Voucher (with Duty of Care Transfer Note) system prepaid with cash/cheque/debit/credit card purchased from Council Access office. Each voucher (with list of Conditions on rear) is numbered and logged so it can be traced and reconciled when handed in at CRC. The vouchers are in duplicate of different colours and one part is kept by customer and the other handed to site operator. List of transactions is regularly sent to Waste team.	Car based vans £12.83 per voucher (£15.40 incl. VAT); Medium vans (up to and including 7.5cu metre capacity) £31.50 per voucher (£37.80 incl. VAT); Trailers (up to two tonnes) NB a loaded trailer and a loaded towing vehicle require a separate voucher for each. £31.50 per voucher (£37.80 incl. VAT); Large capacity vans (over 7.5cu metre capacity) £62.42 per voucher (£74.90 incl. VAT).	X	2014 – 1,551 vouchers for 3 different sizes of vouchers = £19,899 + VAT.
Argyll & Bute	✓			PPP with Shanks. For recycling, businesses can buy a book of tickets by credit/debit card, costing different amounts depending on size of vehicle which gets punched when they deposit a load. Can be punched up to 20 times depending on size of load.	Commercials can buy a permit card at local Council area office where they can pay for the card and complete relevant Duty of Care note. Current charge per card is £29.30 and can be used for recyclates - paper, card, plastic bottles, cans, glass and scrap (or as per 2012 Waste Regs). The card allows 20 visits based on 50kgs approx. per visit and should be punched each time by Shanks operative. Scheme is based on van type used i.e. for larger vehicles use more tickets.	X	Only make a token amount from ticket systems - about £10k/year.

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
City of Edinburgh	✓			Existing customers have to contact the Council to add on waste and recycling to their existing trade waste contract. Other traders need to contact the Council to register and pay by Chip and Pin method on site or be invoiced monthly.	Cost is £103.50/tonne if using chip and pin, and £115/tonne if invoiced. Also a charge of £50 for Waste Transfer Note.	Height restriction used	90 commercial users of sites in last 12 months.
Clackmannanshire	✓			Tipping voucher/waste transfer note is purchased in advance from number of Council offices which is redeemed at the CRC. As it is not an online system purchase cannot be made in evenings or weekends after Saturday morning. Customer receives 2 copies of the voucher – one handed in when tipping and one retained by the customer to act as the waste transfer note. The notes themselves have serial numbers and Council stamps.	£46.50 for one tip charge regardless of size of vehicle.	X	Sold £14,184 worth of tickets from Apr-Dec 2014.

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Comhairle nan Eilean Siar	✓		Traders must go to WTS to dispose of waste.	Have to obtain a Waste Transfer Note and take waste to WTS to have checked and priced. Invoiced quarterly.	Disposal costs of each waste type clearly stated so no arguments. Charges = Disposal charge + Landfill Tax. Waste for landfill - Active waste/tonne - £118.95; Inactive waste/tonne £49.45; Special/difficult waste/tonne £251.73; Inert waste for engineering/tonne £2.50; Min charge 1/2 tonne active waste £49.48; Min charge 1/2 tonne inactive waste £24.73; engine oil/lubricants/tonne £110.30; Recyclate/tonne £41.71. WEEE has set charge per item.	X	No figures supplied for WTNs - have 550 annual trade agreements.
Dumfries & Galloway	X	Recycling Centres are not licenced to accept commercial or industrial waste. The Council offers a commercial waste collection service for bagged, wheeled bin and/or bulky waste and for some recyclates.					

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Dundee City	X		No access for traders to recycling centres. Other than kerbside collections, trade waste must be taken to Baldovie Transfer Station, Dundee; commercial green waste to council run Discovery Compost at Riverside Composting Centre.	Payment is accepted at both sites using credit/debit card. Account can be set up for regular disposals.	Residual waste at transfer station - £90/tonne; green waste for composting - £33/tonne. Can also recycle wood, scrap metals, plastics at site.	Looking at currently.	
East Ayrshire	✓		No residual waste i.e. landfill waste will be accepted at either Recycling Centre. No commercial vehicles will be granted access to Western Road site on Sat/Sun. No commercial permit = No access	Standard permit for recycling (incl. scrap metal); Construction and Garden Waste Permit for garden waste, timber, soil and rubble. Must arrange appointment to deposit using online booking system.	Standard permit - £109.88; Construction and Garden Waste Permit - £777.88.	X	Good uptake of permits

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
East Dunbartonshire	X	Traffic Restriction / Small Site - Only stopped access early April 2015. Trade Collection service provided.	Collection service only.				
East Lothian	✓		Material must originate from East Lothian.	They issue a Recycling Permit to ELC trade waste customers to allow them to recycle (paper, card, glass, cans & plastic bottles only) free of charge. Other businesses can purchase an annual Permit.	Recycling Permit costs £135 for 12 months. Charge £177.60/tonne to go over weighbridge (incl. VAT). WTN completed at the time.	At one site.	Information not provided
East Renfrew	✓			Offer all trade customers a free recycling disposal permit for access at Carlibar Road, Barrhead. Customers using the Commercial Recycling Centre must firstly register with SEPA. Have 2 sites: one run by council which does not allow trade access, the other run privately by SCC. Traders (who are not existing customers) can apply for a permit to use that site from over several LA areas.	£120/year for permit plus tonnage rate - going to check and get back to us.	X	As allow traders from other LA areas into SCC-run site do not know what take up is just for East Renfrew. Do know that there has been a high take up of trade customer using recycling disposal at sites.

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Falkirk	✓			Can apply for a Small Traders Tipping Permit from one of their One Stop Shops.			
Fife	✓		Non-recyclable landfill waste not permitted, which also includes recyclable waste that we don't have an existing market for. We have also worded the document, so that we can amend the no. of participating centres and waste streams with no detriment in terms of income.	Offer 2 types of tickets: Standard Recycling (incl. scrap metal) and Construction/Green Waste Recycling (green garden waste, wood, soil and stone/concrete/brick) valid for one year. The "one year" was previously the financial year but it is now a rolling year effective from date of purchase. Also offer a separate Blue permit for Charities.	Standard Ticket - £217.62; Construction/Green Waste Ticket - £542.70. Each application includes admin fee of £37.50 (all prices incl. VAT). Separate blue ticket for charities, £50 for Standard Ticket and £60 for Construction/Green Waste ticket.	Use height restrictors at entrances.	In past year sold £161,005 worth of tickets (in excess of 450 tickets purchased annually).
Glasgow	X		Trade waste accepted only at WTS. Commercial users are permitted to deposit waste within the council transfer stations. An account needs to be set up which is managed by the finance team.	Disposal Cost £143/tonne, minimum charge of £107.25.			

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Highland	✓		Only allow access for businesses with a collection contract and only for recycle.	3 systems: (1) Trade customers entitled to Free Recycling Permit for same amount as contract. Need to carry WTN. (2) At Alness traders or householders with vans/commercial vehicles must complete Self-declaration Form online – to be extended to other sites. (3) At 2 other sites traders can buy Waste Disposal Tickets at Council office.	£70.84 per tonne plus £82.60 Landfill Tax for all wastes other than difficult wastes; £141.68 per tonne plus £82.60 Landfill Tax for difficult wastes; £70.84 per tonne for dry mixed recycling (paper, cardboard, plastic bottles, food tins, drinks cans). Waste Disposal Tickets cost £37.50 each.	X	Only operate ticket system at 2 sites - only a few hundred tonnes/annum collected. In Gairloch sold circa 80 tickets (£3k) and 43 tickets in Ullapool since April.
Inverclyde	✓		Trade waste can be disposed of at one site only	Tipping permits can be purchased (book of 10 tickets) per 1/2 tonne £81.75 (incl. VAT). Charity Tipping Permits, £35 each/half tonne.	1/2 tonne £81.75. Charity Tipping Permits, £34 each/half tonne.	X	800 tonnes deposited in the last year (£130,800). Counted 6,000 commercial vehicles coming in last year.

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Midlothian	✓		Only for existing trade customers. No residual waste, only recycling.	Stobhill Household Waste Recycling Centre only can be used by traders to dispose of certain types of recyclable waste, on presentation of a valid 'Season Ticket' and the appropriate Waste Transfer Note (WTN). No residual refuse from businesses or traders will be accepted.	No extra charge.	Information not provided	
Moray	✓		Recyclable material only and based on Pass system plus green waste	Trade customers can have Recycling Pass as part of their contract. Separate credit-card sized Pass for Green Waste for landscape gardeners. Traders only supposed to access site to deposit recycling materials (paper, glass, card, cans & plastic bottles), not waste but allow commercial vehicles in to deposit other mats. Incl. waste, providing it is materials that are not related to their trades, and they are willing to sign a Household Waste Declaration form. If the site attendants have any doubt, they can refuse entry.	Recycling Annual Pass - £193.75, regardless of vehicle size. Separate Green Waste Pass - £25.40/tonne either by weighbridge tickets or using a ready reckoner. Can pay by cheque or credit/debit card but most pay by monthly/quarterly direct debit.	X	Generally well used by contracted traders for paper and card. Don't separate out their recycling passes from their kerbside ones so don't know how many they have. They think the Green Waste passes cover the disposal costs.

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
North Ayrshire	X	Commercial rates payable to the local authority do not include payment for trade waste collection and disposal.					
North Lanarkshire	X	Householders with commercial type vehicles and/or trailers must pre-book.					✓
Orkney	X	Household only at CRCs. Offer collection service for traders.					

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Perth & Kinross	✓	Had been looking at introducing Voucher system - put on back burner for now. May be progressed later in 2015.			Recycling free of charge. For residual waste have to go over weighbridge and pay/load size -£16/0.5 tonne. Pay by cash at site. Can invoice if over £30/month. Basing new charging system on overhead rate for staff plus gate fee and haulage costs to give a base fee. Also looking at what local market operators are charging so are competitive.	Barriers have been put in place to allow attendants to stop traffic. Also first stage of potential implementation of permit system.	No data supplied.
Renfrew	X	Household only at CRCs. Offer collection service for traders.					
Shetland	✓			Mixed waste to landfill and combustible waste to Energy Recovery Plant. Range of prices for different sorted/hazardous waste.	Mixed waste (for sorting) £92.26/tonne (min charge £18.45/200kg). Direct to Landfill £123.99/tonne (min charge £24.80/200kg). Range of prices for disposing of different types of sorted waste and hazardous waste. Combustible waste can be taken to Energy Recovery Plant £44.47/tonne (min charge £8.89/200kg).	X	No data supplied.

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
South Ayrshire	✓			One part of one site open to trade waste where it is weighed and charged for. Commercial waste is also accepted using a vehicle permit system based on volumes of waste as no weighbridges are available at three of the Council sites.	White Permit – Allows traders to dispose of 1 x 240 litre worth of waste per week, costing £195.00 per year Green Permit – Allows traders to dispose of 2 x 240 litre worth of waste per week, costing £390.00 per year Yellow - Allows traders to dispose of 3 x 240 litre worth of waste per week, costing £585.00 per year Blue Permit - Allows traders to dispose of 4 x 240 litre worth of waste per week, costing £780.00 per year	X	Over past year have issued 26 permits, 19 yellow, 2 white, 1 green and 4 blue = £15,015 in total. I think this covers a low percentage of traders in our area and I think it's a drop in the ocean when it comes to disposal costs at our civic sites but every little helps!!
South Lanarkshire	✓		Access only to one waste transfer site on presentation of pre-paid tipping voucher.	Disposal Voucher (with Duty of Care Transfer Note) system prepaid online with cash/cheque/debit/credit card purchased from Council Access office. Each voucher (with list of Conditions on rear) is numbered and logged so it can be traced and reconciled when handed	Present paid receipt at transfer site. The vouchers can be used in combination depending on the weight of material being deposited. The min. charge will be Category 1. Charges based on weight are: Category 1 - up to 0.5 tonne - £65.20 (incl. VAT); Category 2 - up to 1 tonne - £138.40.		

Local Authority	Allow Trade Waste ✓ / X	If Not, Why Not	If Yes, what Restrictions	System Operated	Charges (£)	Barriers Used	Take Up
Stirling	✓		Cardboard only. All other waste must be collected.	Businesses can now bring cardboard to the one Transfer Station. Vehicles with commercial cardboard should go over the weighbridge - not to the Household Waste Recycling Centre. After weighing, they will be directed to the appropriate location within the transfer station for tipping/emptying. The vehicle will be weighed again on the way out and the company will be charged.	One-half a tonne will be charged £20; One-quarter tonne will be charged £10. Two tonnes will be £80.	X	
West Dunbartonshire	X						
West Lothian	✓		Trade waste accepted at all 6 CRC sites Mon-Fri (before 1700) but restricted to Deans CRC on a Saturday/Sunday	Traders have to pre-purchase a permit/Waste Transfer Note from Operational Services. Each permit is numbered and logged so it can be traced and reconciled when handed in at CRC. The permits are in duplicate of different colours and one part is kept by customer and the other handed to site operator.	Charges - The Trade Waste permit costs £74.39 (including VAT) for each visit (disposing of waste up to 500kg).	X	Poor take-up of permits.

PERTH AND KINROSS COUNCIL

Environment Committee

1 June 2016

**The Flood Risk Management (Scotland) Act 2009
Publication of Local Flood Risk Management Plans****Report by Director (Environment)**

The Council's duties with regard to flooding are set out within the Flood Risk Management (Scotland) Act 2009. This report presents the final drafts of the Council's Local Flood Risk Management Plans that are required to be published by 22 June 2016. The report also provides an update on the recent publication of SEPA's Flood Risk Management Strategies and seeks the Committee's approval of the content of the Local Flood Risk Management Plans.

1. BACKGROUND / MAIN ISSUES

- 1.1 The Flood Risk Management (Scotland) Act 2009 (the 2009 Act) has introduced a more modern, coordinated and sustainable approach to flood risk management at both national and local levels.
- 1.2 Although public authorities are expected to take a proactive role in managing and, where achievable, lowering flood risk, the primary responsibility for avoiding or managing flood risk still remains with land and property owners. The 2009 Act does not alter this. Individuals, businesses and communities must, therefore, play a critical role in making themselves more resilient and helping to reduce the impact of flooding.
- 1.3 The 2009 Act sets out a framework designed to manage and reduce flood risk across Scotland over time. Local authorities, the Scottish Environment Protection Agency (SEPA) and Scottish Water have duties to work together to produce a national flood risk assessment, flood risk and hazard maps, Flood Risk Management Strategies and Local Flood Risk Management Plans. This process of risk assessment, mapping and planning is to be repeated in cycles every six years.
- 1.4 The progress made on the Flood Risk Management (FRM) process was reported to the Environment Committee on 9 September 2015 (Report No. 15/359 refers). The selected actions to manage flood risk and their prioritisation were approved by the Environment Committee at that time. The report also provided an update on the response to the previous public consultation on the draft FRM Strategies and Local FRM Plans.

Update on Prioritisation

- 1.5 Since that time, SEPA has produced the final version of the national prioritised list of actions. There have been some minor changes to the national rankings of some of the selected actions within Perth and Kinross due to the inclusion of schemes and studies in other areas of Scotland. The final rankings for Perth and Kinross are shown in Tables 1 and 2 on a local authority, Local Plan District (LPD) and national basis.

Local Plan District (LPD)	Location	Ranking		
		Perth & Kinross	LPD	National
Tay	Comrie	1 of 4	1 of 2	7 of 42
Forth Estuary	Milnathort (surface water)	2 of 4	3 of 7	19 of 42
Forth Estuary	South Kinross	3 of 4	5 of 7	28 of 42
Tay	Scone (Annaty Burn)	4 of 4	2 of 2	34 of 42

Table 1 - Flood Protection Schemes

LPD Local Plan District (LPD)	Location	Ranking		
		Perth & Kinross	LPD	National
Tay	Pitlochry	1 of 6	2 of 7	25 of 168
Tay	Aberfeldy	2 of 6	3 of 7	41 of 168
Forth	Blackford	3 of 6	3 of 5	43 of 168
Tay	Dunkeld	4 of 6	4 of 7	67 of 168
Tay	Scone	5 of 6	5 of 7	72 of 168
Tay	Perth (Craigie Burn)	6 of 6	6 of 7	116 of 168

Table 2 - Flood Protection Studies

- 1.6 The selected actions and their prioritisation have been developed in partnership with SEPA and the responsible authorities. They have been included in the published Flood Risk Management Strategies.

Publication of Flood Risk Management Strategies

- 1.7 Following approval by the Scottish Ministers, SEPA published the FRM Strategies on 22 December 2015. These documents cover the 14 local plan districts across the whole of Scotland. They describe the objectives and actions that will be implemented by SEPA and responsible authorities over the first six year cycle from 2015-2021.
- 1.8 Perth & Kinross is located within four of these local plan districts, i.e. the Tay district (which covers the majority of Perth & Kinross) as well as parts of the Tay Estuary & Montrose Basin, the Forth and the Forth Estuary.
- 1.9 The published documents can be viewed on the following page of SEPA's website - <http://apps.sepa.org.uk/FRMStrategies/>.

Development and Publication of Local Flood Risk Management Plans

- 1.10 The 2009 Act requires lead local authorities to publish Local FRM Plans by 22 June 2016. As the lead authority for the Tay district, Perth & Kinross Council is responsible for publishing this plan. The Council also has an involvement in the three other Local FRM Plans for the districts noted at 1.8.
- 1.11 The 2009 Act also requires the Local FRM Plans to be consistent with, and supplement, the published FRM Strategies. The FRM strategies have characterised the existing flood risk, set objectives for managing that risk, put forward the selected actions to achieve the objectives and prioritised those actions. The Local FRM Plans have, therefore, been drafted to take account of this information and have been developed based on a national template.
- 1.12 The Local FRM Plans are also required to provide more detail on the proposed implementation arrangements for the selected actions over the first cycle between 2016 and 2022. A description of how the actions will be implemented has, therefore, been developed including the proposed timetable, responsibilities and funding arrangements. A description of how the functions of the responsible parties will be coordinated to achieve this has also been included.
- 1.13 Given that the documents are intended to be public facing, they have also been developed to provide a more local perspective than the FRM Strategy documents.
- 1.14 The responses to the previous public consultation of December 2014 – June 2015 have been taken into account in producing the FRM strategies and Local FRM Plans.
- 1.15 In order to finalise any Local FRM Plan, the 2009 Act requires the lead authority, every other responsible authority and SEPA to agree to its content. The other partners in each district are, therefore, arranging formal agreement in accordance with their respective governance arrangements.
- 1.16 The process of developing the final Local FRM Plans has been delayed by the recent flooding in December 2015 and January 2016. However, the four Plans are currently at a final draft stage and only require minor amendments prior to publication on 22 June 2016.

2. PROPOSALS

- 2.1 The final draft Local FRM Plans have been developed in partnership with SEPA and the relevant responsible authorities (for the Tay district this includes local authorities, Scottish Water, Forestry Commission Scotland, the Loch Lomond & the Trossachs National Park Authority and the Cairngorms National Park Authority). In preparing the Local FRM Plans, the Council has also taken advice from the Tay and Forth Local Advisory Groups.

- 2.2 The published FRM Strategies and final draft Local FRM Plans contain both general actions which apply across the local plan district and actions that are specific to Potentially Vulnerable Areas (PVAs). A full summary of all the general and specific actions that were considered is provided in the table in Appendix 1, together with a detailed description of those actions.
- 2.3 The selected actions which are specific to the PVAs within the four local plan districts are shown (with a green box and tick) in the tables in Appendix 2.
- 2.4 The detailed implementation arrangements for these actions are set out within the final drafts of the Local FRM Plans. The timetable for the implementation of any existing and new actions has been set out, taking account of the prioritisation process and available resources at the current time. These actions will be delivered by SEPA, the relevant local authorities, Scottish Water, other responsible authorities or Transport Scotland as appropriate. The Local FRM Plans describe how the functions of these parties will be coordinated to implement the actions. The arrangements for funding the actions have been based around available or potential sources of funding at the current time.
- 2.5 The final drafts of the Local FRM Plans can be viewed at the following links:
- Tay: <http://www.pkc.gov.uk/CHttpHandler.ashx?id=36139&p=0>
 - Tay Estuary & Montrose Basin:
<http://www.pkc.gov.uk/CHttpHandler.ashx?id=36140&p=0>
<http://www.pkc.gov.uk/CHttpHandler.ashx?id=36151&p=0>
 - Forth: <http://www.pkc.gov.uk/CHttpHandler.ashx?id=36141&p=0>
 - Forth Estuary: <http://www.pkc.gov.uk/CHttpHandler.ashx?id=36142&p=0>
- 2.6 The key outputs from the FRM process have already been subject to public consultation and the FRM Strategies were published in December 2015. In order to allow the public to re-engage with this process at the earliest opportunity, the final drafts of the Local FRM Plans have therefore been placed on the web sites of the relevant lead local authorities, ahead of final publication. The final draft of the Tay Local FRM Plan has also been placed on the Council's website.

Next Steps

- 2.7 As noted at 1.16, the Local FRM Plans are at a final draft stage and may still require minor amendments prior to final publication on 22 June 2016. The amendments will relate to the presentation of the final documents. As such, the content (as presented in this report) will not change prior to publication.
- 2.8 The 2009 Act requires the Council as lead authority for the Tay district to publish the final Tay Local FRM Plan. Following agreement from all other members of the Tay LPD Partnership, the final Tay Local FRM Plan will therefore be published on the Council's website on, or before, 22 June 2016. The proposed publicity surrounding this will be as follows:

- (i) The Council's web site will be updated to include the final Tay Local FRM Plan and to provide links to the other relevant published Local FRM Plans.
- (ii) A copy of the final Tay Local FRM Plan will be provided to SEPA and the Scottish Ministers.
- (iii) Notices will be placed in *the Courier*, *the Stirling Observer* and *the Edinburgh Gazette*.
- (iv) Letters will be issued to each community council that falls within a PVA to notify them of the publication of the Local FRM Plans and how to access them.
- (v) Hard copies of the documents will also be made available in the Council's Perth and Area Offices.
- (vi) Announcements will be posted on social media (the Perth & Kinross Council Facebook and Twitter pages).
- (vii) An article will be placed in the August 2016 issue of PKC News.
- (viii) Community Watch website
- (ix) Local resilience groups within a PVA
- (x) Any other publications which are considered appropriate

2.9 It should be noted that it will not be possible to carry out all of the selected actions to manage flood risk within the resources available to the Council at this time. Although the FRM strategies have been published and the local FRM plans are to be published by 22 June 2016, the implementation of the actions thereafter will be based on a number of factors, including: priority; availability of funding; capacity within delivery bodies and third parties to develop the actions; coordination and agreements between partners; statutory processes and permissions; design or other preparatory time required.

2.10 The 2009 Act sets out a 6 year cycle between subsequent FRM Strategies and Local FRM Plans. While SEPA and the responsible authorities are required to implement the actions set out in the Strategies and Plans, the process of reviewing and updating the national flood risk assessment and flood maps, as well as producing the next generation of FRM Strategies and Local FRM Plans, will also re-commence.

2.11 Within 3 years of finalising the Local FRM Plan, the Council is also required to publish a further interim report on the progress made in implementing the selected actions. A final report on progress must also be published no later than 6 years after the Local FRM Plan is finalised.

3. CONCLUSION AND RECOMMENDATIONS

3.1 This report provides an update on the publication of SEPA's Flood Risk Management Plans (or Strategies) in December 2015 and the Council's Local Flood Risk Management Plans in June 2016.

3.2 The report seeks the Committee's approval of the content of the Local Flood Risk Management Plans for the Tay, Forth, Forth Estuary and Tay Estuary & Montrose Basin districts.

3.3 The report also seeks the Committee’s approval to officers carrying out final minor amendments to the presentation of the Local Flood Risk Management Plans prior to final publication on 22 June 2016.

3.4 It is recommended that the Committee:

- (i) Notes the progress on the flood risk management planning process set out by the 2009 Act.
- (ii) Approves the content of the Local Flood Risk Management Plans for the Tay, the Forth, the Forth Estuary and the Tay Estuary & Montrose Basin districts, subject to funding.
- (iii) Approves that the Head of Environmental & Consumer Services will carry out final minor amendments to the presentation of the above Local Flood Risk Management Plans prior to final publication on 22 June 2016, if required.
- (iv) Approves the proposed arrangements for publication of the Local Flood Risk Management Plans.

Author

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Approved

Name	Designation	Date
Barbara Renton	Director (Environment)	23 May 2016

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<p>You can also send us a text message on 07824 498145.</p>
<p>All Council Services can offer a telephone translation facility.</p>

1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	Yes
Risk	None
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

- 1.1 The proposals relate to the delivery of the Perth and Kinross Community Plan / Single Outcome Agreement by managing flood risk to our residential and business communities in a sustainable manner.

Corporate Plan

- 1.2 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:
- (i) Giving every child the best start in life;
 - (ii) Developing educated, responsible and informed citizens;
 - (iii) Promoting a prosperous, inclusive and sustainable economy;
 - (iv) Supporting people to lead independent, healthy and active lives; and
 - (v) Creating a safe and sustainable place for future generations.
- 1.3 This report contributes to objectives (ii), (iii), (iv) and (v).

2. Resource Implications

Financial

- 2.1 It should be noted that the actions identified in the Local FRM Plans will not be implemented at this time. The implementation arrangements have been set out in the final drafts of the local FRM plans and the actions have been prioritised over the first six year cycle of the Plans from 2016-2022. Following publication in June 2016, the actions will still require further development through the progression of flood scheme proposals or further flood studies. As a result, there are no immediate resource implications arising directly from the recommendations in this report.
- 2.2 However, the flood risk management planning process will have future financial implications. The Local FRM Plans contain the implementation arrangements including the timetable for current and new actions to manage flood risk, who will be responsible for implementing them, as well as how they will be funded and coordinated by SEPA and the responsible authorities over the first six year cycle.
- 2.3 The 2009 Act requires the Scottish Government to have regard to the FRM Strategies and Local FRM Plans when allocating funds to SEPA and responsible authorities. The Scottish Government, CoSLA and SEPA have held further discussions over the distribution of capital funding to the actions identified nationally in the FRM Strategies and Local FRM Plans and the following arrangements will apply:
- (i) Only works and schemes that are prioritised in the FRM Strategies and Local FRM Plans will be eligible for capital funding.
 - (ii) Flood protection schemes may attract capital grant assistance of up to 80% of their estimated cost from the Scottish Government. Local authorities will be required to fund the remainder of the cost of flood schemes.
 - (iii) The Scottish Government allocates capital funding to local authorities engaged in flood risk management across Scotland. 80% of this capital funding will continue to be allocated to flood protection schemes with the remaining 20% to other actions within the FRM Strategies, as detailed in the Local FRM Plans. This 20% will be distributed to the 32 Scottish local authorities based on the number of properties at risk of flooding and the estimated annual average flood damages.
- 2.4 The estimated costs of flood schemes across Scotland were recently reported to the Scottish Government by local authorities.
- 2.5 The preparation of the Local FRM Plans has included consideration of the Council's plans for new capital works. An internal flood mitigation audit was carried out in August 2014 as part of the Council's audit plan for 2014/15. The final audit report was submitted to the Audit Committee on 17 September 2014 (Report No. 14/393 refers). The audit found that previous biennial reports have made it clear that construction of flood schemes will only take

place if sufficient funds are available. In practice, in recent years many projects proposed to, and approved by, the Environment Committee, have not been implemented for this reason.

- 2.6 Revenue funding will continue to be distributed in line with current arrangements.
- 2.7 The Council has a duty to have regard to the FRM Strategies and local FRM plans and so the actions set out therein are statutory obligations. The actions included in the Strategies and Plans have been set out assuming that funding levels remain at current levels. However, if funding should prove not to be available throughout the 6 year cycle of the plans then the implementation of those actions is likely to be delayed.
- 2.8 Clearly the issue of funding support from central government will continue to have a significant bearing on when the Council will be able to deliver any actions to manage flood risk in the future. In the meantime, the actions set out in the Council's local FRM plans have been prioritised but will only be implemented as available resources allow.

Workforce

- 2.9 There are no workforce implications arising directly from the recommendations in this report.

Asset Management (land, property, IT)

- 2.10 The proposals in this report have no IT implications.
- 2.11 The individual actions set out within the local FRM plans may have land and property implications however these will be dealt with on an individual project basis.

3. Assessments

Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties. The Equality Impact Assessment undertaken in relation to this report can be viewed by clicking [here](#).
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome.

- 3.3 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is assessed as **relevant** and the following positive outcomes expected following implementation:
- The selected actions will have the same impact for all equality groups as the reduction in flood risk to communities will provide benefits for all (improved safety, health & wellbeing through the avoidance of flood impacts and damages).
 - The effects and aftermath of flooding could have a greater impact on mobility impaired, sight impaired or blind people, learning disabled people, children, the elderly and infirm, pregnant women or nursing mothers in relation to adverse psychological, physical and health impacts. The selected actions to reduce flood risk described in the report will reduce or remove these impacts.

Strategic Environmental Assessment

- 3.4 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.5 There are likely to be significant environmental effects associated with the Tay local FRM plan and the other three local FRM plans that the Council will contribute to. As a consequence an environmental assessment is necessary. SEPA have completed an environmental assessment for their FRM Strategies and their environmental report has been published. Following a review of this assessment, it has been confirmed that this will cover the local FRM plans and that no further assessment is required. Screening reports submitted to the SEA Gateway have confirmed this.

Habitats Regulations Appraisal

- 3.6 As the lead authority for the Tay district and a competent authority the Council also undertook a Habitats Regulations Appraisal to ensure that the Tay Local FRM Plan will not adversely affect the integrity of Special Areas of Conservation and Special Protection Areas. Scottish Natural Heritage was consulted on the appraisal and their views have been taken into account. Mitigation has been applied where required to ensure that the Tay Local FRM Plan will not adversely affect the integrity of Special Areas of Conservation and Special Protection Areas.

Sustainability

- 3.7 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- In the way best calculated to delivery of the Act's emissions reduction targets;
- In the way best calculated to deliver any statutory adaptation programmes; and
- In a way that it considers most sustainable.

3.8 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is likely to contribute positively to the following corporate sustainable development principles:

- Climate Change:-
 - Efficient use of resources now and in the future in the built environment and service provision (e.g. energy efficiency, land, water resources, flood defence, waste minimisation) (Principle 2)
 - Mitigation and adaptation to manage the impact of climate change and reduce the production of greenhouse gases (Principle 3)

Justification:

3.9 The selected actions will help to manage the increased flood risk brought about by climate change.

- Community:-
 - A sense of civic values, responsibility and pride (Principle 20)
 - Creating a sense of place (e.g. a place with a positive 'feeling' for people, and local distinctiveness) (Principle 22)

Justification:

3.10 The proposed measures will help to make communities safer, through a reduction in flood risk. The draft Flood Risk Management (FRM) Strategies and Local FRM Plans have been subject to public consultation.

- Equality & Diversity:-

Refer to Item 3.3 (above).

3.11 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is likely to contribute negatively to the following corporate sustainable development principles:

- Consumption & Production:-
 - Efficient use of resources now and in the future in the built environment and service provision (e.g. energy efficiency, land, water resources, flood defence, waste minimisation) (Principle 2)

- Mitigation and adaptation to manage the impact of climate change & reduce the production of greenhouse gases (Principle 3)

Justification:

- 3.12 There may be a short term increase in consumption during the implementation of the selected actions, e.g. the construction of new flood defences, but a future reduction due to reduced flood risk.

Mitigation:

- 3.13 The efficient use of resources is to be considered on an individual project basis.
- 3.14 Under the 2009 Act, the Council has a duty to manage flood risk in a sustainable way and to act in the best way calculated to contribute to the achievement of sustainable development. The actions identified in the Council's local FRM plans comply with these requirements.

Legal and Governance

- 3.15 The Head of Legal and Governance and the Head of Democratic Services have been consulted on this report.
- 3.16 The legal basis for the proposals set out in this report is the Flood Risk Management (Scotland) Act 2009.

Risk

- 3.17 The risks associated with any actions to manage flooding will be identified and managed through individual projects.

4. Consultation

Internal

- 4.1 The Head of Legal and Governance, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.

External

- 4.2 The key outputs from the Flood Risk Management process were subject to public consultation between December 2014 and June 2015. This was a joint web-based consultation carried out by SEPA and local authorities. The responses to the public consultation was previously reported to the Environment Committee on 9 September 2015 (Report No. 15/359 refers) and have been used to inform the final FRM strategies and local FRM plans.
- 4.3 The local flood risk management plans have been developed through Local Plan District Partnerships by SEPA and the relevant responsible authorities

(local authorities, Scottish Water, Forestry Commission Scotland, the Loch Lomond & the Trossachs National Park Authority and the Cairngorms National Park Authority). The Council has also taken advice from the Tay and Forth Local Advisory Groups.

- 4.4 Consultation will be carried out with relevant external stakeholders on any individual proposals in future.

5. Communication

- 5.1 The communications arrangements for the publication of the local flood risk management plans have been set out at 2.8 in the main report.
- 5.2 Communication with relevant external stakeholders will take place on any individual actions proposed to manage flood risk in the future.

2. BACKGROUND PAPERS

- 2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in the preparation of the above report;

- PKC – Environment Committee – 27 January 2010, Flood Risk Management (Scotland) Act 2009 (Report No. 10/51)
- PKC – Environment Committee – 20 November 2013, Progress Report, Flood Risk Management (Scotland) Act 2009 (Report No. 13/544)
- PKC – Environment Committee – 12 November 2014, The Flood Risk Management (Scotland) Act 2009, Short List of Potential Measures to Manage Flood Risk (Report No. 14/483)
- PKC – Environment Committee – 21 January 2015, The Flood Risk Management (Scotland) Act 2009, Public Consultation Arrangements (Report No. 15/16)
- PKC – Environment Committee – 9 September 2015, The Flood Risk Management (Scotland) Act 2009, Selected Actions and Prioritisation (Report No 15/359)

3. APPENDICES

- 3.1 Appendix 1 – Summary of All Actions
- 3.2 Appendix 2 - Local Plan Districts – Summary of Actions in Potentially Vulnerable Areas
- 3.3 Appendix 3 - Previous Approvals Granted for Capital Flood Schemes

Summary of All Actions

Flood Protection scheme/works	Natural flood management works	New flood warning	Community flood action groups	Property level protection scheme	Site protection plans
Flood protection study	Natural flood management study	Maintain flood warning	Awareness raising	Surface water plan/study	Emergency plans/response
Maintain flood protection scheme	Strategic mapping and modelling	Flood forecasting	Self help	Maintenance	Planning policies

Detailed Description of Actions

General Actions (apply to all areas):-

- Flood forecasting** - The Scottish Flood Forecasting Service is a joint initiative between SEPA and the Met Office that produces daily, national flood guidance statements which are issued to Category 1 and 2 Responders. The service also provides information which allows SEPA to issue flood warnings, giving people a better chance of reducing the impact of flooding on their home or business.
- Self-help** - Everyone is responsible for protecting themselves and their property from flooding. Property and business owners can take simple steps to reduce damage and disruption to their homes and businesses should flooding happen. This includes preparing a flood plan and flood kit, installing property level protection, signing up to Floodline and Resilient Communities initiatives, and ensuring that properties and businesses are insured against flood damage.
- Awareness raising** - Public awareness, participation and community support are essential components of sustainable flood risk management. SEPA and the responsible authorities have a duty to raise public awareness of flood risk. This is undertaken both individually and collaboratively by a range of organisations. Improved awareness of flood risk and actions that prepare individuals, homes and businesses for flooding can reduce the overall impact.
- Maintenance** - Local authorities have a duty to assess watercourses and carry out clearance and repair works where such works would substantially reduce flood risk. The local authorities produce schedules of clearance and repair works and make these available for public inspection. Scottish Water undertake inspection and repair on the public sewer network. Asset owners and riparian landowners are responsible for the maintenance and management of their own assets including those which help to reduce flood risk.

- **Emergency plans/response** - Providing an emergency response to flooding is the responsibility of many organisations, including local authorities, the emergency services and SEPA. Effective management of an emergency response relies on emergency plans that are prepared under the Civil Contingencies Act 2004 by Category 1 and 2 Responders. The emergency response by these organisations is co-ordinated through regional and local resilience partnerships. This response may be supported by the work of voluntary organisations.
- **Planning policies** – The Scottish Planning Policy sets out the Scottish Ministers' priorities for the operation of the planning system and the development and use of land. In terms of flood risk management, the policy supports a catchment-scale approach to sustainable flood risk management and aims to build the resilience of our cities and towns, encourage sustainable land management in our rural areas, and to address the long-term vulnerability of parts of our coasts and islands. Under this approach, development in areas with medium to high likelihood of flooding should be avoided.

Specific Actions (apply to PVAs):-

- **Flood Protection Schemes or Works** – Schemes and works include those actions where no further study is required to understand flood risk and measures have already been identified and developed. In order to reach this stage, detailed hydraulic modelling, optioneering and feasibility studies will have been completed. Local authorities are therefore likely to seek capital funding to deliver them during the first 6 year cycle of the Flood Risk Management (FRM) process.
- **Flood Protection Study** – this applies where SEPA's appraisal has indicated that a group of actions are likely to address a flooding problem and that the initial assessment of technical, economic and environmental feasibility has indicated that it is worth progressing to a more detailed study to consider engineered flood defences such as flood storage, improved conveyance, control structures and walls and embankments.
- **Maintain Flood Protection Scheme** - Local authorities have a duty to maintain and operate any existing flood protection schemes.
- **Natural Flood Management Works** – works to implement flood management techniques that aim to work with natural processes (or nature) to manage flood risk.
- **Natural Flood Management (NFM) Study** – to consider using the natural features of the land (through techniques such as runoff control, river/floodplain restoration and sediment management) to store and slow down the flow of water.

- **Surface water plan/study** - Surface water flooding will be managed separately from the Flood Risk Management (FRM) process in some areas through:
 - Integrated Catchment Studies (ICS) – In urban areas, the causes of flooding are complex because of the interactions between rivers, surface water drainage and combined sewer systems and tidal waters. Scottish Water works with SEPA and local authorities to assess these interactions through detailed studies.
 - Surface Water Management Plans (SWMP) – A plan that takes an integrated approach to drainage accounting for all aspects of urban drainage systems and produces long term and sustainable actions. The aim is to ensure that during a flood the flows created can be managed in a way that will cause minimum harm to people, buildings, the environment and business.
- **Property level protection scheme** - Property level protection includes flood gates, airbrick covers, sandbags and other temporary barriers that can be used to prevent water from entering individual properties during a flood.
- **Maintain flood warning** – SEPA has a duty to maintain any existing flood warning schemes. A flood warning scheme is the network of monitoring on a coastal stretch or river, which provides SEPA with the ability to issue Flood Warnings. There are already a number of flood warning schemes within Perth & Kinross on the River Tay, River Almond, River Earn, River Ericht, River Isla and the Water of Ruchill at Comrie.
- **New flood warning** - SEPA are also considering potential new flood warning schemes within Perth and Kinross.
- **Community flood action groups** - Community flood action groups are community based resilience groups which, on behalf of local residents and business, help to prepare for and minimise the effects of flooding. They reflect the interests of their local communities and may differ in composition and remit. There are over 60 groups already established in Scotland. The Scottish Flood Forum provides support for both new and existing groups.
- **Site protection plans** - Site protection plans are developed to identify whether normal operation of a particular facility can be maintained during a flood. This may be due to existing protection or resilience of the facility or the network.
- **Strategic mapping and modelling** – Strategic mapping and modelling actions have been identified in locations where SEPA is planning to undertake additional modelling or analysis of catchments and coastlines, working collaboratively with local authorities where appropriate, to improve the national understanding of flood risk. Note that this is separate to those locations where a flood study is required to gain a more detailed understanding of local flooding mechanisms and inform the optioneering and detailed design of Flood Risk Management (FRM) measures.

APPENDIX 2

Tay Local Plan District – Summary of Actions in Potentially Vulnerable Areas

PVA	Location	Flood protection scheme/works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning*	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
08/01	Blair Atholl							✓	N/A	N/A	✓		✓	✓	✓	✓		✓	✓
08/02	Kinloch Rannoch								N/A	N/A	✓			✓	✓	✓		✓	✓
08/03	Aberfeldy & Pitlochry				✓			✓	✓	✓	✓		✓	✓	✓	✓		✓	✓
08/04	Alyth					✓		✓	N/A	N/A	✓			✓	✓	✓		✓	✓
08/05	Kirriemuir & Forfar (Angus Council)				✓		✓	✓	✓	N/A	✓			✓	✓	✓		✓	✓
08/06	Blairgowrie						✓	✓	N/A	✓	✓			✓	✓	✓		✓	✓
08/07	Coupar Angus							✓	N/A	N/A	✓			✓	✓	✓		✓	✓
08/08	Luncarty, Stanley, Bankfoot, Dunkeld & Birnam				✓			✓	N/A	✓	✓			✓	✓	✓		✓	✓
08/09	Tyndrum & Crianlarich (Stirling Council)							✓	N/A	N/A	✓			✓	✓	✓		✓	✓
08/10	Almondbank	✓						✓	✓	✓	✓			✓	✓	✓		✓	✓
08/11	Scone	✓			✓		✓	✓	N/A	N/A	✓			✓	✓	✓		✓	✓
08/12	Perth to Kinfauns (north of A90)	✓					✓	✓	✓	✓	✓			✓	✓	✓		✓	✓
08/13	Perth Centre				✓		✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓
08/14	Comrie	✓						✓	✓	✓	✓		✓	✓	✓	✓		✓	✓
08/15	Forteviot							✓	N/A	✓	✓			✓	✓	✓		✓	✓
08/16	Dunning							✓	N/A	✓	✓			✓	✓	✓		✓	✓
08/17	Bridge of Earn							✓	✓	✓	✓		✓	✓	✓	✓		✓	✓

* Note: N/A is used where there is no formal Flood Protection Scheme or flood warning scheme present.

Tay Estuary & Montrose Basin Local Plan District – Summary of Actions in Potentially Vulnerable Areas

PVA	Location	Flood protection scheme/ works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning*	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
07/12	Invergowrie (Perth & Kinross Council, Angus Council and Dundee City Council)					✓	✓	✓	N/A	N/A	✓			✓	✓	✓		✓	✓
07/19	Auchtermuchty & Pleasance (Perth & Kinross Council & Fife Council)			✓	✓	✓		✓	✓	N/A	✓		✓	✓	✓	✓		✓	✓

Forth Local Plan District – Summary of Actions in Potentially Vulnerable Areas

PVA	Location	Flood protection scheme/ works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning*	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
09/02	Braco								N/A	N/A	✓			✓	✓	✓		✓	✓
09/12C	Blackford				✓				N/A	N/A	✓			✓	✓	✓		✓	✓

* Note: N/A is used where there is no formal Flood Protection Scheme or flood warning scheme present.

Forth Estuary Local Plan District – Summary of Actions in Potentially Vulnerable Areas

PVA	Location	Flood protection scheme/ works	Natural flood management works	New flood warning	Flood protection study	Natural flood management study	Surface water plan/study	Strategic mapping and modelling	Maintain flood protection scheme*	Maintain flood warning*	Flood forecasting	Property level protection scheme	Community flood action groups	Self help	Awareness raising	Maintenance	Site protection plans	Emergency plans/response	Planning policies
10/04	Kinross, Milnathort, Glenrothes & Kinlassie (Perth & Kinross Council & Fife Council)	✓		✓	✓		✓	✓	✓	N/A	✓		✓	✓	✓	✓		✓	✓

Note: (i) * N/A is used where there is no formal Flood Protection Scheme or flood warning scheme present.

(ii) No specific actions have been identified for the 'property level protection scheme' and 'site protection plans' options. Where appropriate, consideration of property level protection may be included in the 'flood protection study', 'surface water plan/study' and/or 'emergency plans/response' actions. Site protection plans will be identified through these same 'study' actions and also the 'planning policies' action.

(iii) Transport Scotland will carry out civil engineering work which will reduce the risk of flooding on identified sections of the trunk road in the Comrie area (PVA 08/14) during the first cycle (2016-2021). Full details of timescales, funding and coordination arrangements are still awaited from them.

Previous Approvals Granted for Capital Flood Schemes

Schemes Which Have Funding In Place

Almondbank Flood Protection Scheme

The construction of the first phase of the scheme is complete. The detailed design for the second phase is complete and tenders will be issued shortly. The scheme was approved by the Environment Committee on 20 November 2013 (Report No 13/534 refers) and deemed planning consent was granted on 16 January 2014.

Schemes Awaiting Funding

The schemes listed below are being promoted and, if they remain economically viable and funding becomes available, will be constructed once consents are secured. The schemes are listed in order of priority.

Comrie Flood Protection Scheme (1 of 4)

Following the severe flooding in Dalginross in 2012, flood protection works were completed in 2013, as approved by the Strategic Policy & Resources Committee on 22 November 2012. These works reduced the risk of flooding to the Dalginross area from the Water of Ruchill, however, the wider flood risk from the River Earn and the River Lednock remains. A wider flood scheme is therefore being promoted.

The Council's consultants Mouchel are currently finalising the current phase of work on this with a view to identifying the preferred scheme. The promotion of a scheme was originally approved by the Enterprise & Infrastructure Committee on 24 October 2007 (Report No 07/681 refers). The outcome of the current scheme development work by consultants will be the subject of a future report to the Environment Committee.

Milnathort (surface water) Flood Protection Scheme (2 of 4)

Issues relating to surface water flooding in Milnathort were the subject of a flood study by consultants, Atkins. This study concluded that there is an economically viable flood scheme, as reported to the Environment Committee on 20 November 2013 (Report No 13/544 refers).

The flood study requires to be updated to take cognisance of Scottish Water's recent scheme to address internal sewer flooding. This work is programmed to commence in the current financial year and the outcome will be the subject of a future report to the Environment Committee.

South Kinross Flood Protection Scheme (3 of 4)

A Flood Protection Study carried out by consultants, Mouchel, for the South Queich, Gelly Burn and Clash Burn has indicated that a flood scheme would be economically

viable. The scheme therefore forms one of the selected actions in the Forth Estuary FRM Strategy and Local FRM Plan, as reported to the Environment Committee on 9 September 2015 (Report No 15/359 refers). Outline design development of the scheme is programmed to commence in the 2017/18 financial year and will be the subject of a future report to the Environment Committee.

Scone (Annaty Burn) Flood Protection Scheme (4 of 4)

The promotion of a scheme was originally approved by the Enterprise & Infrastructure Committee on 24 October 2007 (Report No 07/681 refers). Recent updates were reported to the Environment Committee on 20 November 2013 and 9 September 2015 (Report Nos 13/544 and 15/359 refer). No recent progress has been made on the scheme due to limited funding, the number of other schemes being progressed and other workload within the Council's flooding team. Outline design development is currently programmed to commence in the 2018/19 financial year.

Bridgend, Perth

Flood protection works have been proposed at Bridgend in Perth to reduce the risk of surface water flooding. However the works have not been included in the national priority list as the economic impacts had not been defined and the standard of flood protection was not clear. Although the works have been included as a selected action in the Tay FRM Strategy, they will not attract capital grant assistance from the Scottish Government. There is currently no means of funding the proposal without re-allocating resources from other projects. The Council is therefore not in a position to promote the works at this time without clarity over the funding arrangements.

Flood Protection Schemes That Will Not Be Progressed

Bankfoot Flood Protection Scheme

The promotion of a scheme was originally approved by the Enterprise & Infrastructure Committee on 24 October 2007 (Report No 07/681 refers). Recent updates were reported to the Environment Committee on 20 November 2013 and 9 September 2015 (Report Nos 13/544 and 15/359 refer). The investigations into a flood scheme are now complete and have indicated that the scheme is unlikely to be economically viable and is therefore unlikely to be progressed. This will form the subject of a future report to the Environment Committee.

Coupar Angus (Coupar Burn) Flood Protection Scheme

The promotion of a scheme was originally approved by the Enterprise & Infrastructure Committee on 24 October 2007 (Report No 07/681 refers). Recent updates were reported to the Environment Committee on 20 November 2013 and 9 September 2015 (Report Nos 13/544 and 15/359 refer). The investigations into a flood scheme have recently been completed and have indicated that the scheme is unlikely to be economically viable and is therefore unlikely to be progressed. This will form the subject of a future report to the Environment Committee.