

PERTH AND KINROSS COUNCIL

Environment Committee

3 September 2014

WASTE MANAGEMENT PLAN 2010-2025 - PROGRESS REPORT**Depute Director (Environment)**

This Report provides an update on progress with the Action Plan of the Perth and Kinross Council Waste Management Plan, approved by the Environment Committee in November 2010. The Report recommends approval of the new Actions 61-69 (shown in Part 2 of Appendix 1) which are in line with recent regulatory and national strategy developments.

1. BACKGROUND/MAIN ISSUES

- 1.1 In November 2010, the Environment Committee approved the new Perth and Kinross Waste Management Plan 2010-2025 (Report No.10/597). The Plan was developed in order to work towards delivering Scotland's Zero Waste Plan targets at a local level.
- 1.2 The aim of the Waste Management Plan is to map out a way forward for the Council in terms of:
 - Achieving the national recycling and composting rates at local level.
 - Achieving landfill allowance scheme targets (if these are re-instated).
 - Initiatives to control waste arisings and waste growth.
 - Looking into potential partnership agreements
 - Determining the way forward for the procurement of residual waste treatment.
 - Determining the future financial implications for waste management in Perth and Kinross.
 - Promoting circular economy
- 1.3 A Report to the Environment Committee in June 2013 entitled Waste Management Plan 2010- 2025 Progress Report (Report No. 13/267) provided a full update on all the actions. It also included a set of new actions, which were developed in light of the Waste (Scotland) Regulations 2012 and were approved.
- 1.4 This Report provides a further update on progress with the Action Plan. If an action was completed and reported last year and there is no further update, reference should be made to the 2013 Progress Report for more information. Of the 60 previously agreed Actions, 51 have been achieved.
- 1.5 These actions have contributed to a projected household recycling and composting rate of 54% for 2013/14. Perth and Kinross Council is currently the 5th highest performing local authority in terms of recycling.

1.6 Key Waste Management Plan Actions which have been achieved in the last year include:

- The roll-out of an Integrated Commercial Waste & Recycling Service was completed in 2013, including a new Food Waste Recycling Service for businesses. This was to ensure all commercial customers were compliant with the Waste (Scotland) Regulations 2012. A comprehensive Communications Plan was also implemented in 2013 to raise awareness of the requirements of the Regulations and the benefits of resource efficiency and waste prevention measures to all businesses and organisations. This concluded with the Council signing up to Scotland's Resource Sector Commitment in spring 2014.
- Kinross-shire Home Composting Project: The project proved successful in the original project area (residents within a 5 km radius of Milnathort, Kinross-shire) and there was demand from local households to extend the project to a wider area (Kinross-shire Ward boundary) in 2014. The success of the project is due to the combination of providing the free composting equipment along with the regular advice and support on-hand locally from a volunteer householder with expertise in this area. The Home Composting Project has subsequently been introduced in Auchterarder and Aberuthven in 2014 as part of Zero Waste Auchterarder & Aberuthven Ryder Cup Green Drive Outreach Projects.
- The Food and Garden Waste Recycling Campaign: This was rolled out to householders during March and April 2014. The detailed project plan included an updated leaflet mailing, several forms of high profile advertising, and waste awareness raising activities. The spring 2014 waste compositional analysis for the brown-lidded bin shows an average rise of 29% food waste compared to the two previous years.

1.7 In terms of actions still in progress:

- The Route Optimisation Project utilises technology and software to improve the efficiencies of our waste & recycling collections;
- The Enforcement Initiative being carried out jointly with Fife Council to identify businesses' compliance with the Environmental Protection Act and Waste (Scotland) Regulations requirements and identify whether further advice and assistance is required for businesses;
- Internal waste management actions which include working with the Perth Office Programme Team to take account of changes to the Council's estate and implications for reuse, waste and recycling services to Council buildings;
- Zero Waste Auchterarder & Aberuthven – this project encompasses a wide range of activities, projects and infrastructure being implemented in Auchterarder and Aberuthven in 2014 as part of the Ryder Cup Green Drive Outreach Projects;

- Waste & Recycling Services Collection Review – As part of the recommendations of the review, Waste Services will trial the introduction of 140 litre wheeled bins for the collection of general waste in 2014/15. In addition, the collection of second general waste bins from households will cease in the trial area.

2. PROPOSALS

- 2.1 Part 2 of Appendix 1 to the Report incorporates new actions 61-69. The new actions are a logical continuation of the original Waste Management Plan actions. This brings the Plan up to date and are in line with the Waste (Scotland) Regulations 2012 which came into effect on 9 May 2012, and other national strategy developments, such as the National Litter Strategy (published June 2014). The actions also take cognisance of Safeguarding Scotland's Resources (published October 2013) which is the Scottish Government's programme to reduce waste and create a more productive and circular economy.
- 2.2 The report seeks approval of the new Actions 61-69 of the Waste Management Action Plan set out at Part 2 of Appendix 1.

3. CONCLUSION AND RECOMMENDATIONS

- 3.1 This Report provides an update on progress with the Action Plan of the Perth and Kinross Council Waste Management Plan. These elements provide a firm foundation from which the Council, its residents and businesses can achieve the targets relating to recycling and composting and diversion of waste from landfill.
- 3.2 However, in order to achieve future national targets and face the challenges of delivering this change, the report recommends approval of the new actions. This requires to be undertaken within the context of evolving frameworks, reducing resources and the ongoing commitment to delivering high quality services.
- 3.3 The Committee is asked to:
 - i. Approve the annual update on progress on the Waste Management Action Plan.
 - ii. Approve the new actions (61-69) of the Waste Management Action Plan, as set out at Part 2 of Appendix 1.

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes
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	None
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 reducing the local and global environmental impact of our consumption and production by managing municipal waste and increasing recycling and composting rates.

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 resource allocation. These 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, health and active lives; and
 - v. Creating a safe and sustainable place for future generations.
- 1.3 This report contributes to objective (v).

2. Resource Implications

Financial

- 2.1 The cost of implementing the actions detailed in the Waste Management Action Plan have been aligned with the current approved Waste Services Revenue and Capital Budget, with the exception of residual waste treatment costs, which can currently only be estimated and will depend on the outcome of the tendering process.

Workforce

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

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 function, policy, procedure or strategy presented in the Perth and Kinross Waste Management Plan 2010-2025 report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- 3.3 Assessed as relevant and the following positive outcomes have been investigated / implemented with updates provided in Appendix 1:
- Investigate feasibility of collecting reusable materials at Recycling Centres for resale and redistribution in the local area in conjunction with local charity and reuse organisations. This potentially could benefit people on low incomes including students, long-term sick, retirees, homeless families, migrant workers setting up home etc.
 - Provision of further Recycling Points to enable residents to recycle glass and other materials locally
 - Investigate the use of clear plastic sacks for the collection of dry mixed recycle for assisted lift customers and those in city centre locations.

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 Perth and Kinross Council Waste Management Plan was modified by the SEA process with the following main themes incorporated into the plan:
- Promoting the SEA objectives by utilising the objectives when developing assessment criteria for the residual waste treatment procurement exercise.
 - Assumed mitigation through meeting modern regulatory standards and ensuring operator competency
 - Provide education and awareness to reassure residents about impacts of any waste management facilities that may be used in the future by PKC. By providing up-to-date, relevant and researched information to residents would allow them to make informed opinions.
- 3.6 A post adoption statement, outlining how the plan incorporated the results of the Environmental Report, the responses received from the Consultation Authorities and other consultation responses, was prepared and submitted to the SEA Gateway once the Plan had been approved by the Council.
- 3.7 The post adoption statement contained information on how we would monitor the environmental effects of the Plan and the mitigation and enhancements proposed.

Sustainability

- 3.8 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.
- 3.9 The actions contained within the Waste Management Plan are subject to both internal and external monitoring such as the Halving Waste to Landfill Commitment and Scotland's Resource Sector Commitment.

Legal and Governance

- 3.10 The Head of Legal Services and the Head of Democratic Services have been consulted on the content of this report.

Risk

- 3.11 Risks associated with individual actions are identified and managed accordingly through project implementation.

4. Consultation

Internal

- 4.1 The Head of Legal Services and the Head of Democratic Services have been consulted on the content of this report. Individual actions are consulted upon with relevant internal stakeholders.

External

- 4.2 Individual actions are consulted upon with relevant external stakeholders.

5. Communication

- 5.1 Individual actions are communicated to relevant internal and external stakeholders. Communications Plans are developed for specific projects in the Waste Management Plan and the Corporate Communications Team consulted.

2. BACKGROUND PAPERS

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 preparing the above Report; (list papers concerned)

- Report to the Environment Committee in November 2010 entitled Perth and Kinross Council Waste Management Plan 2010-2025 (Report Number 10/597)
- Report to the Environment Committee in June 2013 entitled Waste Management Plan 2010- 2025 Progress Report (Report Number 13/267)

3. APPENDICES

Appendix 1 (Part 1): Perth and Kinross Waste Management Plan Action Plan – Update on Progress

Appendix 1 (Part 2): Perth and Kinross Waste Management Plan Action Plan – New Actions

APPENDIX 1 – PART 1

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

In the table below:

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

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

No.	Action	Timescale	Priority	Achieved Y / N	Progress
General					
1	Perth and Kinross Council to take into account requirements of Scotland's Zero Waste Plan and current Scottish Planning Policy during development of Local and Strategic Development Plans.	Ongoing	High	Y	<ul style="list-style-type: none"> Updated Scottish Planning Policy (June 2014) and the revised version of PAN 63: Planning & Waste Management (which will be published in due course) to be taken into account in future Development Plans. Action completed.
2	As part of the development of the local development plan the Council will devise supplementary planning guidance with regard to Managing Waste in Housing and Commercial Developments	Short Term	Low	N	Proposals have been submitted with Zero Waste Scotland to develop the supplementary planning guidance; this is being taken forward as a national project.
3	To review the Council's approach towards trading of landfill allowance permits if the Landfill Allowance Scheme is reintroduced in Scotland.	Medium Term	High	Y	Action completed.
Waste Composition and Arisings					

No.	Action	Timescale	Priority	Achieved Y / N	Progress
4	Waste data forecasts to be continually monitored (updated based on verified tonnages) and used to guide decision making on future contracts for waste treatment and disposal services.	Ongoing	Low	Y	Action completed.
5	Perth and Kinross Council to carry out annual waste composition analysis of household waste arisings.	Ongoing	Low	Y	An extensive Waste Analysis, part funded by Zero Waste Scotland, was carried out in November 2013 and March 2014. The waste analyses have found that: <ul style="list-style-type: none"> 71.5% of waste found in the residual waste bin could be recycled/composted through the current recycling services Kitchen/food waste was the biggest single component found in the residual waste, at 32.5%
Waste Prevention and Resource Efficiency					
6	Perth and Kinross Council to support and contribute towards the development and implementation of the national Waste Prevention Action Plan at a local level.	Ongoing	Medium	Y	The Council continues to support, develop and implement projects at a local level to contribute towards the national Waste Prevention Action Plan. Examples of projects developed locally include: <ul style="list-style-type: none"> Perth & Kinross Real Nappy Network -2013 showed continued successes with 34% of parents using real nappies at least some of the time with the national average being 5-10%. This equates to 502 tonnes of nappy waste diverted from landfill with a saving of £43,000 to PKC (this includes the passed on figures which are nappies that are used for siblings or passed to another family). The Network continues to raise awareness of the benefits of using real nappies through its ongoing programme of events and initiatives. The networks current funding will be coming to an end so its future depends on securing further funding. Bike Reuse Project – By the end of 2013 bikes were collected at 2 additional recycling centres

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>so are now collected at all nine of the Council's Recycling Centres.. The Bike Station has recently recycled their 13,000th bicycle and is now open six days a week.</p> <ul style="list-style-type: none"> • WEEE Reuse & Recycling: As part of the Waste Electronic and Electrical Equipment (WEEE) contract, Electrolink has offered funding for Perth & Kinross Council to further promote the reuse and recycling of unwanted electrical and electronic equipment.
7	Perth and Kinross Council to monitor changes in waste growth based on kilogrammes of waste produced per household per year.	Ongoing	Low	Y	Action completed.
8	Produce (and keep updated) A-Z Reduce, Reuse, Recycle Guide. To be promoted to households and other stakeholders.	Ongoing	Low	Y	Action completed.
9	Identify opportunities for implementing waste prevention initiatives in conjunction with Cittaslow Perth.	Ongoing	Low	Y	Action completed.
10	Perth and Kinross Council to undertake internal waste management review to identify opportunities for further improving the way waste is managed within the Council.	Short term	Medium	Y	<p>In 2014/15 the following actions will take place:</p> <ul style="list-style-type: none"> • A new Council- wide Awareness Campaign will be implemented, focussing on paper consumption and waste production (not started) • Letter sent to Council Heads of Service to inform of the New Waste Regulation. (Completed) • Support Education Services to select internal recycling bins (Ongoing) • Adapt internal recycling facilities to the DMR system in Council Buildings which do not have this system already (Ongoing) <p>○ Bins have been introduced in the Atrium</p> <ul style="list-style-type: none"> • Introduce Recycling facilities in Council

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>buildings, which do not have them already.</p> <ul style="list-style-type: none"> Working together with the Perth Office Programme (POP) Team to minimise the waste generated in the movement of the employees (Ongoing) Annual waste audit of selected Council buildings will take place (September 2014) A further update on these actions will be included in the 2015 Waste Management Plan Update Report.
11	Perth and Kinross Council to facilitate a Business Waste Minimisation Project (BWMP) that will demonstrate locally the financial and environmental benefits of waste minimisation and resource efficiency to companies.	Short term	Medium	Y	Action completed.
12	Develop further projects in partnership with the Perth and Kinross Network of Charity Shops and Reuse Projects.	Ongoing	Medium	Y	<p>A project completed in 2013/14 was 'Pass it On Day 2014' which included:</p> <ul style="list-style-type: none"> Window Displays hosted by various Charity Shops and Reuse Projects, promoting reuse of materials that would otherwise be sent to landfill. A competition was incorporated, with the winning window display featured in the local newspapers. Pass It On Day was also marked with two Information Marquees on Perth High Street, manned by Waste Services staff and the staff and volunteers from the local Reuse Organisations. There was a tombola with a reuse-theme and a display of various more unusual items that can be passed on for reuse in Perth and Kinross, rather than being disposed of in landfill.
Recycling and Composting					

No.	Action	Timescale	Priority	Achieved Y / N	Progress
13	Introduce split compartment refuse collection vehicle to allow more properties in rural areas to be included on the new kerbside recycling service – to be implemented by March 2011.	Short term	High	Y	Action completed.
14	Continue to explore the opportunities for expanding the range of materials collected for recycling by the kerbside recycling scheme.	Ongoing	Medium	Y	<ul style="list-style-type: none"> As part of the 140L residual container trial Waste Services are looking at expanding the materials which can be accepted in the DMR blue lidded bin to include items such as food and beverage cartons and/or plastic film.
15	Monitor new kerbside recycling scheme by carrying out waste composition analysis and gathering better information on participation and capture rates.	Ongoing	High	Y	See Action 5 for update
16	Target future intervention work to increase participation in areas of low/poor performance (based on results of ongoing monitoring of kerbside recycling scheme).	Ongoing	High	Y	<ul style="list-style-type: none"> The areas selected for targeted intervention work were – Scone, Balhousie and Logiealmond. The first step was to monitor participation and set out rates over several collection cycles. Following analysis, an intervention strategy was implemented followed by an ongoing programme of monitoring. The intervention work was carried out in September 2013 and included door-knocking households that had not presented their blue-lidded bin and a postcard style mailing with a reminder of what can be recycled in the blue lidded bin. After follow-up monitoring was completed it was concluded that the interventions did not yield a significant change in behaviour or set-out rate. However, it was identified that the residents having access to 2nd general waste bins could be a factor. This has been addressed through the recent Waste & Recycling Collection Services Review (Environment Committee June 2014).

No.	Action	Timescale	Priority	Achieved Y / N	Progress
17	Investigate the use of route optimisation technology and software.	Medium Term	Medium	Y	Action completed.
18	Carry out a carbon impact assessment of waste and recycling collections, taking into account the Scottish Government carbon metric for waste.	Medium term	Low	Y	Action completed.
19	Complete roll out of multiple-occupancy property recycling scheme by March 2011 i.e. provision of recycling collection facilities at properties unable to receive kerbside recycling scheme e.g. flats/high rise properties.	Short term	High	Partial	<ul style="list-style-type: none"> Multiple Occupancy Recycling Service rollout completed at 62 locations across Perth and Kinross area, providing kerbside recycling facilities to approximately 600 households. Consultation, groundwork and door knocking being undertaken at remaining 24 sites.
20	Investigate the use of clear plastic sacks for the collection of dry mixed recyclate, in particular from city centre locations.	Medium term	High	Partial	<ul style="list-style-type: none"> Current contract for DMR cannot provide a processing service for plastic sacks Currently trialling a Dry Mixed Recycling collection from businesses with another contractor. A DMR processing service for plastic sacks will be explored as part of the new DMR contract specification in 2015.
21	Carry out best value review of commercial waste collections.	Medium term	Low	Y	Action completed.
22	Complete redevelopment of existing Recycling Centres to allow a greater range of materials to be segregated and recycled.	Short term	High	Y	Action completed.
23	Finalise the development of a new Recycling Centre to service the North of Perth Area	Short term	High	Y	Action completed.

No.	Action	Timescale	Priority	Achieved Y / N	Progress
24	Identify opportunities to increase the range of materials collected at Recycling Centres, taking into account changes in household waste composition.	Ongoing	Medium	Y	<ul style="list-style-type: none"> Materials such as timber, electrical equipment, soil, plasterboard, stones and rubble can now be accepted at Recycling Centres. Further materials, such as carpets and mattresses, will be considered where processing capacity, costs and space at the Recycling Centres permit. A trial is taking place in 2014/15 at Inveralmond Recycling Centre for large hard rigid plastics which includes items such as children's plastic toys and plastic garden furniture
25	Investigate feasibility of collecting reusable materials at Recycling Centres for resale and redistribution in the local area.	Short term	Medium	Y	<ul style="list-style-type: none"> The Inveralmond Recycling Centre site includes an existing office building to the front of the site. It has been identified that this could provide an ideal location for a Reuse Shop to be sited at the Recycling Centre. The proposed Reuse Shop would accept donations of reusable items from the public either directly or via collections at Recycling Centres. The shop would then sort these items and re-sell them back to the public (similar to Charity Shop), thereby making it a self-sustaining enterprise. This would be an effective way of increasing the diversion of items from landfill and avoiding the costs of landfilling/reprocessing the waste. It would also create employment, training and volunteering opportunities. In 2013 the Council completed a feasibility study on a potential procurement exercise in order to identify a preferred bidder to run such an enterprise. <p>In early summer 2014, Zero Waste Scotland</p>

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					representatives visited the site in order to evaluate what support, if any, they could offer to take this project forward. Waste Services are outlining the development steps of the feasibility required to use the site and turn it into a reuse shop.
26	Set a target of reusing, recycling/composting 80% of source segregated Recycling Centre waste by 2013.	Medium term	Low	Partial	<ul style="list-style-type: none"> The Recycling rate at Recycling Centres for 2013/14 was 78%. The hard rigid plastics trial (Action 24) will be evaluated in order to establish whether this can further improve the recycling rate at Recycling Centres.
27	Increase number of Recycling Points in the Perth and Kinross area to 100 by 2013 and 120 by 2020.	Long term	Medium	Partial	There are currently 103 Recycling Points in Perth and Kinross.
28	Identify opportunities to change the range of materials collected at Recycling Points to focus more on materials not accepted as part of the Kerbside Recycling Service.	Medium term	Low	Y	<ul style="list-style-type: none"> A trial of small WEEE took place at 2 at Recycling Points; Wheel Inn Scone and Rannoch Road Perth. The WEEE banks were introduced in 2013 and continue to be used by the public. The installation of Recycling for WEEE and Beveridge carton Points are also being considered as part of the Zero Waste Aucheterarder and Aberuthven Project.
29	Where opportunities arise, work with industry in introducing producer responsibility that covers a greater range of materials.	Ongoing	Low	Y	<ul style="list-style-type: none"> A Feasibility and Scoping Study (carried out by AMEC) was funded by Zero Waste Scotland in 2013 regarding the possibility of diverting Trade Waste from Recycling Centres. Instead of travelling to Recycling Centres with their waste, local commercial organisations –SMEs such as electricians and builders – could dispose of their trade waste for reuse or recycling at a designated central location such as a local builder's merchant. A number of Local Builders Merchants were

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>surveyed about the possibility of working together with private and public Waste Management Operators so that a suitably-sized and convenient location could be identified – ideally in the yard of a builders merchant in Perth – and a permit system and skip facilities could then be provided to collect materials such as Metals, WEEE, timber, plasterboard, carpets, white goods and inert materials.</p> <ul style="list-style-type: none"> • The Feasibility and Scoping Study Final Report (May 2013) showed that there was interest in providing recycling services at Building Merchants in the Perth and Kinross area. It also identified two very different companies which could provide potentially suitable locations, which were willing to conduct a Trial so as to fully understand the project's viability. • However, after the Feasibility Study was completed, Zero Waste Scotland's outcome was that they felt that the more beneficial course of action would be for them to put together (on the ZWS website) a plan for businesses to take forward themselves to implement a Trade Waste Recycling Point, rather than assisting Perth & Kinross Council in trialling such a facility. This could then be of use Scotland-wide rather than on a more local level. Therefore, a local trial has not been taken forward.
30	The Council will secure long term contracts or agreements for processing/treatment and sale of recyclates and organic wastes collected by the Council.	Ongoing	High	Partial	<ul style="list-style-type: none"> • Waste Procurement Programme is on-going and there are currently 15 contracts in place for a range of commodities. • Procurement strategies are being developed in 2014/15 for the following commodities – <ul style="list-style-type: none"> • Residual Waste • Dry Mixed Recycling

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<ul style="list-style-type: none"> • Glass • Timber • Street Sweeping • Cardboard • Mixed Paper & Cardboard <p>A Private Paper on Residual Waste Treatment Options was submitted to Environment Committee on 4 June 2014.</p>
Residual Waste Management					
31	Target promotion and enforcement of Council policies on presentation of waste and recycling bins in areas identified as requiring action.	Ongoing	Low	N	<ul style="list-style-type: none"> • The review of enforcement of PKC policies will take place alongside the 140 litre wheeled bins trial roll out programme on presentation of waste and recycling bins and is scheduled for commencement following the implementation of the city centre containerisation project. • The Waste and Recycling Household Bin/Sack Policy has been reviewed ahead of 140L trial rollout.
32	Produce guidance document on healthcare waste management within the community setting. The Guidance is to be distributed to key stakeholders and made publicly available.	Short term	Low	Y	Action completed.
33	Carry out review of Council's bulky and special uplift service to identify feasibility of recovering items for reuse/recycling.	Medium term	Low	Y	Action completed.
34	Investigate options (including the use of a permit system or other systems) to control the types and quantity of trade waste entering Recycling Centres.	Short term	Low	Y	<ul style="list-style-type: none"> • A Survey of Recycling Centres has been completed • A report will be brought to the Environment Committee in 2014/15
35	Procure short term (up to 2014/15) residual waste treatment and/or disposal contract.	Short Term	High	Y	Action completed.
36	Perth and Kinross Council to investigate the options for joint procurement with other local authorities for long-term residual waste treatment and disposal services.	Medium term	High	Y	<ul style="list-style-type: none"> • Update in WMP Progress Report 2013 • A Private Paper on Residual Waste Treatment Options was submitted to Environment Committee on 4 June 2014.

No.	Action	Timescale	Priority	Achieved Y / N	Progress
37	As part of a longer term procurement exercise for treatment of residual waste, take into account the capability of different waste treatment options to recover materials for recycling/composting and to meet BMW landfill diversion targets and Scottish Government zero waste targets.	Medium term	High	Y	<ul style="list-style-type: none"> Update in WMP Progress Report 2013 A Private Paper on Residual Waste Treatment Options was submitted to Environment Committee on 4 June 2014.
38	Carry out an evaluation of possible procurement routes in order to identify the most appropriate procurement route for the award of a contract for Perth and Kinross Council residual waste treatment.	Short term	Medium	Y	<ul style="list-style-type: none"> This will be developed following identification of the preferred technical and joint working options highlighted above. Further information available in the Private Paper on Residual Waste Treatment Options was submitted to Environment Committee on 4 June 2014 A Procurement Strategy for Residual Waste is being developed in 2014/15.
39	The Council will analyse the viability of alternative transportation modes (including Perth Harbour) to transport Council waste and / or recyclates for further treatment and processing. The study will also assess Perth Harbour's ability to act as a hub to accept waste and recyclates for onward transport.	Short term	Low	Y	Action completed.
40	Set criteria for the development of waste treatment and management facilities.	Short term	Low	Y	Action completed.
Street Sweeping and Litter					
41	Undertake a review of street cleaning specification in 2010/11 to ensure that resources are efficiently deployed across Perth and Kinross.	Short term	Low	Y	Action completed.
42	Include community 'clean-ups' as part of the Community Waste Fund so that community groups can apply to the fund in order to clean up local areas blighted by fly-tipping.	Short term	Low	Y	The Community Fly Tipping Fund was set up in 2010 following Environment Committee approval on 27 January 2010. To date 2 applications have been approved. The fund is no longer available due to the closure of the Quality of Life Trust. Zero Waste Scotland's national Litter and Flytipping Community

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					Action Fund is available until 19 September 2014.
43	Establish through the Community Planning Environment Partnership a Perth and Kinross Fly Tipping Forum.	Short term	Low	Y	The Fly Tipping Forum was established in 2010 and several meetings took place. The forum will be re-launched in 2014/15
44	Trial introduction of segregated litter bins for collection of recyclates and assess feasibility of implementing throughout the Council area.	Short term	Medium	Y	<ul style="list-style-type: none"> Update in WMP Progress Report 2013 8 locations now have Recycling on the Go installed (see Action 53)
45	Investigate the feasibility of recovering waste from street sweeping for recycling/composting.	Medium term	High	Y	<ul style="list-style-type: none"> Following a trial of recycling of street sweepings a competitive tender procurement process took place in 2012. Street sweeping waste is now recycled under contract until 2014/15 A procurement strategy for the new Street Sweeping contract is being developed in 2014 and a new contract will be in place for 2015.
Waste Awareness					
46	Perth and Kinross Council to continue work with Zero Waste Scotland to assist in the communication of national campaigns and initiatives at a local level.	Ongoing	Low	Y	<ul style="list-style-type: none"> Update in WMP Progress Report 2013 The Food and Garden Waste Recycling Campaign was rolled out to householders during March and April 2014. The detailed project plan included an updated leaflet mailing (in line with the ZWS best practice guide utilising the Recycling for Scotland branding), several forms of high profile advertising, and waste awareness raising activities. The spring WCA 2014 for the brown-lidded bin shows a rise of on average 29% food waste on the two previous years. A postcard follow-up mailing will take place in September 2014.
47	Develop a Waste Awareness Communications Plan post rollout of the new kerbside recycling service.	Short term	Low	Y	In 2014 Projects include: Utilising digital media to promote Waste Awareness – A significant

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>overhaul of the Waste Services and Commercial Waste webpages has taken place to optimise the use of the new ICM layout, to review content, and improve the visual appearance of information. The Council's website, including journeys undertaken on the Waste Services webpages, achieved the maximum of a 4 star review for 2014, one of only a few Council's in Scotland to achieve this rating.</p> <ul style="list-style-type: none"> ○ Successful introduction of paid Facebook advertising for Inveralmond Recycling Centre and the Food and Garden Waste Recycling Campaign. This is the first attempt within the Council to undertake this form of paid advertising. Results are being successfully measured through statistics provided by Facebook, the monthly website report and vehicle numbers at the site. ○ WEBWalk Upgrade –External funding from the Electrolink value-added contract has been put to use in part to upgrade signage and interactive games for visitors at the WEBWalk. The upgraded elements of the WEBWalk have been very well received by visiting schools, and have improved the overall visitor experience.
48	Continue to promote community sector based waste projects that promote sustainable resource management in Perth and Kinross.	Ongoing	Low	Y	Action completed.
Non-municipal Waste					

No.	Action	Timescale	Priority	Achieved Y / N	Progress
49	Work within the Community Planning Partnership to highlight to local businesses the financial and environmental benefits of waste minimisation and recycling, and sources of further support.	Ongoing	Low	Y	Action completed.
50	Work within the Community Planning Partnership to highlight to local waste businesses the business development opportunities arising from the waste and recycling sector.	Ongoing	Low	Y	Action completed.
51	Sign up to the Waste and Resources Action Programme (WRAP) 'Halving Waste to Landfill Commitment'	Short Term	Low	Y	Action completed.
52	Trial food waste recycling at multiple occupancy properties.	Short-Term	Low	Y	<ul style="list-style-type: none"> Funding received from ZWS to rollout service to 16 flatted properties, providing service to approximately 160 households. Surveying and intervention work was carried out in 2013 to increase participation. The trial bins will continue to be used for food waste collections but there are no plans to develop this project further. This will be re-evaluated after the 140L trial roll-out.
53	Introduction of Recycling on the Go	Medium-Term	Low	Partial	<ul style="list-style-type: none"> "Recycling on The Go" describes the provision of infrastructure to enable individuals to segregate materials for recycling, primarily newspapers and certain items of packaging, which would otherwise be discarded in public litter bins. Zero Waste Scotland has awarded Perth & Kinross Council a capital grant to encourage increased "Recycling on the Go" opportunities in public areas and thereby stimulate public behavioural change. The range of material collected in the bins matches that currently accepted in domestic blue-lidded kerbside recycling, this will include Paper, Cardboard, Rigid Plastic and Cans.

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<ul style="list-style-type: none"> 10 x sets of node bins purchased with grant funding awarded by ZWS. Currently exploring potential sites in outlying towns for trials. To date, 8 sites have had Recycling on the Go installed, 2 sites are scheduled to complete the project.
54	Roll out of City Centre Containerisation	Long-Term	Low	N	<ul style="list-style-type: none"> Expansion of Kerbside Recycling to include Perth City Centre. Approximately, 2,500 households to receive collections by wheeled bins rather than pink sack service. Householders will be given a general waste and Dry Mixed Recyclate collection either through individual, communal or on street bins. The development of the City Centre Containerisation has been put on hold due to the trial of 140L containers for residual waste project (approved at the June 2014 Environment Committee) requiring priority A trial of on-street containers started in April 2014 in New Row Perth. This trial has been hugely successful to date, with the incidences of fly-tipping and incorrect waste presentation reduced significantly.
55	Review of Bin and Enforcement Policy	Short-Term	Low	N	<ul style="list-style-type: none"> Review of Bin and Waste/Litter Enforcement to ensure current procedures and Policies are fit for purpose and any future developments. At the June 2014 Environment Committee, approval was given to progress with the trial of 140L containers for residual waste. The Waste & Recycling Household Bin/Sack Policy will be reviewed as part of this project.
Waste Prevention and Resource Efficiency					
56	Zero Waste Auchterarder & Aberuthven	Medium-Term	Medium	Partial	<ul style="list-style-type: none"> Following on from the success of the Zero Waste Fortnights, a wider Zero Waste Community initiative has been developed in Auchterarder

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>and Aberuthven to coincide with the Ryder Cup in September 2014. It is funded by Scottish Government as one of four Ryder Cup Green Drive Outreach Projects in Perthshire.</p> <ul style="list-style-type: none"> • Survey work with householders, businesses, schools and community groups in Auchterarder and Aberuthven was carried out in autumn 2013. • The Zero Waste Community Project was launched with a Zero Waste Fortnight in November 2013. • Activities, projects and new recycling infrastructure are being introduced in response to the survey results, throughout 2014 and into 2015. These include: • Resource Efficiency Workshop - being delivered in partnership with Resource Efficient Scotland and PKC's Waste Services. Focusing on the Waste (Scotland) Regulations and Resource Efficiency in the Workplace. With a Case-study Resort Tour of Duchally Country Estate, with waste management as the key focus. • Food Lover Families Project, to encourage and assist householders in reducing the amount of food waste sent to landfill. Being delivered in partnership with Gleneagles chefs. • A catalogue of waste-themed Workshops, being delivered in conjunction with local Reuse Organisations. These include Bike Maintenance, a Fashion Show – created using unwanted items from local businesses, a Chair Restoration & Upcycling Course and a biodiversity walk. <ul style="list-style-type: none"> • The Auchterarder & Aberuthven Home Composting Project – delivered in partnership with local Zero Waste Volunteers. • Installation of two Reduce, Reuse, Recycle Information Boards, one in Auchterarder and one

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>in Aberuthven. These will complement the other publicity and promotion that is being implemented – all designed to help promote waste awareness information and the various aspects of Zero Waste Auchterarder & Aberuthven that the community can take part in.</p> <p>With colleagues in Waste Services, the following will also be delivered:</p> <ul style="list-style-type: none"> ○ School (and Nursery) waste reduction activities, recycling education opportunities and internal recycling bins. ○ Installation of WEEE Recycling Facilities ○ Installation of Glass Recycling Facilities. ○ Installation of Beveridge carton Recycling Facilities <ul style="list-style-type: none"> • The impact of this campaign will be measured via a follow-up survey in autumn 2014 of householders, businesses, schools and community groups in Auchterarder and Aberuthven and a follow-up Zero Waste Fortnight in November 2014.
57	Following on from Action 6 Kinross-shire Home Composting Project	Short-Term	Medium	Y	<ul style="list-style-type: none"> • In 2013 workshops and various types of home composters were offered to households without a Brown-Lidded Bin service and who live within a 5km radius of Milnathort, in Kinross-shire. • Ongoing support is provided by Zero Waste Volunteers. • This project proved successful and there was demand from local households to extend the project to a wider area in 2014. So Phase II was introduced – offering households without a Brown-Lidded Bin service and who live within the Kinross-shire Ward Boundary the chance to

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>participate in the Project.</p> <ul style="list-style-type: none"> Regular surveys and workshops have been undertaken and according to the survey results, all but one of the Phase I householders have continued to compost over the winter months and into spring 2014. The Phase II householders have begun home composting this summer. These results show that the Project is a success – probably due to the combination of providing the free composting equipment <i>and</i> the regular advice and support on-hand locally from fellow composting householders. The Home Composting Project has subsequently been introduced in Auchterarder and Aberuthven in 2014 as part of <i>Zero Waste Auchterarder & Aberuthven</i>, in partnership with two Zero Waste Volunteers from Auchterarder.
Non-municipal Waste					
58	Integrated Commercial Waste & Recycling Service	Medium-Term	High	Y	<ul style="list-style-type: none"> Commercial Customers are offered an integrated package of Waste & Recycling Services including: <ul style="list-style-type: none"> Residual (non-recyclable) Waste Glass (Mixed & Colour segregated) Dry Mixed Recyclates (paper, cardboard, cans, plastics) Cardboard Recycling Garden waste Skip Hire (where 70% recycling achievable) Food Waste <p>These services assist businesses in complying with the Waste (Scotland) Regulations 2012.</p> <ul style="list-style-type: none"> Contract Terms and Conditions have been reviewed to ensure that customers take an integrated package (or provide evidence of other service provision/use of Recycling Centres) and

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>have been implemented from 1 April 2014.</p> <ul style="list-style-type: none"> An Enforcement initiative has been rolled-out to check compliance rates throughout Perth & Kinross (see Action 68)
59	Roll out of Commercial Food Waste Service	Short-Term	High	Y	The Commercial Food Waste Service, available to all schools, businesses and other public sector organisations was rolled out in June 2013 and was made available to all by the Regulations implementation date of 1 January 2014.
Waste Awareness					
60	Business Engagement – Communications Plan	Short-Term	High	Y	<ul style="list-style-type: none"> A 'Regs Ready' Communication Plan was developed and implemented in 2013. The overall aim of the Communications Plan was to raise awareness of the requirements of the Waste (Scotland) Regulations 2012, the Duty of Care Code of Practice and the benefits of resource efficiency and waste prevention measures to all businesses and organisations in Perth & Kinross and not just our own customer base. The objectives included: (1) Ensure all existing Perth & Kinross Council Commercial Waste & Recycling Customers were compliant with the Regulations by 2014 or 2016 (2) Ensure all Educational Establishments and other Perth & Kinross Council properties are compliant with the Regulations by 2014 or 2016 (3) Raise awareness with all businesses and organisations in Perth & Kinross of their legal obligations in relation to waste. The Council signed up to Scotland's Resource Sector Commitment in Spring 2014 (report to Environment Committee 26 March 2014 – Scotland's Resource Sector Commitment (14/120))

APPENDIX 1 – PART 2

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

In the table below:

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

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

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
Actions Added in 2014					
Waste Prevention and Resource Efficiency					
61	Zero Waste Fortnights	On-going	Medium	Partial	<ul style="list-style-type: none"> • In 2014, Zero Waste Fortnights won a silver award at the 'Securing the Future Awards'. • In 2014, Zero Waste Fortnights have been awarded a 'Scottish Green Apple' Award. • Zero Waste Fortnights are being held in Coupar Angus (August-September 2014), Auchterarder & Aberuthven (November 2014) and Highland Perthshire (early 2015).
Recycling and Composting					
62	Route Optimisation Project Implementation	Long-term	Medium	Partial	<ul style="list-style-type: none"> • The Route Optimisation Project aims to utilise technology and software to improve the efficiencies of our waste & recycling collections; • The project is at the data gathering stage which is 90% complete.
Street Sweeping and Litter					

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
63	Litter Strategy	Medium-term	Low	N	<ul style="list-style-type: none"> Following the launch of the Scottish Government Litter Strategy and based on this, Waste Services will develop a local Litter Action Plan.
64	Perth High School Clean Up Scotland Project	Long-term	Medium	Partial	<ul style="list-style-type: none"> Partnerships working commenced between Waste Services and Perth High School during 2013/14 to deliver an interactive school led litter campaign. Working with the schools eco-committee, and teaching staff, LEAMS training has been delivered, and undertaken in and around the school grounds to measure improvements in littering behaviours. Waste Services will compile a report on the successes and lessons learned on this campaign during the summer of 2014.
Waste Awareness					
65	Teaching Resources for Schools	Medium-term	Medium	Partial	<ul style="list-style-type: none"> Work has begun on creating work plans for teachers to deliver waste awareness education and activities to nursery, primary and secondary school classes. These resources when complete will be made an online resource and be promoted to teaching staff as a way to further deliver waste awareness education outside of the scope of the Waste Awareness Co-ordinators.
General					

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
66	Commercial Waste Customer Satisfaction Survey 2014	Short-term	High	Y	<ul style="list-style-type: none"> The Commercial Waste Customer Satisfaction Survey was mailed out to 1200 customers in January 2014. The results show: <ul style="list-style-type: none"> 42% -very satisfied/satisfied with cost 68% -very satisfied/satisfied with range of services offered 72% - very satisfied/satisfied with level of customer service 54% - very satisfied/satisfied with flexibility of service 78% - very satisfied/satisfied with reliability of service To address the cost issue we have revised our pricing structure for 2014/15 and Waste Services and Direct Services are looking at ways of addressing the issue of flexibility, in terms of the Services we provide.
67	Household Waste & Recycling (HWR) Survey 2013	Short-term	High	Y	<ul style="list-style-type: none"> In November 2013, 4000 surveys were sent out to a representative sample of Perth and Kinross residents. The survey asked questions relating to kerbside waste and recycling collections, recycling points, bulky uplifts, and recycling centres. The survey contained 15 Key Satisfaction Indicators (KSI's) which fall under four categories: Kerbside Collections; Recycling Centres; Communication; and Enquiries/Complaints. Perth & Kinross Council ranked either 1st or 2nd in all but one of the KSI's. The results of the HWR Survey 2013 included the following improvement actions: <ul style="list-style-type: none"> Encouraging further use of kerbside

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>recycling bins through expanding range of materials accepted through contract negotiation with SITA or new dry mixed recycling contract in 2015</p> <ul style="list-style-type: none"> ○ Providing more information on what can be recycled (e.g. revision of existing support materials and communications mail out containing updated leaflet) ○ Providing information on what happens to our recycling (e.g. website update including material “journeys”, tool box talks for front-line staff and utilising social media) <ul style="list-style-type: none"> • This is the first of this national survey that has been undertaken across Perth and Kinross, and the key findings passed to Zero Waste Scotland to encourage national benchmarking and request funding for future surveys. • The survey will be repeated in Autumn 2014.
68	Enforcement Initiative - Environmental Protection Act (EPA) 1990 (section 34) and Waste (Scotland) Regulations 2012	Short-Term	Medium	Partial	<ul style="list-style-type: none"> • Under the new Waste (Scotland) Regulations, which came into effect on January 1 2014, all businesses, not-for-profit organisations and public sector bodies are required to separate recyclable materials including glass, metal, plastic, paper and cardboard for collection. Food businesses in urban areas which produce more than 50kg per week of food waste also have to separate this type of waste for recycling. • Perth & Kinross Council is responsible locally for enforcing these new regulations and ensuring that all non-domestic properties across Perth and Kinross are meeting the requirements.

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<ul style="list-style-type: none"> In order to undertake this task, the Council's Waste Services team was supported by Environmental Enforcement Officers from Fife Council to carry out checks during summer 2014. The authorised officers from Fife Council will be visiting businesses across the Perth and Kinross area to make Duty of Care spot-checks and reporting their findings. Under the Environmental Protection Act, a business can be issued with a fixed penalty notice or a fine if they fail to meet the requirements of their Duty of Care. Any formal action would only take place where it has been established a business or organisation is persistently not complying with the Regulations without a reasonable excuse. A report is being prepared and results will be reported in the next WMP Progress Update. The report will identify from the visits how many businesses and organisations were compliant with the Waste (Scotland) Regulations and their level of awareness of the regulations and outline whether additional advice, awareness-raising and assistance can be provided.
69	Waste & Recycling Collection Service Review	Medium-term	Medium	Partial	<ul style="list-style-type: none"> The Waste and Recycling Collection Service Review was completed in 2013. Based on the Review's findings, it is proposed to trial the introduction of 140 litre wheeled bins for the collection of general waste. In addition, it is proposed to cease the collection of second general waste bins from households in the trial area. The trial will be monitored for a period of 6 months and findings reported back to the Environment Committee.

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<ul style="list-style-type: none"> Further information is available in the report to the Environment Committee, 4 June 2014 - Waste & Recycling Collection Service Review (14/251)