

**PERTH AND KINROSS COUNCIL**

**The Environment Committee**

**7 September 2016**

**Update on  
Perth and Kinross Council's Volunteer and Community Advocate Programme –  
Zero Waste Highland Perthshire**

**Report by Director (Environment)**

This Report provides an update on Zero Waste Highland Perthshire – Perth & Kinross Council's Volunteer & Community Advocate Programme (VCAP) which is one of several programmes running across Scotland between 2015 and 2017. The report provides the background of the programme, highlighting specific projects that have taken place to-date and reviewing their outcomes. It also summarises the proposed activities which will be implemented to June 2017.

**1. BACKGROUND**

**Funding**

- 1.1. Zero Waste Scotland has awarded funding across Scotland for Volunteer & Community Advocate Programmes (VCAP). The main aims of the programme are to work with householders, community groups, schools and businesses to help them divert waste away from landfill, to improve food waste awareness, increase recycling participation, and encourage repair and upcycling. It aims to recruit and train volunteers and participants to ensure that there is a lasting legacy of people who have been brought together to reduce waste beyond the fixed term of the campaigning period. The programme is being delivered over 2 years, with a break-point for review after Year 1.
- 1.2. With letters of support from local elected members, the Environment Convener and the local community capacity worker, Perth & Kinross Council applied for funding and was awarded:
  - £48,564 for Year 1 (1 July 2015 to 30 June 2016)
  - a further £36,548 for Year 2 (1 July 2016 to 30 June 2017) (following a positive review).
- 1.3 The review conducted by Zero Waste Scotland assessed the impact of the programme to-date, and compared the proposed targets for year 1 against the achievements of each project implemented across Scotland. Targets for Zero Waste Highland Perthshire includes the number of volunteers recruited, the number of people engaged and the range of activities hosted. Perth & Kinross Council took part in this review in April 2016 and funding for year 2 was subsequently confirmed in May 2016.

- 1.4 The funding finances a full-time Zero Waste Highland Perthshire volunteer co-ordinator and associated project resources. The co-ordinator is based for two years at Breadalbane Community Campus in Aberfeldy.

### **The Context for the Project**

- 1.5 Between 2013 and 2015, Perth & Kinross Council delivered Zero Waste Auchterarder & Aberuthven. It was one of four Ryder Cup outreach projects and was fully funded by Ryder Cup Europe, the Scottish Government, the Golf Environment Organisation and other partners.
- 1.6 Zero Waste Auchterarder & Aberuthven was a waste reduction project and it successfully reduced waste to landfill by 41% and increased recycling by 21%. This Zero Waste Communities Project engaged householders, businesses, schools and community groups. In doing so, it achieved a greater awareness of reuse and repair through a series of free community workshops (bicycle maintenance, upcycling, etc) and reduced household food waste through a Food Lover Families Campaign and a Home Composting Project.
- 1.7 The Zero Waste Auchterarder & Aberuthven project was reported to the Environment Committee on 20 January 2016 (Report No. 16/12 refers). In the report, it was agreed to provide an update on the status of the Zero Waste Highland Perthshire project and the way forward for the campaign.
- 1.8 Zero Waste Highland Perthshire aims to replicate the Zero Waste Auchterarder & Aberuthven Project, supporting Highland Perthshire to become the second Zero Waste Community in Perth and Kinross.
- 1.9 The Zero Waste Highland Perthshire Project has the added benefit of involving local residents in the project as volunteers. Volunteers can pass on hints and tips about reducing, reusing, repairing, upcycling and recycling at community events or, more informally, when chatting to friends and neighbours. This can be a very effective means of inspiring behaviour change in a community.
- 1.10 Zero Waste Highland Perthshire aims to encourage local residents to increase their household recycling, reduce their food waste and expand opportunities for reusing, repair and sharing items.

### **Year 1 and Year 2**

- 1.11 Due to the size of Highland Perthshire and its rural nature, the area was divided into two parts, with the project being delivered over two phases.
- Phase 1, delivered in Year 1, included Aberfeldy, Kinloch Rannoch, Kenmore, Grandtully and Glenlyon.
  - Phase 2, delivered in Year 2, includes Pitlochry postcodes, Ballinluig, Blair Atholl and Logierait.

- 1.12 In both phases, the project engages householders, schools and community groups.

### **Volunteer & Community Advocate Opportunities**

- 1.13 Between July 2015 and March 2016, 19 householders volunteered with Zero Waste Highland Perthshire. Their participation has included taking part in litter picks, leading workshops on clothing and jewellery repair, baking cakes for a Zero Waste Lunch, and helping put together an upcycled fashion show.
- 1.14 Between July 2015 and March 2016, a further 17 householders acted as Community Advocates for Zero Waste Highland Perthshire. An advocate is typically a member of the community who already has a role of responsibility within it and who has pledged to publicly support the project where possible.

### **Examples of the Projects and Activities Delivered To-Date**

- 1.15 Between July 2015 and March 2016, 51 events were hosted for Zero Waste Highland Perthshire.
- 1.16 These 51 events engaged 773 participants. Participants were either members of the public as attendees of the events or volunteers/community advocates who were assisting in the delivery of the events.
- 1.17 The same core projects and activities are being offered during both phases of Zero Waste Highland Perthshire:

### **Highlights of Specific Projects undertaken during Year 1**

- 1.18 All of the waste minimisation projects and activities undertaken as part of Zero Waste Highland Perthshire, for the period July 2015 to June 2016, are detailed in Appendix 1.
- 1.19 Key highlights include:
- i) **Two separate 6-week bicycle maintenance courses** were held in conjunction with the Bike Station Perth. Covering basic maintenance including tyres, brakes and gears, 71% of participants said they would pass on the skills to others, and two members of the local Deeds for Needs time-bank who attended the course are to offer a bike maintenance service to members of the public.
  - ii) **An upcycled fashion show was held during national Pass It On week in March 2016.** The event at The Birks Cinema also included a clothing and jewellery swap-shop and a screening of The True Cost – a documentary film regarding sustainability in the fashion industry. A number of Breadalbane Academy pupils took part in the fashion show event with some gaining a Saltire Award for their efforts, and others working towards their Duke of Edinburgh award.

- iii) **A 4-week Food Lover Families course was held in conjunction with chefs from the local Townhouse Restaurant in Aberfeldy.** Participants learned how to make nutritious, simple meals on a budget while wasting less food. Some of those taking part did so in order to pass the learned skills deeper into the community; for example, a representative from Christians Against Poverty who helps those struggling with debt issues.
- iv) **The Highland Home Composting project** was opened up to any household in Phase 1, not served by the brown-lidded bin collection for food and garden waste. Free composters were offered on a first-come, first-served basis, with 31 allocated thus far, and a further 29 available for Phase 2. Workshops were held in Aberfeldy, Kinloch Rannoch and Kenmore to help those taking part in the project to get the best out of their composter.
- v) **Engagement with local primary schools** In total, 13 separate visits have taken place between September 2015 and June 2016 to schools within the Phase 1 area. These have included litter picks, upcycling projects, talks and games. In addition, funding was provided to three rural primary schools – Kinloch Rannoch, Glen Lyon and Grandtully – to enable them to visit the WEBWalk in Perth, with visits being planned for other schools in the area.
- vi) **Events offering the public more information on different aspects of the reduce, reuse, recycle message** have included stalls at the Aberfeldy Farmers Market in September 2015 and June 2016; an information day at the Aberfeldy Recycling Centre, and one at Breadalbane Community Campus.
- vii) **Upcycling workshops** have been a popular part of the project with eight separate classes have been held, ranging from making fabric bags to making scrap-paper notebooks. A 6-week furniture upcycling course was held in Aberfeldy, where a local artist helped participants revitalise old chairs to modern pieces using chalk paint, decoupage and basic upholstery techniques. In addition, a successful clothing “repair café” was held in Pitlochry, and a series of jewellery repair sessions have taken place in Aberfeldy, both run by volunteers.
- viii) **Two Zero Waste Challenges** have been held during Year 1. These are used to create a baseline for the tonnage of general (non-recyclable) waste and the tonnage of recycling produced by the community prior to Zero Waste Highland Perthshire undertaking any promotion of waste reduction, reuse and recycling:
- The Kinloch Rannoch, Kenmore, Glenlyon & Grandtully Zero Waste Challenge took place in September/October 2015.
  - The Pitlochry, Ballinluig & Blair Atholl Zero Waste Challenge took place in May 2016.

- 1.20 Both of these Challenges will be repeated 12 months after the initial one and the results for each area will be compared. For every increased tonne of recycling and for every decreased tonne of general waste, the Council will donate back to the community the approximate cost of sending one tonne of waste to landfill, for the community to spend on something of their choice.
- 1.21 A number of launch events were held in both the Phase 1 and Phase 2 areas, including school talks, upcycling events and a Dr. Bike fix-it session in conjunction with The Bike Station, Perth. Where possible, events coincided with larger gatherings to maximise exposure, such as at the Pitlochry Recreation Ground Pavilion Users Group fun day and the Cairngorms Nature Festival in Blair Atholl.
- 1.22 Five Highland Perthshire schools from the Phase I area were encouraged to hand-in broken small electricals during a term-time **WEEE amnesty**. In total, the schools collected 0.14 tonnes for recycling.
- 1.23 In addition, during Year 1, the volunteer co-ordinator made a number of links with local contacts which led to other exciting opportunities being developed and taken forward. These include:
- i) **See It, Eat It**  
Following on from the Food Lover Families course, collaboration between Zero Waste Highland Perthshire, chefs from The Townhouse Restaurant, a local photographer and filmmaker, and The Birks Cinema in Aberfeldy has resulted in the production of a 40-minute film on food waste and other food industry issues. The film was shown in The Birks Cinema on 16 June, with speakers from various bodies including Zero Waste Scotland also taking part in the event. Following the film, the audience walked down the street to The Townhouse Restaurant for a 3-course dinner. The See It; Eat It project is providing a platform to engage with a large segment of the community in an interesting and novel way. It combines food, film, music and discussion with food waste reduction messages.
  - ii) **Improved School Recycling Facilities**  
Discussion with Breadalbane Academy staff, Tayside Contracts and Mitie is underway to improve the recycling facilities at the campus. Zero Waste Highland Perthshire has funded more clearly marked recycling bins, together with an engagement and monitoring programme to encourage pupils to use them correctly. The Academy has also been registered as a new Eco School through Keep Scotland Beautiful, and an eco-committee is in the early stages of formation in order to work towards their first flag.
  - iii) **Volunteering opportunities at Recycling Centres, in conjunction with Perth Bike Station.**  
Two young men with learning disabilities have gained skills and experience by volunteering with Zero Waste Highland Perthshire.

Both men are now regularly attending local recycling centres to better organise and untangle donated bicycles before their collection by Perth Bike Station. Doing so allows more bikes to be stored in the space provided at the centres, allowing the Bike Station team to make fewer trips to collect them and saving them valuable time when they do. The project is working as a three month pilot currently, with the intention of rolling it out to other recycling centres if it proves successful.

- 1.24 In 2015/16, (Year 1), £41,883.72 of the £48,564 funding was claimed to deliver the activities detailed above.
- 1.25 Perth & Kinross Council is currently negotiating for the underspend to be carried forward into Year 2 to be utilised to take forward key aspects of the Project. The underspend will be allocated to activities in the Phase 1 area, with any remainder being spent in the Phase 2 area, before the end of the financial year 2016/17. Much of the underspend will be re-allocated in accordance with the original budget, namely volunteer costs, training costs and a WEBWalk fund allow further primary school visits in the Phase 1 area. The remainder will be allocated to events including the Zero Waste Challenge in September, and workshops yet to be specified. There is a good demand for this in the Phase 1 area.

## **PROPOSALS FOR YEAR 2 PROJECTS**

- 1.26 The main Phase 2 projects will include food waste reduction workshops, bike maintenance classes, repair and upcycling workshops including clothing repair and furniture upcycling, and a continuation of the Home Composting Project. This will provide householders not currently served by the brown-lidded bin service with a free compost bin on a first-come, first-served basis. Talks and activities with local community groups will be undertaken, and work will be done in local schools to engage pupils and parents with the project. Appendix 2 contains a summary of the proposed activities which are being implemented now and before the end of June 2017.
- 1.27 Waste Services will be focusing going forward on how Zero Waste Highland Perthshire can leave a positive and lasting legacy for the area as a Zero Waste Community. Particular focus will be paid to developing strong volunteers and advocates to continue undertaking community engagement work beyond Phase 2 of the Project. Where possible, the Coordinator will also look to invest in legacy resources which can be utilised by continuing volunteers beyond Phase 2. Waste Services will also investigate additional sources of funding which could potentially extend the project beyond the Zero Waste Scotland awarded funding
- 1.28 Householders, schools and community groups across Highland Perthshire can keep up-to-date with the Project either via Facebook (<https://www.facebook.com/zerowastehighlandperthshire/?fref=photo>) or the Council's website ([www.pkc.gov.uk/zerowastecommunity](http://www.pkc.gov.uk/zerowastecommunity)).

## 2. CONCLUSION AND RECOMMENDATIONS

2.1 Zero Waste Highland Perthshire is continuing to encourage the community to minimise their waste, enabling the area to become the second Zero Waste Community in Perth and Kinross.

2.2 It is recommended that the Committee:

- i) Notes the contents of this Report.
- ii) Instructs the Director (Environment) to report the outcomes of Zero Waste Highland Perthshire for 2016/17 to the Committee in 12 months time.

### Authors

Name	Designation	Contact Details
Yvonne Bell	Waste Minimisation Officer	01738 475000 <a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a>
Fiona McBain	Zero Waste Highland Perthshire Volunteer Co-ordinator	01738 475000 <a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a>

### Approved

Name	Designation	Date
Barbara Renton	Director (Environment)	19 July 2016

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

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

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
<b>Resource Implications</b>	
Financial	Yes
Workforce	Yes
Asset Management (land, property, IST)	None
<b>Assessments</b>	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	Yes
Sustainability (community, economic, environmental)	Yes
Legal and Governance	None
Risk	None
<b>Consultation</b>	
Internal	Yes
External	Yes
<b>Communication</b>	
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) Developing educated, responsible and informed citizens
- (ii) Promoting a prosperous, inclusive and sustainable economy
- (iii) Supporting people to lead independent, healthy and active lives
- (iv) 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) Developing educated, responsible and informed citizens;
- (ii) Promoting a prosperous, inclusive and sustainable economy;
- (iii) Supporting people to lead independent, healthy and active lives; and
- (iv) Creating a safe and sustainable place for future generations.

## **2. Resource Implications**

### Financial

- 2.1 Zero Waste Scotland awarded Perth & Kinross Council the following amounts of funding to deliver the Volunteer & Community Advocate Programme: Zero Waste Highland Perthshire:
- £48,564 for Year 1 (1 July 2015 to 30 June 2016)
  - £36,548 for Year 2 (1 July 2016 to 30 June 2017).

### Workforce

- 2.2 The funding has enabled a full-time Zero Waste Highland Perthshire Volunteer Co-ordinator to be recruited for a fixed term of 2 years, between 2015 and 2017.

### Asset Management (land, property, IT)

- 2.3 The proposals in this report have no impact on asset management.

## **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 VCAP 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 Volunteer Co-ordinator consults widely with householders, schools and community groups and there is significant community support for the project from these parties and from the Ward Councillors. A monthly review, and quarterly reviews, are undertaken with the funder (Zero Waste Scotland) to monitor the success of the Project and address the progress on meeting the project targets.

### 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 and is therefore exempt.

#### 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. 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.

#### Legal and Governance

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

#### Risk

- 3.8 No risks have been identifies 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 September 2016 Committee Report, Zero Waste Scotland was in regular communication with Perth & Kinross Council regarding the Project and the targets.

## **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:

- Zero Waste Highland Perthshire Facebook Page
- Zero Waste Highland Perthshire Twitter Account
- PKC website
- Posters about becoming a Zero Waste Volunteer
- Articles in the Highland Perthshire Newsletters
- Information circulated via the Highland Perthshire Community Capacity Worker
- PKC Yammer posts
- Press Releases and Photocalls

5.2 The target audience is all householders, schools and community groups across Highland Perthshire.

## **2. BACKGROUND PAPERS**

2.1 Perth and Kinross Zero Waste Communities – 20 January 2016 – Committee Report No. 6 16/12

## **3. APPENDICES**

3.1 Appendix 1 - Projects and activities undertaken between July 2015 and June 2016

3.2 Appendix 2 - Summary of Proposed Activities to be implemented before June 2017

## Projects and activities undertaken between July 2015 and June 2016

Volunteer and Community Advocate Programme  
Perth and Kinross Council

April 2016 Review FINAL15/04/16

A-D: 01/07/15 – 31/03/16

### Volunteer and Community Advocate Programme 2015/2016 - Project Review and Year Two Funding

#### Report for project 2RS007-027

#### Perth and Kinross Council

This document will be used in the 'project review and year two funding' process that is outlined in clause 2.4 of the grant agreement for this project. There are a set of nine tables that will be used in this process. Tables numbered 1 to 5 will be used in the evaluation of performance against the key performance indicators detailed in annex 1 of the grant agreement. Tables numbered A to D will be used in the discussion on the proposals for delivery of this project for a second year that would start on 01/07/16 and run until 30/06/17.

A summary of what these tables are, how they were compiled and what they show is given below.

Data in tables 1 to 4 have been completed from the 'scheduled reports' and the data entered via the 'continuous report' as of 12/04/2016.

#### Year 1: 01/07/2015 to 31/03/2016

**Table 1:** This provides an outline of the performance against the key indicators used in annex 1 of the grant agreement (contracted targets) and the values submitted through the four scheduled reports that cover the project between 01/07/15 and 31/03/16.

**Table 2:** This table provides an overview of the split of activities that have been delivered across the communities targeted as shown in appendix 1 of the grant agreement for this project. The values show here are from data entered via the 'continuous reporting' portal and shows where activity has occurred.

**Table 3:** This table shows the number of activities delivered against the areas of focus of this project and the strategic objective targets as shown in annex 1 of this grant agreement. This table is compiled from the details provided on 'primary' and 'secondary' focus of activities entered via the continuous report.

**Table 4:** This table shows a summary of the activity types that have been delivered and the prime focus of these activities. This is compiled from data entered via the continuous report and this shows the split of activity types that make up the engagement strategy actually delivered to date.

**Table 5:** This is a reference table that has been compiled using the top line details of the community engagements outlined in the grant agreement (see sections 1.2.2 to 1.2.5) to change behaviours. This represents the proposed and contracted community engagement strategy for this project.

<b>Year 1 Review: 1 July 2015 to 31 March 2016</b>	<b>2RS007-027 Perth and Kinross Council</b>
--	---

**Table 1:** Outline of performance against key indicators across scheduled report periods A to D.

Reporting criteria	Contracted targets		Scheduled reports results				Delivery against targets			Notes
	By 31 <sup>st</sup> Mar 15	By 30 <sup>th</sup> Jun 15	A. 01/07/15 to 31/03/15	B. 01/10/15 to 30/11/15	C. 01/12/15 to 31/01/16	D. 01/02/16 to 31/03/16	Totals to date	% of March 2016 target	% of June 2016 target	
<b>Total Volunteers</b> - number of all zero waste volunteers on your register at the time of submitting this report	10	15	3	6	17	19	19	19%	127%	
<b>Volunteers recruited</b> - number of new volunteers since the last report	10	15	3	3	11	4	21	210%	140%	
<b>Volunteers that have left</b> - number of volunteers leaving the programme since the last report.	-	-	0	0	0	2	2	-	-	
<b>Active volunteers</b> - number of volunteers that have assisted your project since the last report.	-	-	2	4	14	14	-	-	-	
<b>Volunteer hours</b> - total number of hours that volunteers gave to assist this project since last report.	225	450	4	22	30.5	215.5	272	121%	60%	
<b>Community Advocates</b> - total number of Community Advocates that support this programme at the time of submitting this report.	-	-	7	11	14	17	-	-	-	
<b>Community Advocates recruited</b> - the number of new Community Advocate that has agreed to support this project since the last report.	8	14	7	4	3	3	17	213%	121%	
<b>Events</b> - the total number of events delivered during the reporting period.	21	42	10	7	12	22	51	243%	121%	
<b>Participants</b> - the total number of participants that have engaged with this project during the reporting period	300	600	250	166	133	226	775	258%	129%	

2RS007-027

3

**Table 2:** Summary of the activities delivered in each of the named targeted communities stated in the VCAP application.

#	Local Authority Name	Name of targeted community	Number of activities in area	Percentage of activities in area	Comments
01	Perth & Kinross	Community 1: <u>Aberfeldy</u> , <u>Grandtully</u> , Kinloch Rannoch, Tummel Bridge, Kenmore, <u>Glenlyon</u> , <u>Loch Tay</u> , <u>Strathtay</u>	49	96%	12 more events planned
02	Perth & Kinross	Community 2: <u>Pitlochry</u> , <u>Ballinluig</u> , <u>Blair Atholl</u>	2	4%	9 events planned during Zero Waste Challenge
03		Total	51	100%	

**Table 3:** Number of activities delivered against the prime and secondary focus of each event.

Area of focus	Contracted targets		Secondary focus					Grand total	% of all activities	% of March 2016 target	Notes
	By 31 <sup>st</sup> Mar 15	By 30 <sup>th</sup> Jun 15	No secondary	Food waste	Recycling	Reuse/repair/upcycling	Other				
<b>All three areas</b>	4	8	5				3	8	16%	200%	
<b>Food waste</b>	8	8	4		1		4	9	18%	113%	
<b>Recycling</b>	5	9	1	1		2		4	8%	133%	
<b>Reuse/repair/upcycling</b>	6	19	25		4			29	57%	483%	
<b>Other</b>	n/a	n/a	1					1	2%	n/a	
<b>Grand Total</b>	21	42	36	1	5	2	7	51	100%	243%	

2RS007-027

4

**Table 4:** Summary of number of activity types delivered matched against the primary focus of these activities.

Activity type	Primary focus of activity					Grand total	Percentage of total activities	Notes
	All three areas	Food waste	Recycling	Reuse/repair/upcycling	Other			
Arts/Creative project				6		6	12%	
Info stall (manned)	2		2			4	8%	
Litter picking					1	1	2%	
Presentation/Talk	1	2	1			4	8%	
Swap shop/Pass-it-on				1		1	2%	
Visit/Tour	2					2	4%	
Workshop/Class		6		21		27	53%	
Other (please specify)	3	1	1	1		6	12%	
<b>Total</b>	<b>8</b>	<b>9</b>	<b>4</b>	<b>29</b>	<b>1</b>	<b>51</b>	<b>100%</b>	

**Table 5:** Summary of activities specified in the grant agreement for delivery between July 2015 and June 2016.

Ref	Area of focus	Activity title	Notes
1	Increasing Household Recycling	Recycle Week	22-28 June 2015
2	Increasing Household Recycling	Recycling Centre promotion	Nov 2016; planned for May 2016
3	Increasing Household Recycling	Stall at farmer's markets	Sept 2015; booked for June 2016
4	Increasing Household Recycling	WEBWalk visits	October 2015; 3 planned for May 2016
5	Increasing Household Recycling	WEEE amnesties	5 schools Autumn 2015; 0.14 tonnes
6	Reducing Household Food Waste	Highland Home Composting Project	31 of 32 bins allocated; additional 29 now available
7	Reducing Household Food Waste	Food Lovers Families & cookery demonstrations	4-week course complete; additional course April 2016
8	Expanding product life-cycles	Bike maintenance workshops	2 x 6-week courses complete
9	Expanding product life-cycles	Upcycling workshops	8 individual classes; plus another 20 <sup>th</sup> April
10	Expanding product life-cycles	Furniture Upcycling workshops	1 x 6-week course complete
11	Expanding product life-cycles	Pass It On Week	Upcycled fashion show, movie + swap-shop
12	Expanding product life-cycles	Autumn harvest workshops	Jamming session pencilled in for Sept 2016
13	Expanding product life-cycles	Swap-shops	Part of upcycled fashion event
14	Combined areas of focus	EWWR Events	Info day; scalextric bike; upcycling workshop
15	Combined areas of focus	Launch/grand finale events	5 launch events
16	Combined areas of focus	School visits	10 separate visits

## Summary of Proposed Activities to be implemented before June 2017

Volunteer and Community Advocate Programme  
Perth and Kinross Council

April 2016 Review FINAL 15/04/16

A-D: 01/07/15 – 31/03/16

**Year 2: 01/07/2016 to 30/06/2017**

**Table A:** This table shows the split in key performance indicators for the end of year 1 (30/06/16) and year 2 (30/06/17). Values for year 1 are taken from the current grant agreement and values for year 2 are taken from the application form submitted for funding under the VCAP in 2015. During the interview process for the second year of project delivery we will look to determine what would be suitable targets for working towards for 30/06/17.

**Table B:** This shows the targeted communities currently being engaged with, if there are any changes to the communities that should be recognised as being engaged with details can be entered here and this can be discussed on during the interview process.

**Table C:** This table provides a very basic split of the proposed total project costs that would be incurred if this project continued for a second year of delivery. The total proposed value is taken from the value specified in clause 2.3 of the current grant agreement and the four milestones are simply a split of this value into equal parts. This table is included to speed up the process of issuing a grant agreement for year two should an offer be made. The values entered here are open for negotiation and do not represent an offer of funding.

**Table D:** This table provides a summary of the activity types that could form the community engagement strategy for delivery during year two of this project. This is based on the strategy shown in table 5 for the first year. During the discussion on proposals for year two of delivery we will look to identify if these activities as ones that will be continued and kept as part of the strategy or dropped. It will also be possible to add additional activity types to be part of the community engagement strategy proposed for year two of this VCAP project.

In addition to the above tables there will be a number of set questions that will be used to shape the discussion and review process for this project.

Should there be any questions with this document and content contained within this please contact:

Chris Morrison Project Manager (Partnerships) T: 01786 433959 M: 07540 514327 E: [chris.morrison@zerowastescotland.org.uk](mailto:chris.morrison@zerowastescotland.org.uk)

Volunteer and Community Advocate Programme  
Perth and Kinross Council

April 2016 Review FINAL 15/04/16

A-D: 01/07/15 – 31/03/16

**Year 2 (July 2016 to June 2017) Proposals**

**Table A:** Split of key performance indicators across two delivery years – values for June 2016 as specified in the current grant agreement and values for June 2017 taken from the application for this programme.

Key Performance Indicator	Outcome shown cumulatively as of		Difference June 2017- June 2016	Notes
	June 2016	June 2017		
Number of volunteers maintained on the project	0	0	0	
Number of volunteers recruited to the project from July 2015	15	40	25	
Total number of volunteers	15	40	25	
Number of community advocates recruited from July 2015	14	25	11	
Number of volunteer hours given from July 2015	450	2200	1750	(2,200 = 40 volunteers, 2.5hrs each, for 22 months)  Area 1 - 2015/2016: 450 Area 1 - 2016/2017: 15 vol x 2.5hrs x 12 mths = 450 Area 2 - 2016/2017: 5 vol x 2.5hrs x 12 mths = 150 5 vol x 2.5hrs x 10 mths = 125 15 vol x 2.5hrs x 6 mths = 225 Total: 450 + 450 + 150 + 125 + 225 = 1400
Number of participants engaged with from July 2015	600	1500	900	
Number of engagement activities delivered with a recycling focus	9	26	17	

Number of engagement activities delivered with a food waste prevention focus	8	16	8
Number of engagement activities delivered with an extended product life-cycle focus: re-use, repair and sharing	19	42	23
Number of engagement activities delivered with a combined focus on more than one work area	6	22	16

**Table B:** Communities to be targeted during the period from July 2016 to June 2017.

Ref	Local Authority	Targeted community	Notes and comments on any changes to the areas being targeted.
1	Perth & Kinross	Community 1: <u>Aberfeldy</u> , <u>Grandtully</u> , Kinloch Rannoch, Tummel Bridge, Kenmore, <u>Glenlyon</u> , Loch <u>Tay</u> , <u>Strathtay</u>	
2	Perth & Kinross	Community 2: Pitlochry, Ballinluig, Blair <u>Atholl</u>	Also to include <u>Logierait</u>

If there are any changes due these should be entered into the column about notes and comments. Any new areas that are to be formally recognised should be listed.

**Table C:** Indicative Milestone schedule for the period from July 2016 to June 2017. Note that this table is a simple representation of the potential split of budget across four equal payments. Use the requested value to indicate any changes to the value needed for each milestone.

Milestone Reference	Description of milestone	Due date	Proposed Value	Requested Value
E	Revenue costs incurred for Quarter 5 (July, August and September 2016)	30 September 2016	£9,137.00	£
F	Revenue costs incurred for Quarter 6 (October, November and December 2016)	31 December 2016	£9,137.00	£
G	Revenue costs incurred for Quarter 7 (January, February and March 2017)	31 March 2017	£9,137.00	£
H	Revenue costs incurred for Quarter 8 (April, May and June 2017)	30 June 2017	£9,137.00	£
	<b>TOTAL</b>		£36,548.00	£

The above table does not constitute an offer and if an offer of funding is made for the second year of this project the values being offered could change from those shown in table C.

**Table D:** Summary of the types of activities that will be undertaken as part of the community engagement strategy within the targeted communities between July 2016 and June 2017.

Ref	Focus of activity	Name of activity	Keep / Cut	Notes on activity
1	Increasing Household Recycling	Recycle Week	Keep	
2	Increasing Household Recycling	Recycling Centre promotion	Keep	
3	Increasing Household Recycling	Stall at farmer's markets	Keep	
4	Increasing Household Recycling	WEBWalk visits	Keep	
5	Increasing Household Recycling	WEEE amnesties	Keep	
6	Reducing Household Food Waste	Highland Home Composting Project	Keep	
7	Reducing Household Food Waste	Food Lover Families & cookery demonstrations	Keep	
8	Expanding product life-cycles	Bike maintenance workshops	Keep	
9	Expanding product life-cycles	Upcycling workshops	Keep	
10	Expanding product life-cycles	Furniture Upcycling workshops	Keep	
11	Expanding product life-cycles	Pass It On Week	Keep	
12	Expanding product life-cycles	Autumn harvest workshops	Keep	
13	Expanding product life-cycles	Swap-shops	Keep	
14	Combined areas of focus	EWWR Events	Keep	
15	Combined areas of focus	Launch/grand finale events	Keep	
16	Combined areas of focus	School visits	Keep	