

## APPENDIX 1

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

In the table below:

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

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

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

No.	Action	Timescale	Priority	Achieved Y / N	Progress
<b>Waste Composition and Arisings</b>					
5	Perth and Kinross Council to carry out annual waste composition analysis of household waste arisings.	Ongoing	Low	Y	<p>The Waste Analysis programme included:</p> <ul style="list-style-type: none"> <li>• Household residual waste analysis carried out in March 2020 from areas of the New Household Waste &amp; Recycling Service (Tulloch, Crieff &amp; Auchterarder).</li> <li>• Average percentage of material in the residual waste that could be recycled or composted through the kerbside collection was 39.17% a decrease on the previous year.</li> <li>• Kitchen/food waste is still the biggest single component found in the bin (31.61%)</li> <li>• Nearly a quarter of the residual waste bin is avoidable food waste (24.45%)</li> <li>• 10% of the residual bin was recyclable glass</li> <li>• All together the recyclable content (kerbside and Recycling Centres/Points) of</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<p>the residual waste bin was 57.82%</p> <ul style="list-style-type: none"> <li>• A communications campaign is being run focussing on promoting the food waste recycling service.</li> <li>• This will be an ongoing action in future years and will only be reported if any significant changes in the data.</li> </ul>
<b>Recycling and Composting</b>					
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"> <li>• The Recycling rate at Recycling Centres for 2019/20 was 71.7%. This is an increase of 2% on the previous year. In order to work towards increasing the recycling rate we are undertaking the following proposals:</li> <li>• Identifying further opportunities to increase the range of materials collected including carpet recycling (Action 24)</li> <li>• Developing a Communications Campaign to raise awareness of the range of materials that can be collected for recycling and reuse at Recycling Centres.</li> <li>• A Recycling Centre Performance Officer, as agreed through the 2019 Revenue Budget setting process, has been recruited and will take forward these actions</li> <li>• ERDF Funding support has been secured to implement Automatic Number Plate Recognition (ANPR) and will enable a policy review based on returned data.</li> </ul>
<b>Residual Waste Management</b>					
31	Target promotion and enforcement of Council policies on presentation of waste and recycling bins in areas identified as requiring action.	Ongoing	Low	Y	<ul style="list-style-type: none"> <li>• Communication and support campaigns are scheduled to promote Waste &amp; Recycling Bin Policy and tackle kerbside contamination, following a relaxation of the policy due to COVID.</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress
					<ul style="list-style-type: none"> <li>This will be an ongoing action in future years.</li> </ul>
<b>Non-municipal Waste</b>					
54	Roll out of City Centre Containerisation	Long-Term	Low	Y	<ul style="list-style-type: none"> <li>Perth City Centre Waste Containerisation proposal was approved at Environment &amp; Infrastructure Committee on 5 September 2018</li> <li>The project, which included 43 bin hubs, was rolled out and monitored in Autumn 2019 and additional hubs were added to Rose Terrace and Stormont Street in Autumn 2020.</li> </ul>

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

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No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
<b>Actions Added in 2014</b>					
<b>Recycling and Composting</b>					
62	Route Optimisation Project Implementation	Long-term	Medium	Y	<ul style="list-style-type: none"> <li>The Route Optimisation Project aims to utilise technology and software to improve the efficiencies of our waste &amp; recycling collections.</li> <li>Review of Blairgowrie and Rattray area routes at the development stage.</li> <li>Garden &amp; Food (brown bin) routes review in progress.</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>Route changes, which incorporate existing and some planned new builds, planned to commence on 1<sup>st</sup> April 2020 when the 2020/21 Garden Permit started. This has been postponed due to COVID.</p> <ul style="list-style-type: none"> <li>• Future route planning will be undertaken for residual waste, recycling and garden &amp; food waste routes, considering planned future developments and new build properties.</li> <li>• This will be an ongoing action in future years and no further updates provided.</li> </ul>
<b>Actions Added in 2015</b>					
<b>Waste Prevention and Resource Efficiency</b>					
73	Inveralmond Reuse Shop	Medium-term	High	Partial	<ul style="list-style-type: none"> <li>• A Phase 2 Application to Zero Waste Scotland's Circular Economy Investment Fund by the Council's preferred operator (PUSH) to fund the development of a Reuse Shop at Inveralmond Recycling Centre was submitted in November 2018, but the application was unsuccessful as it did not fully align with the funding criteria.</li> <li>• PUSH was considering the options to further develop their Reuse operations but due to COVID this has not been progressed.</li> <li>• Further discussion will take place with PUSH, Community Recycling Network Scotland (CRNS) and other reuse organisations about how to promote further reuse opportunities and drive social value within Perth &amp; Kinross.</li> </ul>
<b>Actions Added in 2016</b>					

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
<b>General</b>					
78	Commence Planning for Household Waste and Recycling Charter and associated Code of Practice.	Long-term	High	Partial	<ul style="list-style-type: none"> <li>• The Code of Practice is currently under review due to the Scottish Government's plans to implement a Deposit Return Scheme for beverage containers in Scotland in 2022.</li> <li>• Waste Services conducted an internal review and financial analysis in November 2019 relating to the provision of a twin-stream system. The report recommended that implementation of the twin-stream service would be progressed once greater confidence can be placed in savings from material processing costs and following the review of the Household Recycling Charter Code of Practice.</li> <li>• Waste Services will continue to work closely with Zero Waste Scotland on the charter review and associated implementation planning and will respond to the consultation due in Spring 2021. We will also explore whether the Scottish Government Local Authority Collection Infrastructure Funding will support the roll-out of a Charter compliant twin-stream system for Perth &amp; Kinross.</li> </ul>
79	As part of the SMART Cities Project, pilot the use of sensors for Litter Bins and Recycling Bells and radio frequency identification tagging of commercial bins	Short-term	Low	Y	<ul style="list-style-type: none"> <li>• Alternative style litter bins were trialled in Perth City Centre to establish if improved data accuracy could be achieved. A second type of housing will be trialled with sensors as part of SMART Waste Phase 2.</li> <li>• Cost/Benefit analysis on sensors Recycling Bells showed this application of the technology did not represent best value for the Council and will not be continued,</li> </ul>

No.	Action	Time scale	Priority	Achieved Y / N	Progress / Comment
<b>Waste Prevention &amp; Resource Efficiency</b>					
83	Install mini-glass recycling points as part of the new Household Waste & Recycling Service	Medium-term	High	Y	<ul style="list-style-type: none"> <li>Installation of glass points has been completed and any future roll-out will be on hold until post DRS implementation.</li> <li>Sensor technology has been installed to determine fill levels – data being used to optimise collections.</li> </ul>
<b>Street Sweeping &amp; Litter</b>					
85	Review of current approaches to litter enforcement and identify any opportunities for trialling new approaches	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>This has been undertaken to progress an action under the enforcement section of the Litter Action Plan (Approved at Environment Committee, 25 March 2015).</li> <li>Following a review within Parking Services consideration has been given to including litter enforcement within the remit of this role and this is being taken forward with Parking Services.</li> <li>An Enforcement Strategy, which includes actions for litter enforcement, was to be brought forward to Committee but has been put on pause due to COVID.</li> <li>During COVID, enforcement approaches were trialled for fly-tipping including detailed investigation of fly tipping incidents and the subsequent issue of Fixed Penalty Notices.</li> <li>A mobile camera to detect fly-tipping at hotspot areas is also being explored with the Community Safety Team.</li> <li>Nationally, a Litter Strategy is being developed and future planning will take account of the final plan. The Strategy will also have a separate theme of fly-tipping.</li> </ul>

No.	Action	Time scale	Priority	Achieved Y / N	Progress / Comment
86	Investigate the use of 'Flymapper' and GIS for mapping fly-tipping incidents	Medium-term	Medium	Partial	<ul style="list-style-type: none"> <li>A mobile phone application has been developed for use by all street sweeping crews to enable them to log fly-tipping in the field.</li> <li>Application now being actively used by Street sweeping crew's throughout PKC. Information returned is being used to tackle offenders i.e. issue warning letters, address commercial compliance.</li> <li>Further training on the application to street sweeping and other relevant teams across the Council will be carried out.</li> <li>Work is ongoing with Zero Waste Scotland to integrate the information gathered locally with the national 'flymapper' system to enable sharing of the fly-tipping hotspots information and build a cross boundary picture of fly-tipping.</li> <li>Finally, a review of fly-tipping data has revealed the amount of household black bag and bulky waste that makes up a large proportion of recorded incidents and actions will be taken to address these issues.</li> </ul>
<b>Non-Municipal Waste</b>					
88	Work in partnership with SEPA to undertake an enforcement initiative with businesses relating to the compliance with the Waste (Scotland) Regulations 2012	Short-term	Medium	Y	<ul style="list-style-type: none"> <li>Completed.</li> </ul>
<b>Actions Added in 2017</b>					
<b>General</b>					
89	Deposit Return Scheme – Extended Producer Responsibility	Medium Term	Medium	N	<ul style="list-style-type: none"> <li>The Deposit and Return Scheme for Scotland (DRS) was approved by the Scottish parliament on</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>May 13, 2020 and has now passed into law.</p> <ul style="list-style-type: none"> <li>• DRS will see people pay a 20p deposit on metal cans and PET plastic and glass bottles, refunded when they are returned for recycling</li> <li>• From 1 July 2022 the scheme will be operational, with the first ambitious targets of 70% capture requiring to be achieved by 2023.</li> <li>• The Scottish Government has stated it will work with local authorities and future Deposit Return Scheme administrator(s) to unlock reprocessing investments, including pricing and incentive schemes, to create jobs and a ready supply of recycled material for new packaging.</li> <li>• Extended Producer Responsibility forms an important part of the Scottish Governments Circular Economy vision. The 4 current schemes for Packaging, Waste Electricals (WEEE), batteries and End of Life Vehicles (ELVs) will be reviewed; along with research into including other items such as mattresses. This could lead to changes in funding for Local Authority Waste Collections. Work is ongoing but timescales may alter due to the impact of COVID.</li> </ul>
<b>Waste Prevention &amp; Resource Efficiency</b>					
91	Work in conjunction with our consortium partners (Beautiful Perth and Perth College) to deliver Zero Waste Perth	Medium-term	Medium	Y	<ul style="list-style-type: none"> <li>• Following successful award of the £300K to the Zero Waste Perth consortium in 2017, two coordinators were employed for the delivery of the campaign on behalf of the consortium.</li> </ul>

No.	Action	Time scale	Priority	Achieved Y / N	Progress / Comment
					<ul style="list-style-type: none"> <li>• The campaign has delivered a series of communications, engagements, events and workshops to promote behaviour change and waste minimisation within Wards 11 and 12</li> <li>• Zero Waste Perth was granted an extension and concluded at the end of June 2020</li> <li>• The highlights for the final year included the completion of the Zero Waste Space, a community hub within The Bike Station that can be used for repair and upskilling workshops and talks and in December 2019 a reuse Christmas Market. This was a popular craft style event that showcased many local artists, jewellers and crafts that were repurposed, upcycled or made from reusable materials</li> <li>• A final evaluation report has been submitted by Zero Waste Perth and will be collated into a national report by Zero Waste Scotland and published in due course,</li> <li>• The next stages of the programme are to ensure the legacy of the project continues and to integrate this into the current team workload. However, the programme was suspended at the start of the pandemic.</li> <li>• Planning will recommence later in 2020 and the main areas of focus will be the Zero Waste Space, Tool lending library and keeping awareness of the Zero Waste brand in the public domain.</li> </ul>
<b>Recycling and Composting</b>					

No.	Action	Time scale	Priority	Achieved Y / N	Progress / Comment
93	Self-Catering Properties Recycling Project	Medium-term	Medium	Partial	<ul style="list-style-type: none"> <li>The project will identify self-catering/holiday accommodation properties (non-domestic rates classification) and provide information on waste &amp; recycling services to ensure legal compliance.</li> <li>Customisable materials and reusable recycling bags will be offered to accommodation providers with a Council collection contract to provide to their customers to support recycling.</li> <li>To date 2 phases (of 9) has successfully been completed with 62% of properties choosing PKC to collect their waste. The remaining are fully compliant with waste contracts with alternative collectors.</li> <li>Phase 3 resulted in 15 new customers coming on board and being fully compliant with Waste Regulations. The 3rd phase was not fully completed due to COVID and it is anticipated that the project will recommence early 2021</li> </ul>
94	Re-introduction of Charging for Garden Waste	Short-term	Medium	Y	<ul style="list-style-type: none"> <li>Completed</li> </ul>
<b>Street Sweeping &amp; Litter</b>					
95	Code of Practice on Litter and Refuse (Scotland) 2018	Short-term	Medium	Partial	<ul style="list-style-type: none"> <li>The Code of Practice provides practical guidance on fulfilling duties under the Environmental Protection Act 1990 to keep land free of litter and refuse and to keep roads clean.</li> <li>The revised CoPLAR was passed by Parliament in July 2018 and explains what the duties are, who is responsible, what types of land are in scope and how to zone land and roads</li> </ul>

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					<p>based on the likelihood of issues arising.</p> <ul style="list-style-type: none"> <li>• Actions will be taken forward to ensure compliance with the new 2018 CoPLAR guidance including taking a focus on litter prevention, a new monitoring regime and re-zoning.</li> <li>• ZWS have developed and tested a new Litter Monitoring System (LMS)-</li> <li>• All PKC land has been zoned as per the requirements of the new system.</li> <li>• The LMS is now available and will be rolled out in 2021/22. A meeting is scheduled with Keep Scotland Beautiful (KSB) to discuss how the system will be used by PKC.</li> </ul>
<b>Actions added in 2018</b>					
97	Smart Waste Project – Phase 2	Medium-term	Low	N	<p>Expanding on the success of the Phase 1, Phase 2 will continue to focus on using technology to design and optimise Waste &amp; Recycling Services.</p> <ul style="list-style-type: none"> <li>• Fill level sensors will be installed on a different style litter bins, domestic communal containers and recycling points to enable expansion of reactive servicing and establish more efficient collection routes.</li> <li>• Install ‘in-cab’ technology; which refers to the use of IT hardware and software within waste collection vehicles.</li> <li>• Use Automatic Number Plate Recognition to identify abuse of domestic Recycling Centres by commercial businesses.</li> </ul>
98	Single Use Purchasing Policy for Perth & Kinross Council	Short-term	Low	Partial	<ul style="list-style-type: none"> <li>• In order to inform policy development a scoping exercise was carried out focussing on key single use items such as cups,</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>and straws and other non-plastic items.</p> <ul style="list-style-type: none"> <li>• An internal and stakeholder survey was completed which focused on the barriers and willingness to stop using single use products and replacing with reusable ones in the workplace. Overall there was a real appetite to make changes, but often these changes could not be implemented due to the nature of the work e.g. healthcare. It was also recognised that the savings would be minimal as alternatives often cost more to purchase or are more problematic to use</li> <li>• From the survey it was decided to focus on promoting reusable cups.</li> <li>• Several sessions have taken place with Corporate and Senior Management Teams, but the project was put on hold due to COVID.</li> <li>• The pandemic has resulted in a shift away from reusable to single use so there will be an emphasis on re-promoting reusable options including reusable face coverings.</li> <li>• Internal recycling systems were also reviewed and prior to lockdown a graduate was secured to undertake analysis and survey work and provided a report of recommendations.</li> <li>• Our current working/office arrangements have meant that this project has been put on hold, again to be reviewed when there is a return to office working.</li> <li>• The Scottish Government has also launched a public consultation on introducing market restrictions on single-use</li> </ul>

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					plastic items in Scotland and an appropriate response will be prepared.
<b>Actions added in 2019</b>					
99	Eating Well, Living Well (Food Share Network)	Medium-Term	High	Y	<ul style="list-style-type: none"> <li>• The project 'Eating well, Living Well' was allocated £50,000 of recurring funding through the Council Revenue budget. The Community Food Fund was provided to scope out the establishment of a social enterprise model to assist with the re-distribution of quality surplus food around Perth &amp; Kinross.</li> <li>• Research was carried out in 2019 to explore the potential to establish a Food Share Network to redistribute surplus food from food businesses to communities experiencing food insecurity. Extensive research was carried out to understand both the community demand for surplus food and the potential suppliers of the surplus food.</li> <li>• Eight Focus Groups were run with community members in 7 areas across Perth and Kinross who were experiencing food insecurity. These groups explored how a Food Share Network would best support their individual communities. These groups explored opinions on various food share mechanisms including food banks, community cafés, community feasts, fridges and larders, pre-prepared meals including 'meals to go' and recipe bags, cooking classes, food share apps, and surplus food supermarkets.</li> <li>• A final report was completed in March 2020 with recommendations for</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>developing a Food Share Network (see Appendix 2 for the Executive Summary).</p> <ul style="list-style-type: none"> <li>• As a result of the lockdown in March 2020 and the welfare response required, the formation of the Network was organically accelerated.</li> <li>• The Food Hub established by the Council supplied community food organisations with food and essentials supplies and funding was received from the Scottish Government through the Food Fund to support this.</li> <li>• During COVID we have established relationships with key food suppliers, and this includes working with Transform in Dundee who operate the Fareshare model and they provided significant supplies of food supplies and redistributed surplus as part of the food aid response.</li> <li>• Ongoing engagement with the community Food Organisations took place including virtual sessions and a facilitated workshop in July to explore the next steps for the Food Share Network.</li> <li>• Next steps include setting up a governance structure for the Food Share Network, a supplier's workshop to map ongoing food supply, establishing a permanent food hub in Perth, in conjunction with Transform (Fareshare), recruiting a Community Food Co-ordinator to support the Network and to administer the PKC Community Food Fund.</li> <li>• The work of the Food Share Network will now be reported under the</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					Equality, Empowerment and Fairness Workstream.
100	Investigate the procurement vehicle for Residual Waste Treatment	Short-term	High	Partial	<ul style="list-style-type: none"> <li>The Council requires a long-term solution for residual waste once the current contract expires in 2022.</li> <li>Options for the correct procurement vehicle and for working in collaboration with other local authorities has been explored and a procurement strategy developed.</li> <li>The strategy concluded that either the Scottish Materials Brokerage Scheme or a Joint Procurement with other local authorities are the most feasible solutions and should be explored in more detail.</li> <li>Originally it was anticipated that by finalising the preferred procurement option would allow us to begin contract and tender development in early 2020 with the intention to go to market in Autumn 2020</li> <li>Planning for this paused during COVID and is now being progressed again with Scottish Government, Scotland Excel and relevant local authorities and the procurement timeline adjusted.</li> </ul>
101	Asset Management Review of Waste & Recycling Infrastructure	Medium-term	Medium	N	<ul style="list-style-type: none"> <li>An asset management review is being carried out which will consider Household Waste Recycling Centres, Transfer Station and Depots.</li> <li>The aim of the review is to develop a long-term strategic plan for ensuring that the infrastructure is fit for purpose, maximises performance, meets statutory requirements and provides cost effective</li> </ul>

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>network management to provide the public with the best possible service.</p> <ul style="list-style-type: none"> <li>A report will be brought to a future Committee with the findings and recommendations.</li> </ul>
<b>Actions added in 2020</b>					
102	Roll-out of recycling provision in Perth City Centre	Short-term	Low	N	<ul style="list-style-type: none"> <li>Roll-out of further opportunities for recycling in the city centre and investigate feasibility of food waste recycling collection points.</li> </ul>
103	Develop further reuse and repair opportunities	Medium-term	Low	N	<ul style="list-style-type: none"> <li>Support reuse and repair organisations to develop further reuse and repair opportunities focussing on increasing diversion of furniture, textiles (school uniform), waste electrical and electronic (WEEE) items and bikes.</li> <li>Support opportunities for repair including development of repair cafes and online events/workshops.</li> </ul>