

APPENDIX 1 B

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.

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

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
Actions Added in 2014					
Waste Prevention and Resource Efficiency					
61	Zero Waste Fortnights	On-going	Medium	Y	<ul style="list-style-type: none"> • Zero Waste challenges are delivered in conjunction with local community groups and deliver landfill diversion and increased recycling participation. • A Zero Waste Fortnight was carried out in Kinross-shire and Glenfarg in April 2018 as part of the Sainsbury funded 'Waste Less, Save More' Project. A total of 6.5 tonnes of residual waste reduced and recycling increased across the period measured. • Zero Waste Fortnight activities will be replaced going forward with the activities scheduled for delivery from the Zero Waste Perth campaign.
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;

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					<ul style="list-style-type: none"> Garden Waste Collection routes will be reviewed in Autumn 2018 following the implementation of the chargeable garden waste service to determine if any capacity has been created as a result of the change in service. Future route planning will be undertaken for residual waste, recycling and garden & food waste routes, taking into account planned future developments and new build properties.
Actions Added in 2015					
General					
70	Roll-out of Improved Recycling Service to 50,500 households	Medium-term	High	Y	<ul style="list-style-type: none"> Completed
Waste Prevention and Resource Efficiency					
72	Volunteer & Community Advocate Programme (VCAP)	Medium-term	High	Y	<ul style="list-style-type: none"> Completed
73	Inveralmond Reuse Shop	Medium-term	High	Partial	<ul style="list-style-type: none"> A Phase 1 Application to Zero Waste Scotland's Circular Economy Investment Fund by the Council's preferred operator (PUSH) to fund the development a Reuse Shop at Inveralmond Recycling Centre was submitted in 2018 and subsequently approved. PUSH is now required to submit Phase 2 application to the fund (which expires December 2018) which includes a full Business Plan. PUSH submitted a bid to purchase the Inveralmond land plot and following successful evaluation under the Local Authority (Scotland) Regulations 2010 Development Lease

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					<p>has been offered. The Development Lease will contain terms which will see the transfer of title to the land upon successfully securing funding for and delivering the build project for the site..</p> <ul style="list-style-type: none"> • PUSH will also be subject to the terms and conditions of the fund which ties the funding - if successfully secured - to establishing a reuse project on the Inveralmond site. • PUSH has utilised the £24,000 secured from the Corporate Panel for costs associated with architectural services, planning fees and construction quotes. This has been topped up by £3,600 from the Suez Community Benefit fund grant for 2018. • Waste Services will continue to work closely with PUSH to support the submission of the Phase 2 funding bid.
Waste Awareness					
75	Glass Recycling Campaign	Medium-term	Medium	Y	<ul style="list-style-type: none"> • The campaign commenced with CHAS in October 2015 • The income sharing glass campaign is being run for a third year from 1 October 2017 with Cornhill Macmillan (of PRI) and has been re-branded to reflect the new partnership. • To date 126 tonnes of additional glass has been recycled across Perth & Kinross Recycling Points since 1 October 2017, resulting in an award of £1,850 to Cornhill Macmillan. • The Cornhill campaign finished at the end of September 2018.
Non-municipal Waste					
76	Complete Phase 2 of Scotland's Resource Sector	Short-term	Medium	Y	<ul style="list-style-type: none"> • Completed

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
	Commitment				
Actions Added in 2016					
General					
77	Investigate the funding opportunity from Zero Waste Scotland to become a Zero Waste Town and work in conjunction with a local community group or organisation	Medium-term	Medium	Y	<ul style="list-style-type: none"> Completed.
78	Commence Planning for Household Waste and Recycling Charter and associated Code of Practice.	Long-term	High	Partial	<ul style="list-style-type: none"> A review of current policies and procedures, in conjunction with Zero Waste Scotland has been completed. In 2018, options analysis and modelling will be completed to assess future code of practice compliant service options A report will be brought to the Environment, and Infrastructure Committee once the review has been completed.
79	As part of the SMART Cities Project, pilot the use of sensors for Litter Bins and Recycling Bells and radio frequency identification tagging of commercial bins	Short-term	Low	Partial	<ul style="list-style-type: none"> In conjunction with, and part-funded by, Scottish Cities Alliance, a trial of new sensor technology has taken place. The collated data will gauge efficiencies within the current service and assist with undertaking route optimisation. The glass and food vehicles have had dynamic on-board weighing systems installed and data collection has commenced. All projects under Smart Waste (Phase 1) will be completed by December 2018. Also see Action 86.
80	Implementation of a Permit System at	Short-term	Medium	Y	<ul style="list-style-type: none"> Completed

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
	Recycling Centres				
Waste Prevention & Resource Efficiency					
81	Developing skills for a circular economy	Medium-term	Low	Y	<ul style="list-style-type: none"> Completed
82	Schools Food Waste Project	Short-term	Medium	Y	<ul style="list-style-type: none"> Completed
83	Install mini-glass recycling points as part of the new Household Waste & Recycling Service	Medium-term	High	Partial	<ul style="list-style-type: none"> The roll out areas of the NEW Household Waste and Recycling Service have benefitted from mini glass recycling points being installed in support of actions 27 and 75. This has increased recycling provision, responds to public feedback and ensures compliance with the Household Recycling Charter. Zero Waste Funding for mini-glass points has been £97,000 to date. This has funded the installation of 40 new points with 20 more points to be installed by 2019.
84	Working in conjunction with Zero Waste Scotland on the Geographical Food Waste project	Medium-term	Medium	Y	<ul style="list-style-type: none"> Completed
Street Sweeping & Litter					
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"> This has been undertaken to progress an action under the enforcement section of the Litter Action Plan (Approved at Environment Committee, 25 March 2015). Due to a review within Parking Services consideration has been given to including litter enforcement within the remit of this role.

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86	Investigate the use of 'Flymapper' and GIS for mapping fly-tipping incidents	Medium-term	Medium	Partial	<ul style="list-style-type: none"> This has been undertaken to progress an action under the Infrastructure section of the Litter Action Plan (approved at Environment Committee, 25 March 2015). FlyMapper is an app and web based system which allows fly-tipping incidents to be quickly and efficiently recorded in the field and for the status of each incident to be tracked currently for internal user. It provides useful information at a local level to allow interventions and campaigns to be targeted directly where the issues arise. ERDF funding was secured in 2016 and a Smart Waste Systems Officer employed to manage the introduction of various systems including 'FlyMapper' (Action 79). FlyMapper was introduced in September 2018 and, monitored and used by officers and operational colleagues as the main recording tool.
87	Investigate the Litter Prevention Innovation Fund opportunity from Zero Waste Scotland	Short-term	Medium	Y	<ul style="list-style-type: none"> Completed
Non-Municipal Waste					
88	Work in partnership with SEPA to undertake an enforcement initiative with businesses relating to the compliance with the Waste (Scotland) Regulations 2012	Short-term	Medium	Partial	<ul style="list-style-type: none"> Perth and Kinross Council are working in partnership with the Scottish Environment Protection Agency (SEPA), which regulates the duty to segregate material for recycling across Scotland. Businesses were asked to supply waste transfer notes or provide satisfactory information on compliance with the duty. Failure to do

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					<p>so may result in a report being sent to SEPA for further enforcement action, including a Fixed Monetary Penalty (FMP) of £300.</p> <ul style="list-style-type: none"> • Businesses were contacted in August 2016 and advisory visits carried out by SEPA in September 2016. All local businesses who received visits were fully compliant, although some required repeat visits. • Findings on the enforcement initiative were produced by SEPA in May 2017 and Waste Services will continue to work with SEPA on delivering an enforcement protocol within Perth & Kinross. • Perth & Kinross will also deliver specific recommended actions to improve compliance and reduce contamination of food waste collected from commercial customers. This will support the roll-out of City Centre Containerisation by ensuring there is no trade abuse of the new domestic bin hubs.
Actions Added in 2017					
General					
89	Deposit Return Scheme – Extended Producer Responsibility	Medium Term	Medium	N	<ul style="list-style-type: none"> • A deposit return system (DRS) is one where consumers pay a small amount of money in addition to the purchase price at point of sale. This money is then returned to them if they choose to return the item after use. • In September 2017 the Scottish Government announced, as part of their Programme for Government, that Scotland will introduce a deposit return system for drinks containers • In October 2017, a motion

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					<p>was passed at Full Council instructing the Chief Executive to write to Roseanna Cunningham MSP, Cabinet Secretary for Environment and Climate Change, in these terms; offering Perth & Kinross Council involvement with her and COSLA in producing a final design for the scheme in 2018.</p> <ul style="list-style-type: none"> Options were put forward to the public for consultation in Summer 2018 and Ministers will now come to a final decision on the future of deposit return. The Council endorsed the Waster Managers Network response which was then used to inform the COSLA Environment & Economy Board response. A future report will be brought forward to the Environment & Infrastructure Committee regarding the final design of the scheme and implications for Perth & Kinross Council.
90	Planning for Major Developments	Short-term	Medium	Y	<ul style="list-style-type: none"> Waste Services and Direct Services (Operations), working in conjunction with colleagues in Development Management, have reviewed major developments, future housing projections and phasing plans to establish future resource requirements to ensure an efficient, quality service is provided to all households in Perth & Kinross. This will be kept under review and housing development completions monitored.
Waste Prevention & Resource Efficiency					
91	Work in conjunction with our consortium partners	Medium-term	Medium	Partial	<ul style="list-style-type: none"> Following successful award of the £300K to the Zero Waste Perth consortium in 2017, the campaign was

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	(Beautiful Perth and Perth College – Ecotechnic) to deliver Zero Waste Perth				<p>fully mobilised at a launch event in November 2017.</p> <ul style="list-style-type: none"> • In November 2017, 2 coordinators were employed for the delivery of the campaign on behalf of the consortium. • The Council continues to facilitate the stakeholder working group for the approval and delivery of the outputs agreed upon during the application stage. • To date, the Consortium has submitted 3 scheduled reports of activities to the funder (Zero Waste Scotland) detailing all community, business and education activities delivered during a defined period. • Forward plans are submitted to Zero Waste Scotland detailing the planned activities to be delivered during that upcoming period. • The campaign aims to engage a large proportion of the Perth City North and Perth City Centre community through an array of community led projects and to leave a significant legacy. • The campaign will deliver a large number of opportunities for the identified areas in Perth. Appendix 3 provides the key highlights for year 1.
92	Sainsbury's – Waste Less, Save More	Short-term	Medium	Y	<ul style="list-style-type: none"> • <u>The Funding Award:</u> Sainsbury's Supermarket Ltd awarded Perth & Kinross Council's Waste Services £46,739 of funding from the Waste Less, Save More Funding Programme to encourage food waste reduction in Kinross-shire and Blairgowrie, in collaboration with local community groups and the local Sainsbury's stores in

No.	Action	Timescale	Priority	Achieved Y / N	Progress / Comment
					<p>Kinross and Blairgowrie.</p> <ul style="list-style-type: none"> • The 'Waste Less, Save More' Project took place from June 2017 until October 2018. • The results/highlights are included in Appendix 3.

Recycling and Composting					
93	Self-Catering Properties Recycling Project	Medium-term	Medium	N	<ul style="list-style-type: none"> The project will identify self-catering/holiday accommodation properties (non-domestic rates classification) and provide information on waste & recycling services to ensure legal compliance. 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. This project will commence in 2019.
94	Re-introduction of Charging for Garden Waste	Short-term	Medium	Partial	<ul style="list-style-type: none"> As part of the budget setting process in February 2017, it was agreed that Perth & Kinross Council would reinstate an annual charge of £25 for the uplift of household garden waste (brown-lidded bin). Food Waste is collected from eligible households free of charge in the brown-lidded bin. An internal working group was established to consult on internal procedures, policies and detail the requirements to implement the Garden Waste Subscription service. 57,797 out of 72,352 properties are eligible to participate in the brown-lidded bin service. All qualifying households received a direct mailing in January 2018 advising them of the service change, asking that they register and pay (preferably online) in anticipation of the 1 April 2018 start date. Customers subscribing were issued a permit by direct mailing to attach to their brown-lidded bin. The permit identifies to the collection crew that the bin has been authorised to

					<p>contain garden waste and can be uplifted across the full financial year detailed on the permit.</p> <ul style="list-style-type: none"> Over 36,000 permits have been sold, generating over £900,000 of income to help off-set service costs There has been 54% participation, with over 8% of eligible householders opting to have 2 bins.
Street Sweeping & Litter					
95	Code of Practice on Litter and Refuse (Scotland) 2018	Short-term	Medium	Partial	<ul style="list-style-type: none"> 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. Perth & Kinross Council responded to the consultation on the new Code which was published in July 2018. 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 based on the likelihood of issues arising. 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. CoPLAR guidance sessions were run in September 2018 for relevant officers, hosted by Zero Waste Scotland.
Waste Awareness					
96	Household Waste & Recycling (HWR) Survey 2017	Short-term	Low	Y	<ul style="list-style-type: none"> The results of the 2017 Household Waste & Recycling Satisfaction Survey continued to show high levels of satisfaction with waste & recycling services both at the kerbside and at recycling centres

					<ul style="list-style-type: none"> Highlights include PKC placed 1st for overall satisfaction of Kerbside Services and PKC placed 2nd overall for satisfaction for Recycling Centres Due to the fact there were a reduced number of authorities participating in the survey and providing benchmarking data, we have decided to cease the survey and going forward will replace with alternative feedback gathering mechanisms.
Actions added in 2018					
97	Smart Waste Project – Phase 2	Medium-term	Low	N	<p>Subject to successful ERDF funding award, as part of Phase 2 of the SMART Cities Project, the following projects are proposed:</p> <ul style="list-style-type: none"> Technological solution for Recycling Centres including investigating ANPR to allow us to monitor recycling centre usage patterns to prevent commercial misuse and online payment solutions Waste collection: In-cab Technology Solution. which is the use of IT hardware and software within the waste collection vehicle. It supports the communication of information between the vehicle and customers enabling a more efficient and sustainable logistics model of operation. Further deployment of dynamic on board weighing systems on vehicles Further roll-out of sensor technology for litter bins, mini-glass points and bin hubs.
98	Single Use Purchasing Policy for Perth & Kinross Council	Short-term	Low	Partial	<ul style="list-style-type: none"> Perth & Kinross Council took part in the Scotland Excel Demand Management Challenge in May 2018– a national ‘competition’ to get support with a problem which could be solved by changing our purchasing behaviour. The

					<p>Corporate Procurement and Waste Services Teams jointly submitted information on our intention to explore and reduce the consumption of single use items in our supply chains. Our project was not selected as one of the four to get the initial resource.</p> <ul style="list-style-type: none"> • The development of a single use purchasing policy will need to be progressed internally which will scope out key items including plastic items such as cups, bottles and straws. • The next steps are to develop and deliver a Project Plan to inform the Purchasing Policy. • This will include undertaking an organisational review, scoping exercise and gathering baseline data on key single use disposable materials generated from the Councils business activities, carrying out research on purchasing policies within the Public Sector and consideration of Whole-Life Costing of items and identifying some quick wins/ trial locations/case studies .
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