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Council Building
2 High Street
Perth
PH1 5PH

Tuesday, 08 November 2016

A Meeting of the **Environment Committee** will be held in the **Gannochy Suite, Dewars Centre, Glover Street, Perth, PH2 0TH** on **Wednesday, 09 November 2016** at **10:00**.

If you have any queries please contact Committee Services on (01738) 475000 or email Committee@pkc.gov.uk.

BERNADETTE MALONE
Chief Executive

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

Members:

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

Environment Committee

Wednesday, 09 November 2016

AGENDA

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

- 1 WELCOME AND APOLOGIES/SUBSTITUTES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTE OF MEETING OF THE ENVIRONMENT COMMITTEE OF 7 SEPTEMBER 2016 FOR APPROVAL AND SIGNATURE 5 - 8**
- 4 PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP - COMMUNITY SAFETY AND ENVIRONMENT GROUP**
- (i) MINUTE OF MEETING OF THE COMMUNITY SAFETY AND ENVIRONMENT GROUP OF 17 JUNE 2016 FOR NOTING 9 - 12**
- 5 THE ENVIRONMENT SERVICE SIX MONTH PERFORMANCE SUMMARY 2016 13 - 28**
Report by Director (Environment) (copy herewith 16/490)

Note: The above report will also be submitted to the meetings of the Enterprise and Infrastructure Committee on 9 November 2016, the Community Safety Committee on 23 November 2016, and will be considered by the Scrutiny Committee on 30 November 2016.
- 6 WASTE MANAGEMENT PLAN 2010-2025 - PROGRESS REPORT 29 - 64**
Report by Director (Environment) (copy herewith 16/491)
- 7 FLOOD RISK MANAGEMENT - PROPERTY LEVEL PROTECTION PILOT SCHEME 65 - 74**
Report by Director (Environment) (copy herewith 16/488)
- 8 FLOOD PROTECTION SCHEMES - BANKFOOT AND COUPAR ANGUS 75 - 94**
Report by Executive Director (Environment) (copy herewith 16/487)

9	UPDATE ON ACTIONS TO PROMOTE THE RED SQUIRREL POPULATION ON COUNCIL LAND	95 - 102
	Report by Director (Environment) (copy herewith 16/492)	
10	PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORTING - YEAR 1	103 - 110
	Report by Director (Environment) (copy herewith 16/489)	
4(ii)	SUMMARY REPORT FROM COMMUNITY SAFETY AND ENVIRONMENT GROUP OF 19 AUGUST 2016	111 - 112
	Report by Director (Housing and Community Care) (copy herewith 16/515)	

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ENVIRONMENT COMMITTEE

Minute of meeting of the Environment Committee held in the Gannochy Suite, Dewar's Centre, Glover Street, Perth on Wednesday 1 June 2016 at 10.00am.

Present: Councillors M Williamson, H Anderson (substituting for Councillor A Grant), R Brock, D Cuthbert (substituting for Councillor M Barnacle), B Ellis, C Gillies, G Laing, E Maclachlan, M Roberts, W Robertson, H Stewart (substituting for Councillor D Melloy) and A Younger.

In Attendance: B Renton, Director (Environment); Y Bell, S Best, A Clegg, V Formosa-Hamilton, F McBain, V Milford and B Reekie (all The Environment Service); C Flynn, A Taylor and M Willis (all Corporate and Democratic Services)

Apologies for Absence: Councillor M Barnacle, A Grant, M Lyle and D Melloy.

Councillor M Williamson, Vice-Convener, Presiding.

602. WELCOME

The Convener welcomed all those present to the meeting. Apologies and substitutes were noted as above.

603. DECLARATIONS OF INTEREST

In terms of the Councillors' Code of Conduct, Councillor Ellis declared a non-financial interest in Art 609.

604. MINUTE

The minute of meeting of the Environment Committee of Wednesday 1 June 2016 (Arts. 410-420) was submitted, approved and authorised for signature.

605. PERTH AND KINROSS COMMUNITY PLANNING PARTNERSHIP – COMMUNITY SAFETY AND ENVIRONMENT GROUP

- (i) **Minute of Meeting of the Community Planning Community Safety and Environment Group of 13 March 2016 for noting**

The minute of meeting of 13 March 2016 was submitted and noted.

- (ii) **Summary Report from Community Safety and Environment Group on 17 June 2016**

There was submitted and noted a briefing paper by the Director (Housing and Community Care) (16/370) informing Committee of the recent reports presented to the Community Safety and Environment Group.

606. HOUSEHOLD WASTE AND RECYCLING PUBLIC SATISFACTION SURVEYS

There was submitted a report by the Director (Environment) (16/371) summarising the results of the 2015 Household Waste and Recycling Satisfaction Survey and setting out recommendations for improvements in service based on participant response.

Motion (Councillors M Williamson and B Ellis)

- (i) **Agree to undertake the Household Waste and Recycling Satisfaction Survey again in 2016.**
- (ii) **The improvement actions as set out in section 2 of Report 16/371 be approved.**
- (iii) **The Director (Environment) be instructed to report back on the outcomes from this in 12 months' time.**

Amendment (Councillors W Robertson and C Gillies)

- (i) Agree to undertake the Household Waste and Recycling Satisfaction Survey every two years.
- (ii) The improvement actions as set out in section 2 of Report 16/371 be approved.
- (iii) The Director (Environment) be instructed to report back on the outcomes from this in 12 months' time.

In accordance with Standing Order 44, a roll call vote was taken.

6 members voted for the Motion as follows:

Councillors H Anderson, B Ellis, G Laing, E Maclachlan, M Williamson and A Younger.

6 members voted for the Amendment as follows:

Councillors D Cuthbert, R Brock, C Gillies, M Roberts, W Robertson and H Stewart.

Amendment – 6 votes

Motion – 6 votes

In accordance with Standing Order 45, Councillor M Williamson made a casting vote for the Motion.

Resolved:

In accordance with the Motion.

**607. PERTH AND KINROSS COUNCIL'S VOLUNTEER AND COMMUNITY
ADVOCATE PROGRAMME – ZERO WASTE HIGHLAND PERTHSHIRE**

There was submitted a report by the Director (Environment) (16/372), providing an update on (1) Zero Waste Highland Perthshire – Perth and Kinross Council's Volunteer and Community Advocate Programme (VCAP), one of several programmes running across Scotland between 2016 and 2017; (2) the background to the programme, highlighting specific projects that have taken place to-date and reviewing their outcomes; and (3) summarising the proposed activities which will be implemented to June 2017.

Resolved:

- (i) The contents of Report 16/372 be noted.
- (ii) The Director (Environment) be instructed to report back on the outcomes of the Zero Waste Highland Perthshire for 2016/17 to this Committee in 12 months' time.

**608. PERTH AND KINROSS OUTDOOR ACCESS FORUM ANNUAL REPORT
2015-16**

There was submitted a report by the Director (Environment) (16/373), summarising the activity and progress of the Perth and Kinross Outdoor Access Forum to date and recommending the appointment of one new member to the Forum and changes to its Terms of Reference.

Resolved:

- (i) The activities and progress of the Perth and Kinross Outdoor Access Forum from August 2015 to date, as detailed in Report 16/373, be noted.
- (ii) The appointment of one new member and the re-appointment of three members to the Forum for a period of four years, and confirmation to the members to be retained in their appointments for at least a further year, as detailed in Appendix 1 to Report 16/373, be approved.
- (iii) The changes to Terms of Reference as set out in Appendix 2 of Report 16/373, be approved.
- (iv) The Director (Environment) be delegated to fill any casual vacancy arising in this period through recruitment by Forum members as detailed within the Forums Terms of Reference.

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## **COMMUNITY PLANNING COMMUNITY SAFETY and ENVIRONMENT GROUP**

Minute of meeting of the Community Planning Community Safety and Environment Group held in the Hay Room, Dewar's Centre, Perth on Friday 17 June 2016 at 11.00am.

**Present:** Councillors A Grant, D Pover and H Stewart (all Perth and Kinross Council); M Cairns (TACTRAN); K Chase (Police Scotland); G Clark (SNH); K Moir (Tayside CJA) and S Wood (Scottish Fire and Rescue Service).

**In Attendance:** Councillor H Wright (Chair, Tayside CJA); C Cranmer, J Irons, M Notman, N Rogerson, B Reekie, R Ross, and J Somerville (all Perth and Kinross Council).

**Apologies for Absence:** D Hodgkinson (Perth College UHI); H Llewellyn (CJA); A McManus (NHS Tayside); and J Valentine (Perth and Kinross Council)

Councillor D Pover in the Chair

*Prior to the start of the meeting, the Convener paid tribute to Jo Cox, Member of Parliament for Batley and Spen following her recent tragic death in West Yorkshire.*

### **1. WELCOME AND APOLOGIES**

Councillor Pover welcomed all those present at the meeting and apologies for absence were submitted and noted as above.

### **2. DECLARATIONS OF INTEREST**

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

### **3. MINUTE OF MEETING OF COMMUNITY SAFETY AND ENVIRONMENT GROUP OF 13 MARCH 2016**

The minute of meeting of the Community Safety and Environment Group of 13 March 2016 was submitted and approved as a correct record.

### **4. MATTERS ARISING**

There were no matters arising from the previous minute.

## **5. PERTH AND KINROSS VIOLENCE AGAINST WOMEN PARTNERSHIP – ANNUAL REPORT**

There was submitted and noted a report (G/16/125) by the Director (Housing and Community Care) introducing the Perth and Kinross Violence Against Women Partnership Annual Report for 2015–16. The report also highlighted the improvement actions for the Partnership.

R Ross briefly spoke to the report in the absence of L Greig, Chairperson, who was currently on annual leave. The contents of the Annual Report 2015/16 were welcomed by members and the excellent work being undertaken by the Partnership was commended by the Group.

### **Resolved:**

- (i) The contents of Report G/16/60 be noted and the work being undertaken by the Perth and Kinross Violence Against Women Partnership be supported.
- (ii) The Director (Housing and Social Work) be instructed to submit a report to the Group regarding the activity and performance of the Perth and Kinross Violence Against Women Partnership in 12 months' time.

## **6. ROAD SAFETY**

There was submitted a report by C Haggart – Road Safety Theme Lead, (G/16/126) updating the Group on the various items of work which had been, or were being, or would be undertaken to support the improvements to Road Safety across Perth and Kinross.

B Reekie spoke briefly to the report and answered members' questions.

M Cairns, confirmed that TACTRAN had committed to providing support towards the annual Safe Drive/Stay Alive Road Safety Campaign at the same level as previously. In response to a question from G Clark, B Reekie agreed that further enquiries could be made regarding whether data highlighted in the report could be broken down any further and fed back to members.

The Convener noted the variety of excellent work currently being undertaken.

### **Resolved:**

The contents of Report G/16/60 be noted.

## **7. SAFER COMMUNITIES THEME UPDATE**

There was submitted a report by N Rogerson, Safer Communities Theme Lead (G/16/127) updating the Group on the partnership and other activity of note that was underway or under development within the Safer Communities Theme.

N Rogerson advised the Group that the regular update submitted did not reflect all of the current activities being undertaken with a great deal of work also going on within individual agencies.

G Clark referred to water safety and asked about Giant Hogweed on river banks and at the railway side and B Reekie reported that the Council had a duty to treat and prevent the spread of weeds in areas of local authority responsibility and that this included Giant Hogweed. G Clark agreed that this was a very challenging situation. The Convener referred to a current publicity campaign and B Reekie agreed to make further enquiries in respect of who was leading the campaign to seek additional information.

The Convener noted the activities currently being undertaken as another excellent example of positive partnership working.

**Resolved:**

The contents of Report G/16/127 be noted.

**8. REDUCING REOFFENDING THEME UPDATE**

There was submitted and noted a report by N Rogerson, Reducing Reoffending, Theme Lead (G/16/128) updating the Group on the partnership activity which was currently being developed within the remit of the Reducing Reoffending Theme.

**9. ANY OTHER COMPETENT BUSINESS**

**FUNDING BIDS 2016/17**

R Ross tabled a paper - Funding Bids for 2016/17 (copy also appended to this minute for information) seeking approval for a total contribution of £26,400 shared between 12 groups from a budget of £60,000 for the year.

**Resolved:**

Then proposed Funding Bids for 2016/17 be approved.

**10. DATE OF NEXT MEETING**

The next meeting of the Community Safety and Environment Group would take place on Friday 19 August at 1.30pm. Members to be contacted directly should the timing of the meeting be changed.



**PERTH AND KINROSS COUNCIL**

**Community Safety Committee  
23 November 2016**

**Environment Committee  
9 November 2016**

**Enterprise and Infrastructure Committee  
9 November 2016**

**Scrutiny Committee  
30 November 2016**

**The Environment Service Six Month Performance Summary 2016****Report by Director (Environment)**

This report reviews the performance of the Environment Service against its Business Management and Improvement Plan (BMIP) for the period 1 April to 30 September 2016.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 The Executive Officer Team, the Environment Service Management Team and themed Committees consider performance against the Service Business Management and Improvement Plan (BMIP) every six months through the Service six month and annual performance reports.
- 1.2 The six month performance summary highlights exceptions, either as a result of performance exceeding the BMIP target or being unlikely to meet the target.

**2. SIX MONTH PERFORMANCE SUMMARY 2016**

- 2.1 The purpose of the six month performance summary in Appendix 1 is to review the performance of the Environment Service during the first six months of 2016/17 against the targets contained in the 2016/17 BMIP, approved and scrutinised earlier in the year by the appropriate committees.
- 2.2 The exceptions included in the report have been selected following consideration of all BMIP performance management information. They relate to performance that is deemed to be significant. Where these exceptions are targets that have not been met, explanations and details of improvement actions to be taken are provided.
- 2.3 A full annual report with detailed progress against all targets and actions within the Environment Service BMIP will be produced at the end of 2016/17.

### 3. CONCLUSION AND RECOMMENDATIONS

3.1 The six monthly monitoring of BMIP performance information by the Environment Service Senior Management Team has identified that progress in line with BMIP targets has been made in most areas.

3.2 It is recommended that:

- (i) The Community Safety Committee, Enterprise and Infrastructure Committee and the Environment Committee consider and approve, for their areas of specific interest, the Environment Service six month performance summary attached at Appendix 1 in the report.
- (ii) The Scrutiny Committee scrutinises and comments as appropriate on the Environment Service six month performance summary attached at Appendix 1 in the report.

#### Authors

| Name          | Designation                         | Contact Details                                |
|---------------|-------------------------------------|------------------------------------------------|
| Hunter Hope   | Performance and Support Manager     | TESCommitteeReports@pkc.gov.uk<br>01738 475000 |
| Connor Wilson | Performance and Support Team Leader |                                                |

#### Approved

| Name           | Designation            | Date              |
|----------------|------------------------|-------------------|
| Barbara Renton | Director (Environment) | 28 September 2016 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

- 1.1 This reports supports the delivery of the following Strategic Objectives within the Community Pan / Single Outcome Agreement 2013-23 and the Council's Corporate Plan:

- i) Giving every child the best start in life
- ii) Developing educated, responsible and informed citizens
- iii) Promoting a prosperous, inclusive and sustainable economy
- iv) Supporting people to lead independent, healthy and active lives
- v) Creating a safe and sustainable place for future generations

### 2. Resource Implications

#### Financial

- 2.1 There are no implications arising from this report.

#### Workforce

- 2.2 There are no implications arising from this report.

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

- 2.3 There are no implications arising from this report.

### **3. Assessments**

#### Equalities Assessment

- 3.1 The Council's Corporate Equalities Assessment Framework requires an assessment of functions, policies, procedures or strategies in relation to race, gender and disability and other relevant equality categories. This supports the Council's legal requirements to comply with the duty to assess and consult on relevant new policies to ensure there is no adverse impact on any community group or employees.
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment Framework and was assessed as not relevant for the purposes of Equalities Impact Assessment.

#### Strategic Environmental Assessment

- 3.3 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all plans, programmes and strategies, including policies (PPS).
- 3.4 The matters represented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and it was assessed that no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability (community, economic, environmental)

- 3.5 There are no implications arising from this report.

#### Legal and Governance

- 3.6 There are no implications arising from this report.

#### Risk

- 3.7 There are no implications arising from this report.

### **4. Consultation**

#### Internal

- 4.1 The Environment Service Senior Management Team has been consulted in the development of this report.

#### External

- 4.2 There are no implications arising from this report.



## **5. Communication**

- 5.1 There are no implications arising from this report.

## **2. BACKGROUND PAPERS**

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

- 3.1 Appendix 1: The Environment Service Six Month Performance Summary 1 April to 30 September 2016.



**The Environment Service**  
**Six Month Performance Summary**  
**1 April to 30 September 2016**

# Contents

|                                                                     |          |
|---------------------------------------------------------------------|----------|
| <b>Introduction</b>                                                 | <b>2</b> |
| <b>Service Performance Summary</b>                                  | <b>3</b> |
| <b>How do we compare to others?</b>                                 | <b>4</b> |
| <b>What are our customers saying?</b>                               | <b>5</b> |
| <b>Progress against Performance Indicators and Improvement Plan</b> | <b>6</b> |
| <b>Performance Indicators Exceptions</b>                            |          |
| Where we are exceeding our target                                   | 7        |
| Where we are not on target                                          | 7        |
| <b>Improvement Plan Exceptions</b>                                  |          |
| Where we are exceeding our target                                   | 8        |
| Where we are not on target                                          | 8        |

# Introduction

## **Welcome to The Environment Service six monthly performance summary 1 April to 30 September 2016**

Welcome to the 6 month exception report for the Environment Service. The purpose of this report is to provide assurance that the actions and targets set out within the Business Management and Improvement Plan are being addressed, to report back on where we, as a Service, anticipate exceeding these targets and to help understand where we are predicting that we will not meet them.

The [Environment Service Business Management and Improvement Plan \(BMIP\) for 2016/17](#) was approved by the Community Safety Committee on 8 June 2016, Environment Committee and Enterprise and Infrastructure Committee on 1 June 2016, and reported to the Scrutiny Committee on 15 June 2016. It sets out what the Service will do to lead on, and support, the delivery of the Council's strategic objectives.

This report provides a summary of progress towards achieving these commitments.

**Jim Valentine**

**Depute Chief Executive (Sustainability, Strategic and Entrepreneurial Development)**

**Barbara Renton**

**Director (Environment)**

## Service Performance Summary

### Promoting a Prosperous, Inclusive and Sustainable Economy

Approval was given by the Council on 22 June 2016 to advance [City Deal](#) joint working arrangements with Angus, Dundee City and Fife Councils. Both the Scottish and UK Governments have responded very positively to the vision and strategy which has been proposed. They have shown a commitment to work with the four constituent Councils to advance a Tay Cities Deal which delivers that vision. Other public sector agencies have also expressed support for the Tay Cities proposal and have asked to be involved in governance and management of the City Deal.

**(Enterprise and Infrastructure Committee)**

The Council approved a range of short and longer term [support for businesses and economic activity in Perth City](#) in response to recent concerns and requests from the business community for assistance on 22 June 2016.

**(Enterprise and Infrastructure Committee)**

The Environment Committee noted progress with the Council's [Volunteer and Community Advocate Programme – Zero Waste Highland Perthshire](#) on 7 September. The report also summarised proposed activities which will be implemented up to June 2017.

**(Environment Committee)**

A report providing an update on the award of [Community Environment Challenge funding](#) to community groups between April 2015 and March 2016 was presented to Environment Committee on 1 June. Funding applications totalling £100,000 have since been received from groups in Crieff, Auchterarder, Pitlochry, Kinrosswood, St Fillans and Blackford keen on leading and delivering projects which make a significant difference to their local environment.

**(Environment Committee)**

The Environment Committee on 1 June approved the introduction of a [trade waste permit system](#) at Council recycling centres to control the unlawful disposal of waste by businesses which is estimated to cost the Council in the region of £75,000 every year.

**(Environment Committee)**

Officers from the Service supported the Black Watch Museum to bring the [Poppies Weeping Window exhibition](#) to Perth for a 3 month period. This was visited by almost 120,500 visitors, encouraging an increased footfall in the city centre.

**(Enterprise and Infrastructure Committee)**

### Creating a Safe and Sustainable Place for Future Generations

The Community Safety Committee on 31 August considered an update on [emergency planning and community resilience](#) activity being undertaken by Perth & Kinross Council, partner agencies and community resilience volunteers. It heard how the Council was supporting 27 communities to build or enhance their resilience in the event of an emergency.

**(Community Safety Committee & Environment Committee)**

The Strategic Policy and Resources Committee on 20 April approved an [Energy Policy and Strategy](#) which aims to reduce energy consumption by 3% per annum by tackling poor building fabric and low air tightness, low insulation values, inefficient heating systems and controls, inefficient electrical power and lighting systems and end user awareness.

**(Environment Committee)**

## How do we compare to others?

The [Local Government Benchmarking Framework](#) is an important tool to support improvement. The Service is currently involved in the Waste Management Group and Street Cleanliness Group. This helps us to understand how we perform in comparison to similar organisations. The Service also has a number of other formal and informal benchmarking arrangements.

Through the [Society of Chief Officers of Transportation in Scotland](#) Roads Asset Management Programme, we benchmark our roads condition with all other Scottish Local Authorities.

Our refuse collection, grounds maintenance and street sweeping operations are systematically benchmarked with partners in the [Association for Public Sector Excellence \(APSE\)](#). Perth and Kinross Council remains one of the highest performing Councils in respect of the percentage of waste that is recycled.

The Public Transport Unit benchmarks twice per annum with partners in the [Association of Transport Co-ordinating Officers \(ATCO\)](#). The team also benchmarks with several Local Authorities and is working closely with Falkirk Council with a view to improving the process for roadside information boards.

National competitions also provide an opportunity to benchmark. For example, [Britain in Bloom](#) measure standards and performance nationally and Perth and Kinross Council regularly features amongst the top performers. Perth City was announced as a Gold Medal Winner, demonstrating the excellent partnership between volunteers and the Council.

The 2016 [Beautiful Scotland](#) Awards, organised by Keep Scotland Beautiful, celebrated the hard work of local authorities, community groups and individuals Scotland-wide in improving their local communities and making them beautiful. Perth and Kinross again featured prominently in the award ceremony with Gold Medals for Comrie, Bridge of Earn and Coupar Angus, Silver Gilt Medals for Muthill, Blairgowrie and Rattray and Kinnesswood. Coupar Angus was hailed Best Large Village in Scotland, together with awards for Community Horticulture and for Community Involvement. Kinnesswood was also awarded Best Small Village in Scotland.

Tayside Building Standards Benchmarking Group comprises the 3 Tayside authorities and meets 3 times a year, concentrating on continuously improving consistency, engagement, service standards and forward planning across the geographical boundaries.

Benchmarking with Councils in Scotland and England, including site visits to other Scottish local authorities, is informing our Parking Services review. Improvements have been made to performance management arrangements with further benefits anticipated in respect of structures and systems.

## What are our customers saying?

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

The Service carries out a monthly customer satisfaction survey comprising 10% of service requests received either by telephone at the Customer Service Centre or in writing to the Service direct. For the period 1 April to 30 June 2015, 71% of responders were very satisfied or satisfied with the service they received. Recommended improvement actions are passed to relevant managers to ensure that service improvements are made from customer feedback.

[Customer Service Standards](#) are monitored and reported every 4 weeks to the Environment Service Management Team. Heads of Service follow up any instances of responses out with target times with staff. For the period 1 April to 31 July 2016, 90% of enquiries were responded to within target time scales, against a target of 85%.

The Environment Committee were advised on 7 September 2016 how 4000 [Household Waste and Recycling Public Satisfaction Surveys](#) have been sent to householders in Perth and Kinross. 1067 returns were received. The standardised survey was also carried out in two other UK local authorities; Blackpool Borough Council and Hull City Council. For the first time, two Waste Partnerships also took part. These Partnerships represent a total of twenty local authorities who are currently sharing services and infrastructure. Results were very positive with Perth and Kinross placed 1st overall for Kerbside Service satisfaction with a score of 83.3% and 2nd overall for Recycling Centres satisfaction with a score of 85.6%. Identified improvements include seeking to widen the range of materials which can be recycled through the new Dry Mixed Recycling contract; improving internal arrangements for addressing customer enquiries and providing more information on what happens to recycled materials.

The Council's [Building Standards](#) Service has been praised for the quality of its customer service. The team were assessed by Société Générale de Surveillance, a leading international inspection and certification company. In addition, in quarter one of 2016/17, 99% of applications were responded to within 20 days.



## Progress against Performance Indicators and Improvement Plan

Over the six months from 1 April to 30 September 2016, the Environment Service has made significant progress in delivering the services and actions identified in the Business Management and Improvement Plan (BMIP) agreed by Community Safety, Environment, and Enterprise and Infrastructure Committees.

Of the 42 key performance indicators and improvement tasks contained within the BMIP: 5% are exceeding target; 41% are on target; 2% are not on target; and 52% are not measurable at this six month point. Below is a summary of the progress against the targets within the BMIP.

| Performance Indicators                                              | Total | Exceeding Target | On Target | Not on Target | Information not Available |
|---------------------------------------------------------------------|-------|------------------|-----------|---------------|---------------------------|
| <b>Promoting a Prosperous, Inclusive and Sustainable Economy</b>    |       |                  |           |               |                           |
| Thriving, expanding economy                                         | 8     | 1                |           |               | 7                         |
| Employment opportunities for all                                    | 6     |                  |           |               | 6                         |
| <b>Creating a Safe and Sustainable Place for Future Generations</b> |       |                  |           |               |                           |
| Attractive, welcoming environment                                   | 8     |                  |           |               | 8                         |
| Communities feel safe                                               | 1     | 1                |           |               |                           |
| People in vulnerable circumstances are protected                    | 2     |                  |           | 1             | 1                         |
| <b>Improvement Plan</b>                                             | 17    |                  | 17        |               |                           |

**Note:**

Service performance is determined from the current performance information available and not from projected data.

The following sections provide an update on Service performance where targets have been exceeded and where the Service is not on track to meet the target in the BMIP. Where performance is currently not on target, improvement actions have been identified in an effort to ensure that the Service reaches the target by 31 March 2017.

# Performance Indicator Exceptions

## Where we are currently exceeding our target

| Indicators exceeding target                                               | Performance |       |       |        |       | Targets |       |       |
|---------------------------------------------------------------------------|-------------|-------|-------|--------|-------|---------|-------|-------|
|                                                                           | 13/14       | 14/15 | 15/16 | Aug 16 | Trend | 16/17   | 17/18 | 22/23 |
| <b>Thriving, Expanding Economy</b>                                        |             |       |       |        |       |         |       |       |
| Area of serviced business land (Ha)                                       | 10.3        | 54    | 54    | 48     | →     | 13      | 13    | 13    |
| <b>(Enterprise and Infrastructure Committee)</b>                          |             |       |       |        |       |         |       |       |
| <b>Comments</b>                                                           |             |       |       |        |       |         |       |       |
| Supply is in excess of the amount required by the Local Development Plan. |             |       |       |        |       |         |       |       |

| Indicators exceeding target                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Performance |       |       |        |       | Targets |       |       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|-------|--------|-------|---------|-------|-------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 13/14       | 14/15 | 15/16 | Aug 16 | Trend | 16/17   | 17/18 | 22/23 |
| <b>Communities Feel Safe</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |       |       |        |       |         |       |       |
| Number of communities being supported to develop and maintain resilience plans                                                                                                                                                                                                                                                                                                                                                                                                                     | 5           | 9     | 20    | 27     | ↑     | 20      | 22    | 25    |
| <b>(Community Safety Committee)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |       |       |        |       |         |       |       |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |       |       |        |       |         |       |       |
| Local authorities in Scotland are leading on the development of community resilience in their geographical areas. The aim is to develop and implement local community resilience strategies in as many communities as possible across Scotland. To ensure a degree of consistency and to facilitate the sharing of best practice, the Local Authority Resilience Group Scotland (LARGS) has formed a Community Resilience Special Interest Group. The group is chaired by Perth & Kinross Council. |             |       |       |        |       |         |       |       |

## Where we are not on target

| Indicators exceeding target                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Performance |       |       |        |       | Targets |       |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|-------|--------|-------|---------|-------|-------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 13/14       | 14/15 | 15/16 | Aug 16 | Trend | 16/17   | 17/18 | 22/23 |
| <b>People in Vulnerable Circumstances are Protected</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |       |       |        |       |         |       |       |
| Number of businesses participating in Perth and Kinross Better Business Partnership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 268         | 252   | 252   | 253    | →     | 260     | 300   | 350   |
| <b>(Community Safety Committee)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |       |       |        |       |         |       |       |
| <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |       |       |        |       |         |       |       |
| The Better Business Partnership is the trusted trader scheme operating in Perth and Kinross. The aim is to help traders comply with the law while improving consumer protection through a partnership approach. The Better Business Partnership is a register of businesses who meet standards. Despite a streamlined application process and increased awareness raising, business uptake remains short of targeted levels. The Service will continue to market the scheme to local businesses with a view to increasing participant numbers as the economy improves. |             |       |       |        |       |         |       |       |

## Improvement Plan Exceptions

None. All improvement plan actions are on course for completion by 31 March 2017.



**PERTH AND KINROSS COUNCIL**

**Environment Committee**

**9 November 2016**

**Waste Management Plan 2010-2025 - Progress Report**

**Report by 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 on 24 November 2010 (Report No. 10/597 refers). The report recommends approval of the new actions 77-88 (shown in Appendix 1B) which are in line with recent national regulatory and strategy developments.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 In November 2010, the Environment Committee approved the Perth and Kinross Waste Management Plan 2010-2025 (Report No.10/597 refers). The Waste Management 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 Council's 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;
  - Developing Initiatives to control waste arisings and waste growth;
  - Looking into potential partnership agreements;
  - Determining the strategy for the procurement of residual waste treatment;
  - Determining the future financial implications for waste management in Perth and Kinross; and
  - Promoting the circular economy where products and materials are kept in high value use for as long as possible
- 1.3 Annual progress reports to the Environment Committee in June 2013 (Report No. 13/267 refers), September 2014 (Report No.14/364 refers) and November 2015 (Report No. 15/532 refers) have provided a full update on all the original actions, as well as new actions, which were developed in light of the Waste (Scotland) Regulations 2012 and other national strategy or regulatory changes.
- 1.4 This report provides the fourth annual 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 earlier progress reports for more information. Of the 76 previously agreed actions, 61 have been achieved (80%).

- 1.5 These actions have contributed to a household recycling and composting rate of 54% for 2015/16; as well as high levels satisfaction with our household waste and recycling services ( Report No. 16/371 refers). This is comparable with previous years – 54% in 2013/14 and 57% in 2014/15.
- 1.6 In 2015, timber was classed as being recovered, not recycled, and therefore was not being included in the recycling rate. Timber was reclassified in 2015 due to a new contract being awarded which secured an income for Perth & Kinross Council. Under the new contract, the timber is turned into wood chip for use in a biomass plant and is therefore recovered. Timber accounts for approximately four per cent of the household waste managed by the Council. In 2014 the timber collected at Recycling Centres was recycled and contributed to the recycling rate. Comparing like for like, the recycling rate for 2015 including the recovered timber was 58.7 per cent and actually up from 2014 figure.
- 1.7 The Council continues to maintain a high LEAMS (Local Environmental Audit & Management Scheme) score with 97.1% of streets found to be at an acceptable standard in 2015/16 (in comparison to 96.1% in 2014/15 and 96% in 2013/14.)
- 1.8 Key Waste Management Plan actions which have been achieved in the last year include:
- The roll-out of the new Household Waste & Recycling Service which received Environment Committee approval in June 2015 commenced in January 2016 (Report No. 15/243 refers). To date 4 of the 8 phases have been completed with the service rolled out to 25,970 households including the original trial properties households. This brings the total to 30,970 currently on the service. The project is on schedule with a completion date of November 2017.
  - This new service is supported by an Organics Contract including mixed food and garden waste which commenced in April 2016 and the new Dry Mixed Recycling contract which commenced on 1 November 2016. These 5 year contracts will also deliver valuable community benefits including funding for community projects, communications campaigns, business mentoring, as well as employment and training opportunities.
  - Year 1 of the Volunteer & Community Advocate Programme (VCAP) has been successfully delivered and funding was secured for a continuation of the project into year 2. The project encourages and supports voluntary community approaches to increase recycling participation through the Volunteer and Community Advocate Programme in Highland Perthshire. This is an externally funded project which is focused on being community led, recruiting and utilising the skills and knowledge of the local community, for the purpose of leaving a positive legacy. A range of activities and community workshops such as Love Food Hate Waste Families, Bike Maintenance, Up-Cycling and home composting have also been carried out and continued into year 2. Full details were contained in the report to the September 2016 Environment Committee (Report No. 16/372 refers).

- Food Waste collections for businesses meeting the Waste (Scotland) Regulations 2012, 5kg requirements, have been rolled out. Businesses falling into scope of the Regulations were identified and contacted by letter. The Commercial Officer carried out advisory visits to ensure that businesses were compliant with the Regulations and had a food waste service by January 2016.
- A Glass Recycling Communications Campaign has been undertaken to further incentivise householders to participate by partnering with a charity who will financially benefit from any increase in glass diverted from landfill. The chosen charity (CHAS Rachel House in year 1) has worked with the Council to promote glass recycling and have received £2,575 from the Council for the period October 2015 – June 2016, based on the amount of glass collected.
- Sign up to The Household Waste and Recycling Charter was approved at the Environment Committee on 23 March 2016 (Report No. 16/140 refers). The Charter was officially signed by the Environment Minister on 10 September 2016. The purpose of the Household Waste and Recycling Charter and the associated Code of Practice (CoP) is to articulate a consistent approach to the collection of household waste material streams across Scotland.

## **2. PROPOSALS**

2.1 Appendix 1B to the report incorporates new Actions 77-88. The new actions are informed by the following Scottish Government policies and strategies:

- Scotland's Zero Waste Plan (2010)
- Waste (Scotland) Regulations (2012)
- Safeguarding Scotland's Resources (2013)
- Towards a Litter Free Scotland (2014)
- 'Making Things Last – A Circular Economy Strategy for Scotland' (2016)
- Zero Waste Scotland's Programme Plan (2016-17).

2.2 These aim to deliver key national ambitions such as supporting a circular economy, improving recycling performance, transforming attitudes to food waste and reducing the impacts of litter and fly-tipping. The Circular Economy Strategy also introduced a food waste prevention target, of reducing food waste by 33% by 2025; the first such target in Europe. This will involve working with both businesses and households to prevent and reduce avoidable food waste. This is in addition to the existing targets:

- Recycling 60% of household waste by 2020
- Recycling 70% of all waste by 2025
- Reducing waste by 7% by 2017 and 15% by 2025

2.3 The Council is contributing to the national ambitions and targets with the following actions:

- Completing Phases 5-8 of the roll-out of the New Household Waste and Recycling Service.
- Introducing a Permit System for Recycling Centres to ensure waste is correctly managed and recycled (Report No. 16/240 refers).
- Investigating the opportunity to become a 'Zero Waste Town', in conjunction with a community group or organisation, to build upon the work undertaken as part of the Highland Perthshire VCAP initiative. A 'Zero Waste Town' is defined as an urban community with a population between 10,000 and 35,000, with an established identity and a mixture of land-use types including residential, community, commercial and retail.
- Progressing the Perth City Centre Containerisation project.
- Developing the Smart Services (Waste) project as part of the SMART Cities Initiative.
- The project will focus on innovative smart technology deployed in the waste management process to enhance waste and recycling collections through improved monitoring and sharing of data and information. If European Regional Development Fund (ERDF) funding is secured, the project will involve running a trial of waste and recycling bins with sensors and RFID (radio frequency identification) tagging of commercial bins to record the bin and contents.

2.4 It is worth noting that several of the actions within this plan are only possible through successfully achieving funding from Zero Waste Scotland and other funding sources. The table below highlights the extent of funding received, as well as applied for and pending, over the last four years.

| Source of Public Funding                                                                                     | Date         | Amount Received | Amount Pending  | Total                  |
|--------------------------------------------------------------------------------------------------------------|--------------|-----------------|-----------------|------------------------|
| Water Analysis Programme                                                                                     | Oct-13       | £14,438         | £0              | £14,438                |
| Auchterarder and Aberuthven                                                                                  | Mar-13       | £37,000         | £0              | £37,000                |
| 140L Bin Trial                                                                                               | Summer 14    | £51,684         | £0              | £51,684                |
| Volunteer & Community Advocate Programme Year 1                                                              | Jul-15       | £32,575         | £15,989         | £48,564                |
| New Household Waste & Recycling Service                                                                      | Mar-16       | £10,758         | £0              | £10,758                |
| Volunteer & Community Advocate Programme Year 2                                                              | Pending      | £0              | £39,587         | £39,587                |
| Inveralmond Reuse Shop                                                                                       | Pending      | £0              | £150,000        | £150,000               |
| Inveralmond Reuse Shop (money from the Corporate Panel will directly fund PUSH as part of the Reuse Project) | Pending      | £0              | £24,000         | £24,000                |
|                                                                                                              | <b>Total</b> | <b>£146,455</b> | <b>£229,576</b> | <b><u>£376,031</u></b> |



- 2.5 This project work undertaken as part of the Waste Management Plan is underpinned by the management of a large volume of recurring work tasks including dealing with:
- 10,644 customer service requests made in 2015
  - 1,239 assisted lift applications
  - 823 2nd general waste bin applications
  - 22 waste and recycling contracts with a net expenditure of £7,660,401
  - 1,531 commercial waste and recycling customers
- 2.6 The delivery of these services is only achievable through close working relationships with a range of stakeholders, particularly colleagues in Operations, contractors and local communities. The success of this approach was recognised by the Council by becoming a finalist at the 2016 National Recycling Awards for our work in increasing WEEE (waste electrical and electronic equipment) awareness and collections.
- 2.7 The report seeks approval of the new Actions 77-88 of the Waste Management Action Plan set out in Appendix 1B.

### 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, residents and businesses can assist in achieving the targets relating to recycling and composting, along with a reduction of non-recyclable waste.
- 3.2 It is recommended that the Committee:
- Notes the annual update on progress on the Waste Management Action Plan.
  - Approves the new actions (numbers 77-88) of the Waste Management Action Plan set out in Appendix 1B.

#### Author(s)

| Name        | Designation                   | Contact Details                                                                                     |
|-------------|-------------------------------|-----------------------------------------------------------------------------------------------------|
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#### Approved

| Name           | Designation            | Date           |
|----------------|------------------------|----------------|
| Barbara Renton | Director (Environment) | 3 October 2016 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 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 will be prioritised from the 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 through the Scottish Materials Brokerage Service.

### 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.
- 3.2 Carrying out Equality Impact Assessments for plans and policies allow the Council to demonstrate that it is meeting these duties.
- 3.3 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 outcomes:
- 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 Scotland's Resource Sector Commitment.

### Legal and Governance

- 3.10 The Head of Legal and Governance and the Head of Democratic Services and the Head of Finance 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, the Head of Democratic Services and the Head of Finance 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 The Waste Services Team engages in proactive communication with all known stakeholders for the delivery of domestic and commercial waste and recycling services.
- 5.2 Stakeholders may include, Elected Members, focus group candidates, online communities, internal colleagues, external partner organisations and charitable groups, social housing providers and community organisations, geographic communities of interest and service users. Communications Plans are created for all significant campaigns and projects to identify the timeline for delivery.

## **2. BACKGROUND PAPERS**

- 2.1 The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in 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)
  - Report to Environment Committee in August 2013 entitled Containerisation of Waste in Perth City Centre (Report number 13/418)
  - Report to the Environment Committee in September 2014 entitled Waste Management Plan 2010- 2025 Progress Report (Report Number 14/364)
  - Report to the Environment Committee in June 2015 entitled Evaluation Report of the Improved Recycling Service Trial (Report Number 15/243)
  - Report to Environment Committee in November 2015 entitled Waste management Plan 2010-2025 – progress Report ( Report Number 15/532)
  - Report to Environment Committee in January 2016 entitled Perth and Kinross Zero Waste Communities (Report number 16/12)
  - Report to Environment Committee in March 2016 entitled Household Waste and Recycling Charter (Report number 16/140)

- Report to Environment Committee in June 2016 entitled Introduction of a Trade Waste Permit System at Council Recycling Centres (Report Number 16/240)
- Report to Environment Committee in September 2016 entitled Update on Perth and Kinross Council's Volunteer and Community Advocate Programme - Zero Waste Highland Perthshire (Report Number 16/372)
- Report to Environment Committee in September 2016 entitled Household Waste and Recycling Public Satisfaction Survey (Report Number 16/371)

### **3. APPENDICES**

- 3.1 Appendix 1 A : Perth and Kinross Waste Management Plan Action Plan – Update on Progress
- 3.2 Appendix 1 B : Perth and Kinross Waste Management Plan Action Plan – New Actions

## APPENDIX 1 A

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<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General</b> |                                                                                                                                                                                             |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 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                 | 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      | Partial           | <ul style="list-style-type: none"> <li>• Proposals have been submitted with Zero Waste Scotland to develop the supplementary planning guidance; this is being taken forward as a national project.</li> <li>• Delivering Zero Waste Supplementary Guidance was approved at Enterprise and Infrastructure Committee, 7 September 2016 (Report No. 16/377)</li> <li>• The Waste Services Community and Commercial Team continue to provide comments on domestic and commercial planning applications and guidance is</li> </ul> |



| No.                                             | Action                                                                                                                                                                                 | Timescale   | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 |                                                                                                                                                                                        |             |          |                   | reviewed at set intervals. 227 planning applications were reviewed in 2015/16.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Waste Composition and Arisings</b>           |                                                                                                                                                                                        |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 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                 | <p>The Waste Analysis programme in 2015/16 included:</p> <ul style="list-style-type: none"> <li>Household residual waste analysis carried out in March 2016 from the Improved Recycling Scheme Trial samples, these same areas were analysed in March 2015 allowing us to compare results.</li> <li>A quarterly food and garden waste analysis for historical areas until November 2015.</li> <li>Food and garden waste analysis for phase 1 of the New Household Waste &amp; Recycling Service</li> <li>No DMR waste analysis was carried in this period. From October 2016 the new protocol for "MRF Sampling – Testing and Reporting" was introduced.</li> </ul> |
| <b>Waste Prevention and Resource Efficiency</b> |                                                                                                                                                                                        |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 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                 | Action completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| No. | Action                                                                                                                                                                                                                  | Timescale  | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                 | In 2015/16 the following actions took place: <ul style="list-style-type: none"> <li>• Full introduction of DMR system and food waste recycling in the Atrium, Blackfriars and at the Carpenter Court Council offices.</li> <li>• Continuing to work with the Pullar House facilities and care taker staff within Pullar House for the replacement of waste and recycling bins and to update signage.</li> <li>• Working together with the Perth Office Programme (POP) Team and Property Team to provide advice on new internal recycling facilities to be implemented into 2 High St for the move back into the building.</li> </ul> |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| No.                             | Action                                                                                                                                                                                | Timescale  | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12                              | Develop further projects in partnership with the Perth and Kinross Network of Charity Shops and Reuse Projects.                                                                       | Ongoing    | Medium   | Y                 | <b>Social Media Campaign</b> <ul style="list-style-type: none"> <li>In November 2015, as part of the European Week of Waste Reduction, the Charity Shops and Reuse Projects took part in a second Social Media Campaign, this time promoting the reuse of Children's Items (clothes, toys, equipment and Real Nappies). The Campaign was extended to include other waste minimisation information as well as information about reuse opportunities.</li> <li>In autumn/winter 2016, there will be a third Social Media Campaign with Charity Shops and Reuse Projects to promote the reuse of Working Electrical Items (big and small) and Working IT Equipment. This campaign will coincide with the expansion of WEEE Collections for Perth College's WEEE Centre. A second reuse collection container has been introduced at Inveralmond Recycling Centre, in addition to the existing container at Friarton Recycling Centre. .</li> </ul> |
| <b>Recycling and Composting</b> |                                                                                                                                                                                       |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 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                                                                             | Ongoing    | Medium   | Y                 | The new Household Waste and Recycling Service has expanded the core materials to be accepted in                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| No. | Action                                                                                                                                                                                                                       | Timescale   | Priority | Achieved Y / N | Progress                                                                                                                                                                                                                                                                                                                |
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|     | kerbside recycling scheme.                                                                                                                                                                                                   |             |          |                | the DMR blue lidded bin to include food and beverage cartons. In addition, metal jar lids and plastic bottle tops are also accepted under the new DMR contract.                                                                                                                                                         |
| 15  | Monitor new kerbside recycling scheme by carrying out waste composition analysis and gathering better information on participation and capture rates.                                                                        | Ongoing     | High     | Y              | Action completed. 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              | Action completed.                                                                                                                                                                                                                                                                                                       |
| 17  | Investigate the use of route optimisation technology and software.                                                                                                                                                           | Medium Term | Medium   | Y              | Action completed. See Action 62 for update.                                                                                                                                                                                                                                                                             |
| 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     | Y              | Action completed.                                                                                                                                                                                                                                                                                                       |
| 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"> <li>The new contract for DMR, operational from November 2016, provides a processing service for plastic sacks.</li> <li>Consideration of use of sacks in particular locations will be investigated, on the completion of the New Household Waste &amp; Recycling Service.</li> </ul> |
| 21  | Carry out best value review of commercial waste collections.                                                                                                                                                                 | Medium term | Low      | Y              | Action completed.                                                                                                                                                                                                                                                                                                       |

| No. | Action                                                                                                                                                                   | Timescale   | Priority | Achieved Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 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.                                                                                                                                                                                                                                                                                                                                                                                             |
| 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"> <li>Materials, such as carpets, mattresses, hard rigid plastics will be considered where processing capacity, contractor availability, costs and space at the Recycling Centres permit.</li> <li>Waste Services worked with Community Greenspace colleagues during 2015/16 to introduce golf club amnesty campaigns at Recycling Centre, with positive results.</li> </ul> |
| 25  | Investigate feasibility of collecting reusable materials at Recycling Centres for resale and redistribution in the local area.                                           | Short term  | Medium   | Y              | Action completed.                                                                                                                                                                                                                                                                                                                                                                                             |
| 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 2015/16 was 77%.</li> </ul>                                                                                                                                                                                                                                                                                                |
| 27  | Increase number of Recycling Points in the Perth and Kinross area to 100 by 2013 and 120 by 2020.                                                                        | Long term   | Medium   | Partial        | <ul style="list-style-type: none"> <li>There are currently 105 Recycling Points in Perth and Kinross.</li> </ul>                                                                                                                                                                                                                                                                                              |
| 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              | Action completed.                                                                                                                                                                                                                                                                                                                                                                                             |
| 29  | Where opportunities arise, work with industry in introducing producer responsibility that covers a greater range of materials.                                           | Ongoing     | Low      | Y              | Action Completed                                                                                                                                                                                                                                                                                                                                                                                              |

| No.                              | Action                                                                                                                                                 | Timescale | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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"> <li>The Waste Procurement Programme is on-going and there are currently 16 contracts in place for a range of commodities.</li> <li>Procurement strategies were developed from 1 Jan 2015 to present and contracts awarded for the following commodities – Organics, Residual Waste (extended), Dry Mixed Recycling, Street Sweepings, Plasterboard, Tyres, Cardboard, Glass, Timber, WEEE (extended), Scrap Metal, Used Cooking Oil (extended), Supply of Wheeled Bins and Mobile Toilets (extended).</li> <li>Commodities which are a key part of the Procurement Programme going forward are - Residual Waste and Inert Waste. Detailed Contract Strategies have been developed to outline the current market position and best way forward for re-tendering for these commodities. For Residual Waste consideration has been given to using the Scottish Materials Brokerage Service.</li> <li>As part of the DMR and Organics Contracts community benefits including funding for communications, community projects, employment &amp; training and business mentoring have been secured and will be monitored on as the contracts progress.</li> </ul> |
| <b>Residual Waste Management</b> |                                                                                                                                                        |           |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| No. | Action                                                                                                                                                                    | Timescale   | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 31  | Target promotion and enforcement of Council policies on presentation of waste and recycling bins in areas identified as requiring action.                                 | Ongoing     | Low      | Partial           | <ul style="list-style-type: none"> <li>The Waste &amp; Recycling Household Bin/Sack Policy was reviewed ahead of the introduction of the New Household Waste &amp; Recycling Service.</li> <li>The policy has been highlighted to householders as part of the service change, with proactive householder engagement with the public and enforcement of the policy seen as key to the successful implementation of the new service. Monitoring of areas with the new service, to ensure compliance with the policy is on-going.</li> <li>City Centre Containerisation has been piloted and implemented in Perth City Centre in New Row and Scott Street Car-park to help tackle mis-presentation of waste. This helps provide storage facilities for those in flatted properties with limited or no storage space.</li> <li>The success of these on-street bins and waste hubs has been reviewed, with a view to rolling out containerisation more fully following the implementation the New Household Waste &amp; Recycling Service.</li> </ul> |
| 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                                                                                    | Medium term | Low      | Y                 | Action completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| No. | Action                                                                                                                                                                                                                                                                                    | Timescale   | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                        |
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|     | of recovering items for reuse/recycling.                                                                                                                                                                                                                                                  |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                 |
| 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"> <li>The Introduction of a Permitting System at Recycling Centres was approved at Environment Committee in June 2016.</li> <li>The 'soft start' phase will commence in January 2017 with full implementation of the Permit System due to commence in June 2017.</li> </ul>                                                                                    |
| 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                 | Action completed.                                                                                                                                                                                                                                                                                                                                                                               |
| 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                 | Action completed.                                                                                                                                                                                                                                                                                                                                                                               |
| 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"> <li>Further information available in the Private Paper on Residual Waste Treatment Options was submitted to Environment Committee on 4 June 2014</li> <li>A Procurement Strategy for Residual Waste was developed in 2015.</li> <li>Perth &amp; Kinross Council has signed up to Scottish Materials Brokerage Service and an Invitation to Tender</li> </ul> |



| No.                               | Action                                                                                                                                                                                                                                                                                                            | Timescale   | Priority | Achieved Y / N | Progress                                                                                                                                                    |
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|                                   |                                                                                                                                                                                                                                                                                                                   |             |          |                | (ITT) has been issued and will be evaluated in due course.                                                                                                  |
| 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.                                                                                                                                           |
| <b>Street Sweeping and Litter</b> |                                                                                                                                                                                                                                                                                                                   |             |          |                |                                                                                                                                                             |
| 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              | Action completed.                                                                                                                                           |
| 43                                | Establish through the Community Planning Environment Partnership a Perth and Kinross Fly Tipping Forum.                                                                                                                                                                                                           | Short term  | Low      | Y              | Action Completed.                                                                                                                                           |
| 44                                | Trial introduction of segregated litter bins for collection of recyclates and assess feasibility of implementing throughout the Council area.                                                                                                                                                                     | Short term  | Medium   | Y              | Action completed.                                                                                                                                           |
| 45                                | Investigate the feasibility of recovering waste from street sweeping for recycling/composting.                                                                                                                                                                                                                    | Medium term | High     | Y              | Action completed.                                                                                                                                           |
| <b>Waste Awareness</b>            |                                                                                                                                                                                                                                                                                                                   |             |          |                |                                                                                                                                                             |
| 46                                | Perth and Kinross Council to continue work with Zero Waste Scotland to assist in the communication of national campaigns and                                                                                                                                                                                      | Ongoing     | Low      | Y              | <ul style="list-style-type: none"> <li>The Waste Services Team will continue to work with Zero Waste Scotland to deliver the second years of the</li> </ul> |

| No.                        | Action                                                                                                                                                                                        | Timescale  | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                            | initiatives at a local level.                                                                                                                                                                 |            |          |                   | <p>funded Volunteers &amp; Community Advocates Program in Highland Perthshire and to share best practice with other projects within the program.</p> <ul style="list-style-type: none"> <li>• The Waste Services Team will work with Zero Waste Scotland to adopt the new Recycle for Scotland Guidelines and will continue to seek approval for publishing of campaign materials.</li> <li>• The Waste Services Team will continue to promote national campaigns supported by Zero Waste Scotland and the Waste Resources Action program across the year ahead. Including, Recycle Week, Pass it on Day, European Week of Waste Reduction and the ongoing Love Food Hate Waste campaign.</li> <li>• The Waste Services Team will continue to work with Zero Waste Scotland to explore potential future funding initiatives.</li> </ul> |
| 47                         | Develop a Waste Awareness Communications Plan post rollout of the new kerbside recycling service.                                                                                             | Short term | Low      | Y                 | Action completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 48                         | Continue to promote community sector based waste projects that promote sustainable resource management in Perth and Kinross.                                                                  | Ongoing    | Low      | Y                 | Action completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Non-municipal Waste</b> |                                                                                                                                                                                               |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| No. | Action                                                                                                                                                                    | Timescale   | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 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                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 53  | Introduction of Recycling on the Go                                                                                                                                       | Medium-Term | Low      | Y                 | <ul style="list-style-type: none"> <li>• "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.</li> <li>• 8 sites have had Recycling on the Go installed.</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| 54  | Roll out of City Centre Containerisation                                                                                                                                  | Long-Term   | Low      | N                 | <ul style="list-style-type: none"> <li>• A trial of on-street containers started in April 2014 in New Row Perth. This trial was successful, with the incidences of fly-tipping and incorrect waste presentation reduced significantly and the containers are now a permanent solution.</li> <li>• A further larger scale site was identified for a refuse 'hub' at Scott Street, Perth. This site was introduced, on a trial basis in Spring 2016 and now serves approximately 80 households. Separate commercial containers were also introduced to help facilitate removal of commercial sacks from Scott Street.</li> <li>• Further development of the City Centre</li> </ul> |

| No.                                             | Action                                                           | Timescale   | Priority | Achieved<br>Y / N | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|                                                 |                                                                  |             |          |                   | Containerisation Project has been put on hold due to the roll-out of the new Household Waste & Recycling Service.                                                                                                                                                                                                                                                                                                                            |
| 55                                              | Review of Bin and Enforcement Policy                             | Short-Term  | Low      | Y                 | <ul style="list-style-type: none"> <li>The Waste &amp; Recycling Household Bin/Sack Policy was reviewed ahead of the introduction of the New Household Waste &amp; Recycling Service.</li> <li>Under the new service policy the collection of unauthorised second general waste bins will cease, only householders meeting the set criteria will be entitled to additional capacity and no charge will be made for its provision.</li> </ul> |
| <b>Waste Prevention and Resource Efficiency</b> |                                                                  |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 56                                              | Zero Waste Auchterarder & Aberuthven                             | Medium-Term | Medium   | Y                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 57                                              | Following on from Action 6 Kinross-shire Home Composting Project | Short-Term  | Medium   | Y                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Non-municipal Waste</b>                      |                                                                  |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 58                                              | Integrated Commercial Waste & Recycling Service                  | Medium-Term | High     | Y                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 59                                              | Roll out of Commercial Food Waste Service                        | Short-Term  | High     | Y                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Waste Awareness</b>                          |                                                                  |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 60                                              | Business Engagement – Communications Plan                        | Short-Term  | High     | Y                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                            |

## 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.

| No.                                             | Action                                    | Timescale | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Actions Added in 2014</b>                    |                                           |           |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Waste Prevention and Resource Efficiency</b> |                                           |           |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 61                                              | Zero Waste Fortnights                     | On-going  | Medium   | Partial           | <ul style="list-style-type: none"> <li>• Zero Waste Challenges are delivered in conjunction with local community groups and deliver landfill diversion and increased recycling participation.</li> <li>• Following a Zero Waste Challenge in 8 Highland Perthshire villages west of the A9 including Aberfeldy in September 2015, a follow-up Challenge took place in September 2016.</li> <li>• A Zero Waste Challenge took place in Highland Perthshire in May 2016 covering Pitlochry, Blair Atholl and Ballinluig postcodes. A follow-up Challenge will take place in May 2017.</li> </ul> |
| <b>Recycling and Composting</b>                 |                                           |           |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 62                                              | Route Optimisation Project Implementation | Long-term | Medium   | Partial           | <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>• Current Residual waste routes have been run on the software. Changes will not be implemented</li> </ul>                                                                                                                                                                                                                                                                                       |

| No.                               | Action                                  | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                                   |                                         |             |          |                   | <p>until the new service roll-out has been completed and all routes are re-assessed.</p> <ul style="list-style-type: none"> <li>Garden and Food routes have been analysed. The software has been used to calculate the extra resources required to expand the service to rural areas.</li> <li>Food waste collections have been run on the software to provide an efficient collection route.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Street Sweeping and Litter</b> |                                         |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 63                                | Litter Strategy                         | Medium-term | Low      | Y                 | Action Complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 64                                | Perth Academy Clean Up Scotland Project | Long-term   | Medium   | Partial           | <ul style="list-style-type: none"> <li>This was undertaken to progress an action under the 'Information' section of the Council Litter Action Plan.</li> <li>Waste Services delivered an elective Environmental Citizenship course with Perth Academy S3 pupils with a strong waste and litter focus, in response to the Perth and Kinross Litter Action Plan.</li> <li>The course campaign was designed with the intention of forming a best practice example of what can be achieved at a senior school level, with the results to be shared across other Perth and Kinross schools.</li> <li>This course was delivered during the first term of the 2016/17 school year with 20 pupils and the support of Geography Department staff.</li> <li>The course was aimed at tackling in a practical way litter issues arising from the Academy and High School areas,</li> </ul> |

| No.                    | Action                                                                                                              | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                        |                                                                                                                     |             |          |                   | <p>particularly in and around the school and on the routes to and from school.</p> <ul style="list-style-type: none"> <li>The campaign resulted in a pupil led campaign whereby pupils were provided with a double period with the Waste Awareness Coordinator to learn about the environmental impact of litter and waste and to create a campaign for their school on how to address these issues at a local level.</li> <li>Activities included undertaking LEAMS for schools, litter picks and the start of active campaigning.</li> <li>It has been agreed that the course will be pitched to the S2 level going forward.</li> </ul> |
| <b>Waste Awareness</b> |                                                                                                                     |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 65                     | Teaching Resources for Schools                                                                                      | Medium-term | Medium   | Partial           | <ul style="list-style-type: none"> <li>A number of activity sheets and an activity book has been created and is available for sharing with Perth and Kinross Schools.</li> <li>Focus will shift to continuing to prepare presentations for self-delivery to allow trained teachers to incorporate the identified learning outcomes into their own work plan delivery at their convenience.</li> </ul>                                                                                                                                                                                                                                     |
| <b>General</b>         |                                                                                                                     |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 66                     | Commercial Waste Customer Satisfaction Survey 2014                                                                  | Short-term  | High     | Y                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 67                     | Household Waste & Recycling (HWR) Survey 2013                                                                       | Short-term  | High     | Y                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 68                     | Enforcement Initiative - Environmental Protection Act (EPA) 1990 (section 34) and Waste (Scotland) Regulations 2012 | Short-Term  | Medium   | Y                 | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| No.                          | Action                                                      | Timescale   | Priority | Achieved Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|-------------------------------------------------------------|-------------|----------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 69                           | Waste & Recycling Collection Service Review                 | Medium-term | Medium   | Y              | Action Completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Actions Added in 2015</b> |                                                             |             |          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>General</b>               |                                                             |             |          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 70                           | Roll-out of Improved Recycling Service to 50,500 households | Medium-term | High     | Partial        | <ul style="list-style-type: none"> <li>The roll out the New Household Waste &amp; Recycling Service to 50,500 householders commenced in January 2016.</li> <li>4 of the 8 phases have been completed with 30,970 households on the New Service.</li> <li>Rollout will be completed by November 2017.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 71                           | Household Waste & Recycling Charter and Code of Practice    | Short-term  | Medium   | Y              | <ul style="list-style-type: none"> <li>The Zero Waste Taskforce, a joint initiative between the Scottish Government and COSLA, was set up to focus on local authority circular economy opportunities and has developed a Charter for more consistent household recycling collections systems, supported by best practice to: increase householder participation, improve the quality of recyclates and provide greater economic benefits and opportunities for saving.</li> <li>As part of the Waste Managers Network, the Council has assisted with the development of the Code of Practice to support the Charter.</li> <li>The Charter and Code of Practice were formally launched in October 2015 and the Environment Committee approved becoming a signatory to the Household Charter in February 2016. The Council signed the Charter in September</li> </ul> |



| No.                                             | Action                                          | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------|-------------------------------------------------|-------------|----------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                 |                                                 |             |          |                   | 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Waste Prevention and Resource Efficiency</b> |                                                 |             |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 72                                              | Volunteer & Community Advocate Programme (VCAP) | Medium-term | High     | Partial           | <ul style="list-style-type: none"> <li>Funding was awarded by Zero Waste Scotland to run the VCAP commencing in July 2015. An Officer has been recruited and appointed and has been in post since September 2015.</li> <li>The programme is based on the successful delivery of a Zero Waste Fortnight model across a longer term, as established in Auchterarder and Aberuthven.</li> <li>The programme covers Highland Perthshire and has covered a number of communities west of the A9 in year 1, followed by communities east of the A9 in year 2.</li> <li>The Project was reviewed by Zero Waste Scotland in April 2016 and the awarding of Year 2 funding was subsequently confirmed for July 2016 to June 2017.</li> <li>The VCAP is focused on being community led, recruiting and utilising the skills and knowledge or the local community, for the purpose of leaving a positive legacy</li> </ul> |
| 73                                              | Inveralmond Reuse Shop                          | Medium-term | High     | N                 | <ul style="list-style-type: none"> <li>Funding has been secured to develop a Reuse Shop at Inveralmond Recycling Centre. The potential future of this project is currently under discussion with Zero Waste Scotland, the preferred operator (PUSH) and the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| No.                        | Action                                                                                                           | Timescale   | Priority | Achieved Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|------------------------------------------------------------------------------------------------------------------|-------------|----------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                  |             |          |                | Council's Property Services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 74                         | Roll-out of Food Waste collections for businesses meeting the Waste (Scotland) Regulations 2012 5kg requirements | Short-term  | High     | Y              | <ul style="list-style-type: none"> <li>All businesses that were applicable under the terms of the changes to legislation as of January 2016 were written to in time for changes to take place with their food waste.</li> <li>A food waste collection was offered to all and support provided by Commercial Waste Officer.</li> </ul>                                                                                                                                                                                                                                                                                      |
| <b>Waste Awareness</b>     |                                                                                                                  |             |          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 75                         | Glass Recycling Campaign                                                                                         | Medium-term | Medium   | Partial        | <ul style="list-style-type: none"> <li>The Campaign commenced with CHAS in October 2015.</li> <li>The trial campaign has been run across a full year with a communications strategy agreed by both the Council and CHAS.</li> <li>Results: October 2015 – March 2016 £1,017.30; April 2016 – June 2016 £1,557.50.</li> </ul>                                                                                                                                                                                                                                                                                               |
| <b>Non-municipal Waste</b> |                                                                                                                  |             |          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 76                         | Complete Phase 2 of Scotland's Resource Sector Commitment                                                        | Short-term  | Medium   | Partial        | <ul style="list-style-type: none"> <li>The Council is in the process of signing up to a national commitment to prioritise health and safety in the Waste and Resources Industry.</li> <li>Perth &amp; Kinross Council signed up to the first phase, a commitment to good customer service, in 2014.</li> <li>In 2015, the scheme was expanded to include excellence in health and safety. Information on the Council's health and safety practices in relation to waste and recycling services were independently audited. PKC have achieved the resource sector commitment health and safety standards and the</li> </ul> |

| No.                          | Action                                                                                                                                                          | Timescale   | Priority | Achieved Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              |                                                                                                                                                                 |             |          |                | pro-active approach with staff was commended.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Actions Added in 2016</b> |                                                                                                                                                                 |             |          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>General</b>               |                                                                                                                                                                 |             |          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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   | N              | <p>The following stages will be undertaken -</p> <ul style="list-style-type: none"> <li>• Stage 1: Application Form (October 2016)</li> <li>• Stage 2: Full feasibility study and project plan (if successful at stage 1, October 2016- February 2017)</li> <li>• Stage 3: Implementation (if successful at stage 2, April 2017)</li> </ul>                                                                                                             |
| 78                           | Commence Planning for Household Charter                                                                                                                         | Long-term   | High     | N              | <ul style="list-style-type: none"> <li>• A review will be carried out once the New Household Waste &amp; Recycling Service Roll-out has been completed.</li> <li>• A post-rollout Communications Plan will also be developed.</li> <li>• A report will be brought to the Environment Committee once the review has been completed.</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      | N              | <ul style="list-style-type: none"> <li>• In conjunction with, and part-funded by, Scottish Cities Alliance we will trial new sensor technology. It will gauge efficiencies within the current service and undertake route optimisation. If successful a business case will put forward for wider roll-out.</li> <li>• RFID (radio frequency identification) tagging of commercial bins to record the bin and contents will also be trialled.</li> </ul> |
| 80                           | Implementation of a Permit System at Recycling Centres                                                                                                          | Short-term  | Medium   | Partial        | <ul style="list-style-type: none"> <li>• The Permit System will be introduced as approved at Environment Commitment in June 2016.</li> </ul>                                                                                                                                                                                                                                                                                                            |

| No.                                    | Action                                   | Timescale   | Priority | Achieved Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------|------------------------------------------|-------------|----------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |                                          |             |          |                | <ul style="list-style-type: none"> <li>The implementation will include development of a Project and Communications Plan, Staff Training, a 'Soft Start' phase from January 2017.</li> <li>Full implementation of the Permit System is anticipated by June 2017.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Waste Prevention & Resource Efficiency |                                          |             |          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 81                                     | Developing skills for a circular economy | Medium-term | Low      | Partial        | <ul style="list-style-type: none"> <li>Waste Services continue to work with Perth Grammar and Perth College to deliver bespoke breakdown lab sessions within engineering class sessions.</li> <li>A Waste Trainee was successfully appointed for 2 years in August 2016 working on the Mini-Glass Recycling Points projects (Action 83), as well as supporting other projects in the Waste Management Plan. The MA will also undertake a HNC in Sustainable Resource Management at Fife College.</li> <li>Going forward, in conjunction with HR, further work and/or training opportunities will be developed including a Work Ready programme and investigating a Modern Apprentice position.</li> </ul> |
| 82                                     | Schools Food Waste Project               | Short-term  | Medium   | Y              | <ul style="list-style-type: none"> <li>Reductions in avoidable food waste have the potential to reduce this service requirement and also generate savings in food purchasing.</li> <li>The primary aim of the project was to create baseline data for waste within 5 representative PKC schools, and to look at the practices</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |

| No.                      | Action                                                                                                         | Timescale   | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------|-------------|----------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                                                                                                                |             |          |                   | <p>currently adopted by each participating school, with the intent of using both the quantitative and qualitative findings to share any identified examples of good practice.</p> <ul style="list-style-type: none"> <li>Lessons learned from this project will be considered and applied where relevant in other schools or settings such as care homes.</li> </ul>  |
| 83                       | Install mini-glass recycling points as part of the new Household Waste & Recycling Service                     | Medium-term | High     | N                 | <ul style="list-style-type: none"> <li>The roll out areas of the Household Waste and Recycling Service will have mini glass recycling points installed in support of action 27 and 75.</li> </ul>                                                                                                                                                                     |
| 84                       | Working in conjunction with Zero Waste Scotland on the Geographical Food Waste project                         | Medium-term | Medium   | N                 | <ul style="list-style-type: none"> <li>The Geographical Food Waste Project which will be run by ZWS in the Perth &amp; Kinross area, with support from the Council. This will involve a variety of food waste prevention/reduction projects commencing in September 2016 and potentially running through 2017/18. The project will be fully funded by ZWS.</li> </ul> |
| 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"> <li>This will be undertaken to progress an action under the Enforcement section of the Litter Action Plan (Approved at Environment Committee, 25 March 2015)</li> <li>Options such as trialling a private enforcement company for a 12 month period will be investigated with the findings reported back to Committee.</li> </ul>  |
| 86                       | Investigate the use of 'Flymapper' and GIS for mapping fly-tipping incidents                                   | Medium-term | Medium   | N                 | <ul style="list-style-type: none"> <li>This will be undertaken to progress an action under the Infrastructure section of the Litter</li> </ul>                                                                                                                                                                                                                        |

| No.                 | Action                                                                                               | Timescale  | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------|------------------------------------------------------------------------------------------------------|------------|----------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                                                                      |            |          |                   | <p>Action Plan (approved at Environment Committee, 25 March 2015).</p> <ul style="list-style-type: none"> <li>• 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. It provides useful information at a local level to allow interventions and campaigns to be targeted directly where the issues arise.</li> <li>• Zero Waste Scotland completed a development round for the FlyMapper app and website to improve the functionality and is looking at a number of projects to start in the autumn which uses the FlyMapper data and software to monitor the impact of interventions at hotspots.</li> <li>• ZWS are developing an interface in order that links can be made with our current system.</li> </ul> |
| 87                  | Investigate the Litter Prevention Innovation Fund opportunity from Zero Waste Scotland               | Short-term | Medium   | N                 | <ul style="list-style-type: none"> <li>• The fund will be awarded to projects taking innovative approaches to preventing littering and flytipping behaviours. Projects are encouraged that contribute to one or more of the 12 interventions identified in the National Litter Strategy.</li> <li>• The Council's Litter Action Plan is aligned to the National Litter Strategy so funding will be sought to implement actions contained within this Plan.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| Non-Municipal Waste |                                                                                                      |            |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 88                  | Work in partnership with SEPA to undertake an enforcement initiative with businesses relating to the | Short-term | Medium   | Partial           | <ul style="list-style-type: none"> <li>• Perth and Kinross Council are working in partnership with the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| No. | Action                                                | Timescale | Priority | Achieved<br>Y / N | Progress / Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|-------------------------------------------------------|-----------|----------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | compliance with the Waste (Scotland) Regulations 2012 |           |          |                   | <p>Scottish Environmental Protection Agency (SEPA), which regulates the duty to segregate material for recycling across Scotland.</p> <ul style="list-style-type: none"> <li>• Businesses have been asked to supply Waste Transfer Notes or provide satisfactory information on how they are complying with the duty. Failure to do so may result in a report being sent to SEPA for further enforcement action, including a Fixed Monetary Penalty (FMP) of £300.</li> <li>• Businesses were contacted in August and advisory visits carried out by SEPA in September 2016.</li> </ul> |





**PERTH AND KINROSS COUNCIL****Environment Committee****9 November 2016****Flood Risk Management - Property Level Protection Pilot Scheme****Report by Director (Environment)**

The Council has promoted a pilot scheme within Perth and Kinross to help improve the resilience of individual properties against flooding through the use of flood protection products – known as Property Level Protection (PLP). This report provides an update on the final outcome of the pilot scheme.

**1. BACKGROUND / MAIN ISSUES**

- 1.1. On 3 September 2014, the Environment Committee approved a report recommending a pilot scheme for flood protection products within Perth and Kinross (Report No. 14/362 refers). The pilot scheme was intended to help supply these products – known as Property Level Protection (PLP) – to individual properties to help them become more resilient to the effects of flooding.
- 1.2. Although the primary responsibility to protect property from flooding lies with the owner, the Council still endeavours to assist during flood events by supplying traditional sandbags to affected properties, even though this is not a statutory responsibility. Sandbags are only provided if property is being flooded or is in imminent danger of being flooded. At the same time as endeavouring to supply sandbags, the Council may assist by attempting to divert the flow of water and by pumping flood water away from properties. However, the resources for these activities are limited and therefore assistance has to be prioritised.
- 1.3. Where residents have to be evacuated from their homes, the Council will coordinate the setting up of an emergency rest centre or arrange for temporary alternative accommodation.
- 1.4. Flood protection schemes have been implemented in a number of Council areas and more schemes are proposed. However, it is not possible to implement flood protection schemes in all areas of flood risk.
- 1.5. Under the Flood Risk Management (Scotland) Act 2009 (the 2009 Act), the recently published Flood Risk Management (FRM) Strategies and Local FRM Plans identify a wide range of structural and non-structural actions to manage flood risk.

- 1.6. The 2009 Act requires the Scottish Environment Protection Agency (SEPA) and other responsible authorities to act with a view to raising public awareness of flood risk. Individuals, businesses and communities can play an important role in making themselves more resilient and helping to reduce the impact of flooding. This must be supported through improved awareness and access to information on flood risk and the actions individuals can take.
- 1.7. Flood protection products can play an important role in improving the resilience of individual properties against flooding, which was the purpose behind introducing the pilot.

### **Property Level Protection (PLP) Pilot Scheme Arrangements**

- 1.8. The arrangements for the PLP pilot scheme were as set out below.
- 1.9. The PLP pilot scheme was carried out in conjunction with the Scottish Fire and Rescue Service (SFRS) and the Scottish Flood Forum (SFF).
- 1.10. The initial pilot areas chosen included Potentially Vulnerable Areas 08/03 (Aberfeldy and Pitlochry) and 08/14 (Comrie and Crieff).
- 1.11. Following a period for planning, staff training and scheme design, the pilot commenced on 31 January 2015 for an initial period of 6 months.
- 1.12. Householders were encouraged to sign up to the pilot scheme. A leaflet and booklet were distributed to community councils and householders in the chosen pilot areas. Information was also made available on the Council's website and through the Council's Customer Service Centre. The SFRS also promoted the pilot scheme on doorsteps by combining it with their existing home fire safety visits.
- 1.13. The SFRS initially carried out a free flood risk survey of any properties that signed up to the Scheme and recommended suitable flood protection products. The householder was provided with a survey report confirming the recommended numbers and type of flood protection products.
- 1.14. Householders wishing to proceed to purchase products were required to sign a purchase order form and a disclaimer. The disclaimer confirmed that the Council and SFRS have no responsibility for the installation or operation of the flood products, as the primary responsibility for avoiding or managing flood risk lies with land and property owners.
- 1.15. The Council's main role in this pilot, once the flood risk survey had been completed, was to use its buying powers to procure the PLP flood products. Householders were to be asked to pay for the PLP products in advance, although at a reduced price, secured through bulk buying.

- 1.16. The Council was to arrange for a bulk purchase of the appropriate products on behalf of householders once significant orders had been received. This would be carried out via the Quick Quote online quotations facility within Public Contracts Scotland.
- 1.17. Following payment, householders were to arrange for collection of their products and to have them fitted. Once flood products had been installed, training and explanation was to be provided to householders on the use of the products. The SFF were available to advise residents on this process and provide a final report to ensure that residents could take advantage of any potential insurance benefits.
- 1.18. The Council's Housing and Community Care Service also agreed to install PLP in Council owned properties in the pilot areas in order to make Council housing stock more resilient to flooding, and set a good example to private householders.

### **Evaluation of Pilot Scheme**

- 1.19. It was initially proposed that the success of the pilot scheme would be evaluated following a period of six months. If successful within the chosen locations, then a recommendation would be made to the Council to extend the arrangements throughout the Perth and Kinross area. If there was insufficient take up of the scheme, then the Council would need to review its position.
- 1.20. The completion of the pilot scheme was delayed by a number of factors:-
  - (i) The SFRS were unable to keep up with the demand for surveys and required further time to complete them.
  - (ii) A period of intense rainfall on 17 July 2015 caused significant flooding in Alyth and also affected the Bankfoot area. The PLP pilot was extended to include these communities.
  - (iii) Adverse weather conditions over the winter period, particularly during December 2015 and January 2016, caused a further delay in the pilot scheme.
  - (iv) The SFRS were unable to complete all of the surveys due to limited staff resources; thereafter the SFF carried out and completed the surveys in the latter stages of the pilot project.
- 1.21. The data from the scheme has been collated and analysed to determine whether it has been successful.

## **2. PROPOSALS**

- 2.1. The PLP pilot scheme has now reached a conclusion and has been evaluated based on the level of uptake of flood products.

- 2.2. A total of 894 letters were sent out to householders inviting them to sign up to the pilot scheme. As a result, a total of 119 householders signed up. The initial response to the pilot scheme is as shown in Table 1 below.

| <b>Pilot Area</b> | <b>No of Properties</b> | <b>Signed Up</b> | <b>% Sign Up</b> |
|-------------------|-------------------------|------------------|------------------|
| Aberfeldy         | 121                     | 7                | 5.8              |
| Pitlochry         | 121                     | 4                | 3.3              |
| Comrie            | 363                     | 39               | 10.7             |
| Crieff            | 19                      | 4                | 21.1             |
| Alyth             | 93                      | 61               | 65.6             |
| Bankfoot          | 177                     | 4                | 2.3              |
| <b>Total</b>      | <b>894</b>              | <b>119</b>       | <b>13.3</b>      |

**Table 1 – Initial Interest**

- 2.3. Householders who contacted the Council during the scheme who had properties outwith the PLP Pilot Areas were informed that, although they couldn't be included in the Pilot Scheme, there was relevant information on PLP products available on the Council website and advice on said products was given.
- 2.4. The overall level of sign up was 13.3% which was considered to be low. However, as this represented 119 properties, it was deemed possible to make a bulk purchase, assuming the majority of those householders were to purchase products. The largest uptake was in Alyth and Comrie, which have both recently been affected by severe flooding. 116 properties were surveyed by the SFRS and the SFF, and provided with a survey report recommending the type and numbers of products.
- 2.5. 116 purchase order forms were sent to those householders but only 14 were returned to the Council as shown in Table 2 below.

| <b>Pilot Area</b> | <b>Purchase Orders Issued</b> | <b>Orders Received</b> | <b>% Orders</b> |
|-------------------|-------------------------------|------------------------|-----------------|
| Aberfeldy         | 4*                            | 0                      | 0               |
| Pitlochry         | 4                             | 0                      | 0               |
| Comrie            | 39                            | 11                     | 28.2            |
| Crieff            | 4                             | 0                      | 0               |
| Alyth             | 61                            | 3                      | 4.9             |
| Bankfoot          | 4                             | 0                      | 0.0             |
| <b>Total</b>      | <b>116</b>                    | <b>14</b>              | <b>12.1</b>     |

**Table 2 – Purchase Orders** (\*3 Aberfeldy properties are Council owned.)

- 2.6. Only 12.1% of householders were willing to purchase products through the pilot scheme. This only equates to 1.6% of the original 894 properties contacted. The general response from the product suppliers was that a minimum order of 10 products (of the same type) would be required before any form of discount could be offered.
- 2.7. The orders for flood barriers, non-return valves and toilet bungs did not reach the minimum order criteria of 10 units. There were also no requests in the other categories that could secure any form of discount.
- 2.8. The orders for airbrick covers did exceed the minimum requirement meaning that a discount could potentially be secured and passed on to householders. However airbrick covers can be purchased in various colours, shapes and types and so it is difficult for the pilot scheme to accommodate the many variants that may be required by householders. In addition, as they generally have a lower unit cost to begin with, the overall potential discount was not significant and therefore not attractive enough for householders.
- 2.9. In July 2016, further letters were issued to all householders who originally signed up to the pilot scheme to encourage them to place orders for products.
- 2.10. Despite this, the uptake of flood products has proved to be minimal and the Council is, therefore, not in a position to make a bulk purchase and secure any kind of discount for the participating communities.
- 2.11. The Council's Housing & Community Care Service have fitted PLP products to 18 Council owned properties in Alyth. They have also given a further commitment to fit products to Council owned properties in Comrie, Aberfeldy and Bankfoot. This installation process is on-going.
- 2.12. The SFRS and the Council no longer have the staff resources available that would be required to continue with the scheme. The SFF will continue with their normal recovery and resilience services that they provide across Scotland.
- 2.13. It is therefore proposed that the scheme is discontinued for the time being and not extended to the rest of Perth and Kinross.
- 2.14. The Council will continue to promote the use of PLP by private householders and businesses, and advise them on its use. The pilot scheme information will remain on the Council's website and will also be made available at future community events. This information will be updated, whenever possible, on new products as they become available.

### **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1. This report presents the arrangements that were put in place for the Council's PLP pilot scheme.

- 3.2. The results of the pilot scheme are presented along with an evaluation of its effectiveness.
- 3.3. Unfortunately, the response to the PLP pilot scheme was poor and very few householders sought to purchase products, even at a discounted price. This has meant that the Council has been unable to issue a bulk order or to secure any kind of discount that could be passed on to householders.
- 3.4. Although the PLP Scheme has not resulted in the Council being able to pass on cash savings on flood protection products through its access to bulk buying discounts, the PLP Pilot Scheme can be considered to have been successful in raising awareness of this subject. Individual property owners can use the information gained to progress the purchase and installation of appropriate PLP products themselves.
- 3.5. It is recommended that the Committee:
  - (i) Notes that, while Local Authorities and other public agencies have responsibilities to manage flooding, the primary responsibility for avoiding or managing flood risk still remains with the land and property owners, including the purchase and fitting of appropriate PLP.
  - (ii) Notes the outcome of the Council's PLP pilot scheme in Aberfeldy, Pitlochry, Comrie, Crieff, Alyth and Bankfoot.
  - (iii) Notes the progress made on fitting PLP products to Council owned properties in the above pilot areas.
  - (iv) Agrees that the PLP pilot scheme should be discontinued for the time being and not be extended to all of Perth and Kinross.
  - (v) Agrees that the Council will continue to promote the use of PLP by private householders and businesses and will advise them on its use.
  - (vi) Agrees that the PLP pilot scheme information will remain on the Council's website and will also be made available at future community events, updated to reflect new products when possible.
  - (vii) Notes the success of the PLP Pilot Scheme in raising awareness of the necessity to fit appropriate flood protection products in areas of flood risk.

**Author**

| <b>Name</b>   | <b>Designation</b>            | <b>Contact Details</b>                                                                             |
|---------------|-------------------------------|----------------------------------------------------------------------------------------------------|
| Peter Dickson | Senior Engineer<br>(Flooding) | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

**Approved**

| <b>Name</b>    | <b>Designation</b>     | <b>Date</b>       |
|----------------|------------------------|-------------------|
| Barbara Renton | Director (Environment) | 23 September 2016 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 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 in terms of the following priorities:

- (ii) Developing educated, responsible and informed citizens
- (v) 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:

- (ii) Developing educated, responsible and informed citizens;
- (v) Creating a safe and sustainable place for future generations.



## 2. Resource Implications

### Financial

- 2.1. There are no financial implications in delivering the proposals put forward in this paper.

### Workforce

- 2.2. There is no workforce related implications in delivering the proposals put forward in this paper.

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

- 2.3. There is no land, property or IT implications in delivering the proposals put forward in this paper.

## 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 Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).
- 3.3. Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is **not relevant** for the purposes of EqIA.

### 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.

- 3.7 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal highlights no significant implications for sustainability.

#### Legal and Governance

- 3.8 There are no legal and/or governance implications in delivering the proposals put forward in this paper.

#### Risk

- 3.9 There are no risk implications in delivering the proposals put forward in this paper.

### **4. Consultation**

#### 4.1 Internal

Legal Services  
Health, Safety & Wellbeing Manager  
Local Elected Members

#### 4.2 External

The Scottish Fire & Rescue Service (SFRS)  
The Scottish Flood Forum (SFF)

### **5. Communication**

- 5.1 The communities within the pilot scheme areas were engaged through letter drops, the Council website, community councils, and direct contact from all agencies involved in delivering this PLP pilot scheme.

## **2. BACKGROUND PAPERS**

- 2.1 PKC – Environment Committee – 3 September 2014, Flood Risk Management – Property Level Protection Pilot Scheme (Report No. 14/362)

## **3. APPENDICES**

- 3.1 None.

## PERTH AND KINROSS COUNCIL

## Environment Committee

9 November 2016

## Flood Protection Schemes - Bankfoot and Coupar Angus

## Report by Executive Director (Environment)

This report describes the Council's investigations into potential flood protection schemes in two separate areas – Bankfoot and Coupar Angus. The report recommends that flood protection schemes are not taken forward in both areas as they are not economically viable. The report also notes that the Council will continue to manage flood risk in the Bankfoot and Coupar Angus areas by implementing the actions set out in the published Tay Flood Risk Management Strategy and Local Flood Risk Management Plan.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 Under the Flood Risk Management (Scotland) Act (the 2009 Act), SEPA and lead local authorities recently published new Flood Risk Management (FRM) Strategies and Local FRM Plans. These documents set out a range of structural and non-structural actions that SEPA and responsible authorities will take to manage and, where possible, reduce the risk of flooding over the next six years.
- 1.2 The Environment Committee approved the publication of the Tay Local FRM Plan on 1 June 2016 (Report 16/241 refers). The final documents can be viewed at the following links:
  - <http://apps.sepa.org.uk/FRMStrategies/tay.html>
  - <http://www.pkc.gov.uk/frmplans>
- 1.3 The 2009 Act provides local authorities with discretionary powers to promote new flood protection schemes. Only those flood schemes which have been included in the FRM Strategies, the Local FRM Plans and the national priority list will be taken forward in the next six years.
- 1.4 Although public authorities are expected to take a proactive role in managing and, where achievable, lowering flood risk, the primary responsibility for avoiding or managing flood risk still remains with land and property owners. The 2009 Act does not alter this. Individuals, businesses and communities must, therefore, play a critical role in making themselves more resilient and helping to reduce the impact of flooding.

**Bankfoot**

- 1.5 Bankfoot is located in the River Tay catchment area within Potentially Vulnerable Area (PVA) 08/08.

- 1.6 Bankfoot is at risk of flooding from two main sources - the Garry Burn and the Glenshauch Burn. Other minor watercourses and surface water at various locations, including Smiths Brae, Dunkeld Road and Tulliebelton Place, also present a less significant risk of flooding.
- 1.7 On 24 October 2007, the Council's Enterprise & Infrastructure Committee approved the promotion of a flood scheme for Bankfoot subject to the availability of finance (Report 07/681 refers). This was following a previous flood study by consulting engineers, Mouchel, that had indicated that a flood scheme may be economically viable.
- 1.8 When funding was made available, consulting engineers, CH2M (formerly Halcrow), were engaged in 2009 to promote a flood scheme. Their investigations involved a thorough and comprehensive exercise including extensive data gathering and analysis, topographic surveys, ground investigations, a hydrological assessment, hydraulic modelling, ecological/habitat surveys, consultations, environmental reports, an optioneering study, an economic appraisal and the production of final reports.
- 1.9 The investment in this work was considered to be justified by the strong economic case put forward in Mouchel's earlier study and the intention to promote a scheme quickly.
- 1.10 CH2M considered eleven potential options for managing flood risk within Bankfoot and these were evaluated against various technical, environmental and economic criteria. The flood risk management options considered within their report, and the estimated costs and benefit cost ratios, are summarised in Appendix A.
- 1.11 Unfortunately during the course of the project, CH2M reported that their investigations had shown that a flood scheme was no longer economically viable. Work was therefore stopped and CH2M were instructed to produce their final reports.
- 1.12 The work on the flood scheme has therefore not progressed to the design stage and does not form part of the published Tay FRM Strategy or Local FRM Plan.
- 1.13 In managing flood risk, the Council is required to have regard to the economic, social and environmental impact of its actions. The Scottish Government's guidance recommends that a project appraisal (including a cost-benefit analysis) is the most appropriate approach to determine whether a flood protection scheme is worthwhile and represents value for money.
- 1.14 In general, the cost of flood damage avoided over time must be greater than the cost of building the flood defences, i.e. they must achieve a benefit/cost ratio of greater than 1.0.

- 1.15 In the case of Bankfoot, the table in Appendix A shows that almost all of the potential options considered have benefit/cost ratios of below 1.0.
- 1.16 None of the potential options considered for the Glenshauch Burn have benefit/cost ratios greater than 1.0.
- 1.17 For the Garry Burn, Options 3c and 3d involve the replacement of the Tulliebelton Road Bridge, the construction of flood walls and embankments and the provision of an alternate flow path for flood water to the south of the village. These options have benefit/cost ratios which are marginally greater than 1.0; however this means that any slight increase in cost going forward could easily result in either of these ratios reducing to less than 1.0.
- 1.18 Despite the extensive work carried out to date, there are a number of unforeseen risks and uncertainties associated with taking forward either Option 3c or 3d at this stage. The work carried out by CH2M is essentially a feasibility study. The proposals and cost estimates would therefore still have to be developed through a long process of further investigations, outline design, the statutory process, detailed design, tendering and construction. Experience on other similar schemes has invariably shown that the costs estimated at feasibility stage always increase.
- 1.19 Options 3c and 3d would only provide flood protection to a small number of homes and businesses and a number of properties would remain at risk. CH2M have therefore not recommended taking these options forward as a scheme.
- 1.20 The Council must also balance the potential further cost of developing these proposals against the high likelihood of the benefit/cost ratio reducing to below 1.0, as well as the need for funding to progress flood defences in other areas.
- 1.21 Other options, such as dredging and natural flood management, were found to be either not technically feasible or would not reduce flood risk substantially enough, or provide adequate protection to properties. There is no economically viable flood scheme which could provide flood protection to the whole village.
- 1.22 CH2M's final report therefore clearly recommends that a flood scheme in Bankfoot is not economically viable.
- 1.23 Although a wider flood scheme for the area may not be economically viable, the Council has other powers under the 2009 Act to manage flood risk. Some localised action has already been undertaken in recent years to manage flood risk in the area such as clearance works on the burns, culvert repairs, road works and minor drainage improvements.

- 1.24 Scottish Water has also recently undertaken some survey work on sewers in the area. Some debris and obstructions were removed from the sewer network, although these are unlikely to have been significant causal factors in the performance issues that have been experienced in the village. Scottish Water's investigations are on-going.
- 1.25 The flood scheme investigations have also informed other on-going actions to manage flood risk under the 2009 Act. Bankfoot is one of the 254 Potentially Vulnerable Areas in Scotland that have been identified as being at significant risk of flooding and where flood risk management actions should be prioritised. The published Tay FRM Strategy and Local FRM Plan include the following actions for Bankfoot:-
- Strategic flood mapping and modelling (Scottish Water);
  - Flood forecasting (SEPA);
  - Awareness raising;
  - Self-help measures;
  - Maintenance (clearance and repair works);
  - Emergency plans/response;
  - Managing flood risk through the application of development planning policy.
- 1.26 The recommendations and conclusions within CH2M's final report are largely in line with those also identified in the Tay Local FRM Plan.
- 1.27 Linked to the responsibilities outlined in paragraph 1.4, the Tay Local FRM Plan includes actions which are intended to enable communities to take action and to become more resilient to flooding.
- 1.28 To this end, the final consulting engineers report on the flood scheme investigations, information on the public authorities' on-going action to manage flood risk, and the actions that the local community can take were the subject of two community drop in sessions in Bankfoot on 23 August and 7 September 2016. Further details are provided in Section 4 of the Annex to this report.
- 1.29 The Council's flooding team has also met with the Auchtergaven Community Council and the Bankfoot Resilience Group to hold further discussions regarding watercourse clearance works and other community resilience activity. The Council will continue to raise awareness of flooding and encourage the local community to become more prepared and resilient to deal with flooding in the future.

### **Coupar Angus**

- 1.30 Coupar Angus is located within the River Tay catchment area and is located within PVA 08/07.

- 1.31 Flooding occurred in the George Street area of Coupar Angus in August 2004 when the Coupar Burn burst its banks. Flooding is reported to have affected six properties with two requiring evacuation
- 1.32 The Council subsequently engaged term consulting engineers, Mouchel, to investigate the flooding and produce a flood study. Mouchel's final report of January 2007 concluded that a flood protection scheme may be economically viable and recommended a flood wall along the Coupar Burn behind George Street.
- 1.33 The consultant's findings were reported to the Council's Enterprise and Infrastructure Committee on 24 October 2007 (Report No. 07/681 refers). The Committee agreed to the promotion of a flood scheme, subject to the availability of finance.
- 1.34 In 2013, when funding and resources became available, consulting engineers, Capita, were engaged to promote a flood protection scheme. Capita developed and updated the previous Mouchel flood study into a more comprehensive investigation of flooding issues in George Street and the surrounding area. This was required to support the promotion of a formal flood protection scheme and included a re-evaluation of the catchment hydrology, a more detailed hydraulic model (based on LIDAR and topographical data), consideration of other potential options to mitigate flooding and a re-assessment of costs and flood damages in accordance with national guidance.
- 1.35 Capita initially considered a long list of seven potential options (A – G) for managing the risk of flooding. This long list was refined by a technical, environmental and economic appraisal until the following short list of four potential options (as shown in Appendix B) was selected for detailed analysis:
- 1.36 **Option A:** Flood embankment and flood wall – this option involves a new flood wall behind the properties along George Street and a new flood embankment adjacent to Candlehouse Lane. The estimated cost is £1,009,360.
- 1.37 **Option B:** Flood embankments and channel enlargement – this option involves a new flood embankment adjacent to Candlehouse Lane and the enlargement of the channel upstream of the George Street Bridge. The estimated cost is £584,840.
- 1.38 **Option C:** Flood embankment, channel and bridge enlargement – this option involves a new flood embankment adjacent to Candlehouse Lane and the enlargement of the George Street Bridge and the channel upstream. The estimated cost is £1,324,485.

- 1.39 **Option G:** Dredging of Coupar Burn – this option involves dredging the channel of the Coupar Burn, the Kinnochtry Burn and the Kettins Burn. The estimated cost is £1,875,358. Note that this estimate includes on-going costs for regular (5 yearly) dredging of the burns to maintain the standard of flood protection.
- 1.40 Of the four options considered, Option A is the only scheme that provides the standard of flood protection required. Options B, C and G would not provide the required standard of flood protection to some properties at risk of flooding.
- 1.41 The basic requirements regarding cost benefit analysis are as noted above at paragraphs 1.13 and 1.14. The calculated benefit/cost ratios for the short listed options are:
- Option A – 0.19
  - Option B – 0.33
  - Option C – 0.15
  - Option G – 0.06
- 1.42 Capita concluded that none of the options considered have a benefit/cost ratio greater than 1.0 and a flood protection scheme for the Coupar Angus area is therefore not economically viable.
- 1.43 Work on the flood scheme has therefore not progressed to the design stage and does not form part of the published Tay FRM Strategy or Local FRM Plan.
- 1.44 The flood scheme investigations have also informed other on-going actions to manage flood risk under the 2009 Act. Coupar Angus is one of the 254 Potentially Vulnerable Areas (PVAs) in Scotland that have been identified as being at a significant risk of flooding and where flood risk management actions should be prioritised. The published Tay FRM Strategy and Local FRM Plan include the following actions for Coupar Angus:-
- Strategic flood mapping and modelling (SEPA and Scottish Water);
  - Flood forecasting (SEPA);
  - Awareness raising;
  - Self-help measures;
  - Maintenance (clearance and repair works);
  - Emergency plans/response;
  - Managing flood risk through the application of development planning policy.
- 1.45 The recommendations and conclusions within Capita's final report align with the actions proposed as part of the Tay FRM Strategy and Local FRM Plan.



- 1.46 Linked to the responsibilities outlined in paragraph 1.4. The Tay Local FRM Plan includes actions which are intended to enable communities to take action and to become more resilient to flooding.
- 1.47 In order to disseminate the work carried out by Capita and to outline how flood risk will be managed in the Coupar Angus area in future, two community drop in sessions were held in Coupar Angus on 25 and 31 August 2016. Further details are provided in Section 4 of the Annex to this report.
- 1.48 The Council's Health, Safety and Wellbeing Manager is currently in discussions with Coupar Angus and Bendochy Community Council in order to set up a community resilience group.
- 1.49 The Council will continue to raise awareness of flooding and encourage the local community to become more prepared and resilient to deal with flooding in the future.

## **2. PROPOSALS**

- 2.1. In view of the fact that the consultants' reports have demonstrated that flood protection schemes in both Bankfoot and Coupar Angus are not economically viable, it is proposed that no further work should be undertaken on the development of these schemes. This is consistent with the published Tay FRM Strategy and Local FRM Plan.
- 2.2. The Council will continue to manage flood risk in the Bankfoot and Coupar Angus areas by implementing the actions set out in the published Tay FRM Strategy and Local FRM Plan.

## **3. CONCLUSION AND RECOMMENDATION(S)**

- 3.1. The Council has engaged consulting engineers to carry out detailed investigations into possible flood protection schemes for Bankfoot and Coupar Angus.
- 3.2. In both instances, the consulting engineers have concluded that flood protection schemes are not economically viable and therefore no flood schemes are proposed.
- 3.3. Unfortunately, it is never evident if a flood scheme is technically feasible or economically viable until consulting engineers are engaged to carry out the necessary, and often lengthy, study work and investigations.
- 3.4. The consultants have recommended a number of actions to mitigate flood risk in the areas of Bankfoot and Coupar Angus in the future. These actions align with those outlined in the published Tay FRM Strategy and Local FRM Plan.

3.5. It is recommended that the Committee:

- i. Agrees to stop work on the Flood Protection Schemes for Bankfoot and Coupar Angus as the schemes cannot be economically justified.
- ii. Notes that the Council will continue to manage flood risk in the Bankfoot and Coupar Angus areas by implementing the actions set out in the published Tay Flood Risk Management Strategy and Local Flood Risk Management Plan.
- iii. Notes that this position is consistent with the published Tay Flood Risk Management Strategy and Local Flood Risk Management Plan.

#### Authors

| Name            | Designation                          | Contact Details                                                                    |
|-----------------|--------------------------------------|------------------------------------------------------------------------------------|
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#### Approved

| Name           | Designation            | Date           |
|----------------|------------------------|----------------|
| Barbara Renton | Director (Environment) | 3 October 2016 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 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:

- (ii) Developing educated, responsible and informed citizens
- (iii) Promoting a prosperous, inclusive and sustainable economy
- (iv) Supporting people to lead independent, healthy and active lives
- (v) Creating a safe and sustainable place for future generations

#### Corporate Plan

- 1.2 The proposals in this report relate to the achievement of the following Corporate Plan Priorities:

- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

## 2 Resource Implications

### Financial

- 2.1 There are no resource implications arising directly from the recommendations in this report.

### Workforce

- 2.2 There are no workforce implications arising directly from this report.

### 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. The Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).
- 3.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome.
- 3.3 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is assessed as **relevant** and actions taken to reduce or remove the following negative impacts:
- The effects and aftermath of flooding could have a greater impact on mobility impaired, sight impaired or blind people, learning disabled people, children, the elderly and infirm, pregnant women or nursing mothers and families with young children in relation to adverse psychological, physical and health impacts.
- 3.4 The following actions have been taken to mitigate negative impacts:
- The published Tay FRM Strategy and Local FRM Plan include other on-going actions to manage flood risk in Bankfoot and Coupar Angus.

### Strategic Environmental Assessment

- 3.5 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

- 3.6 The matters presented in this report were considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability

- 3.7 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- in the way best calculated to delivery of the Act's emissions reduction targets;
  - in the way best calculated to deliver any statutory adaptation programmes; and
  - in a way that it considers most sustainable.
- 3.8 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is likely to contribute **negatively** to the following corporate sustainable development principles:
- Equality & Diversity

#### Justification:

- 3.9 The effects and aftermath of flooding could have a greater impact on mobility impaired, sight impaired or blind people, learning disabled people, children, the elderly and infirm, pregnant women or nursing mothers and families with young children in relation to adverse psychological, physical and health impacts.

#### Mitigation:

- 3.10 There are on-going actions to manage flood risk in Coupar Angus and Bankfoot identified in the Tay FRM Strategy and FRM Plan.

#### Legal and Governance

- 3.11 The Head of Legal and Governance has been consulted on this report.
- 3.12 The legal basis for the proposals set out in this report is the Flood Risk Management (Scotland) Act 2009.

#### Risk

- 3.13 Flooding is a natural phenomenon that can never be entirely prevented. However the Council is required to manage and, where possible, reduce flood risk.

- 3.14 There is a risk associated with not implementing flood schemes in Bankfoot and Coupar Angus. Flooding is likely to continue in these communities, however the actions set out within the Tay FRM Strategy and Local FRM Plan will help to mitigate this risk.

## **4 Consultation**

### Internal

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

### External

- 4.2 SEPA were consulted during the early stages of the study work in both Bankfoot and Coupar Angus to provide technical advice in relation to hydrology and the hydraulic modelling. SEPA were also consulted on the consultants findings for both locations during the work to develop the Tay FRM Strategy and Local FRM Plan.
- 4.3 Scottish Water has been made aware of the outcome of the consultant's work for Bankfoot. The Scottish Flood Forum has also been made aware of the findings for both Bankfoot and Coupar Angus.

### **Bankfoot**

- 4.4 Two community drop-in sessions were held in Bankfoot on 23 August and 7 September 2016. The aim of these events was to provide the community with further information on the risk of flooding; the outcome of the Council's investigations into a flood scheme; work to raise awareness of flooding and help the community become more resilient to it and other action being taken on flood risk.
- 4.5 A letter was issued to elected members, the Community Council and the resilience group summarising the work carried out by the consulting engineers and how flood risk will be managed in the future. 481 letters were also sent to local residents and businesses within the community to advertise the events. Approximately 40 people attended the sessions.
- 4.6 The drop-in sessions included a presentation and other information was on display. Representatives from the Council's flooding team, SEPA, Scottish Water, the Scottish Flood Forum and the Council's Health, Safety and Wellbeing Manager were available to answer questions and provide further information. Those attending were given an opportunity to record their views and questions on comment forms. A written response to any questions raised has been prepared and issued to the community, summarising the discussions held during the events.

## **Coupar Angus**

- 4.7 Two community drop-in sessions were held in Coupar Angus on 25 and 31 August 2016. The aim of these events was to provide the community with further information on the risk of flooding; the outcome of the Council's investigations into a flood scheme; work to raise awareness of flooding and help the community become more resilient to it and other action being taken on flood risk.
- 4.8 A letter was issued to elected members and the Community Council summarising the work carried out by the consulting engineers and how flood risk will be managed in the future. 185 letters were also issued to local residents and businesses within the community to advertise the events. Approximately 20 people attended the sessions.
- 4.9 The drop-in sessions included a slide show, display boards and an information leaflet. Representatives from the Council's flooding team, SEPA, the Scottish Flood Forum and the Council's Health, Safety and Wellbeing Manager were available to answer questions and provide further information. Those attending were given an opportunity to record their views and questions on comment forms. A written response to any questions raised has been prepared and issued to the community summarising the discussions held during the events.

## **5 Communication**

- 5.1 The communication arrangements were as noted in Section 4 above.

## **2. BACKGROUND PAPERS**

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

- PKC – Enterprise and Infrastructure Committee – 24 October 2007, Flood Mitigation Schemes and Flood Studies (Report No. 07/681)
- PKC – Environment Committee – 9 September 2015, The Flood Risk Management (Scotland) Act 2009, Selected Actions and Prioritisation (Report No. 15/359)
- PKC – Environment Committee – 1 June 2016, The Flood Risk Management (Scotland) Act 2009, Publication of Local Flood Risk Management Plans (Report No 16/241)

## **3. APPENDICES**

- 3.1 Appendix A – Bankfoot Flood Protection Options and Cost Benefit Ratios
- 3.2 Appendix B – Coupar Angus Flood Protection Options

## Bankfoot Flood Protection Options and Cost Benefit Ratios

## Appendix A

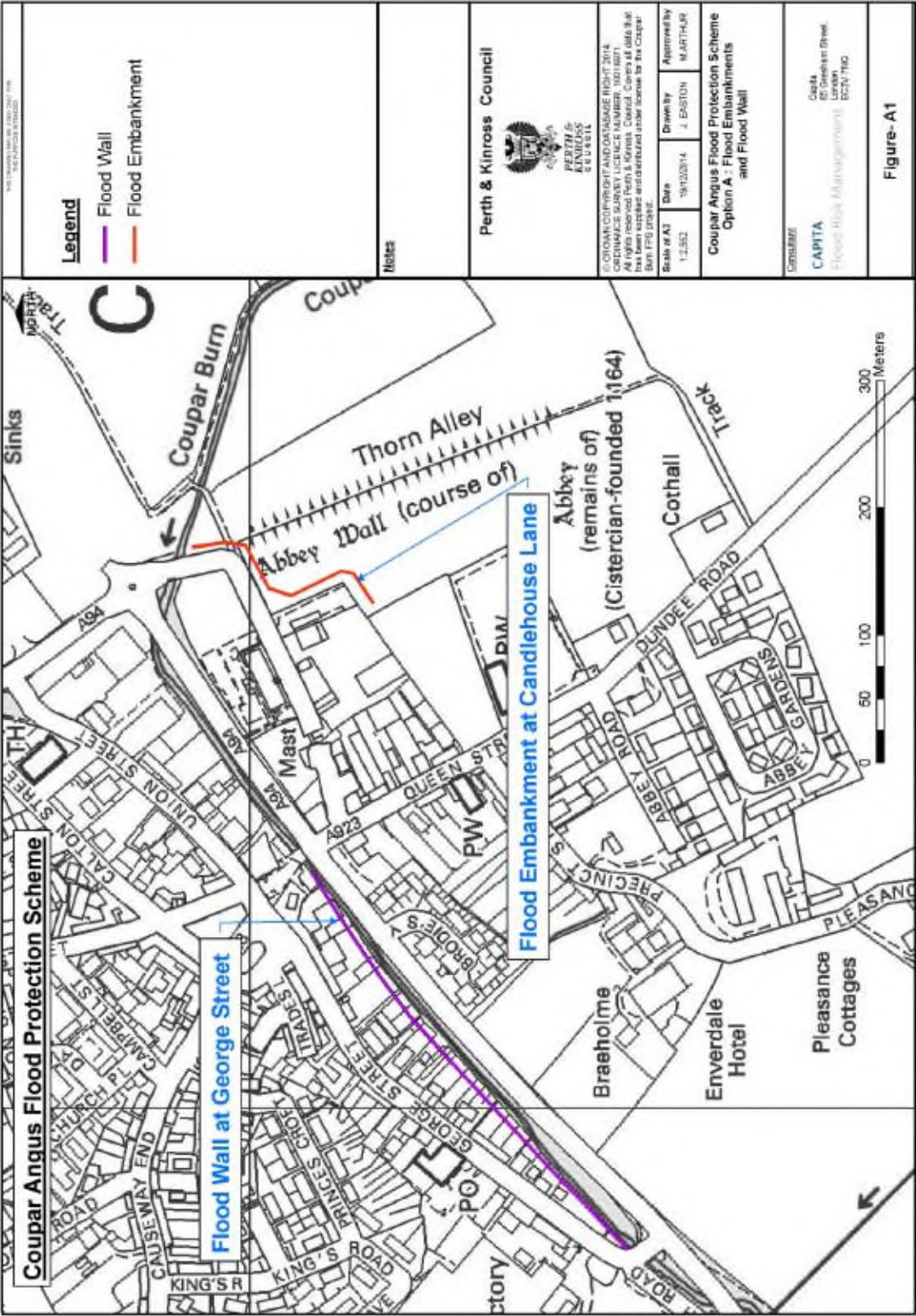
The flood risk management options, and sub-options, considered within CH2M's report have been summarised below, along with the estimated costs and benefit/cost ratios.

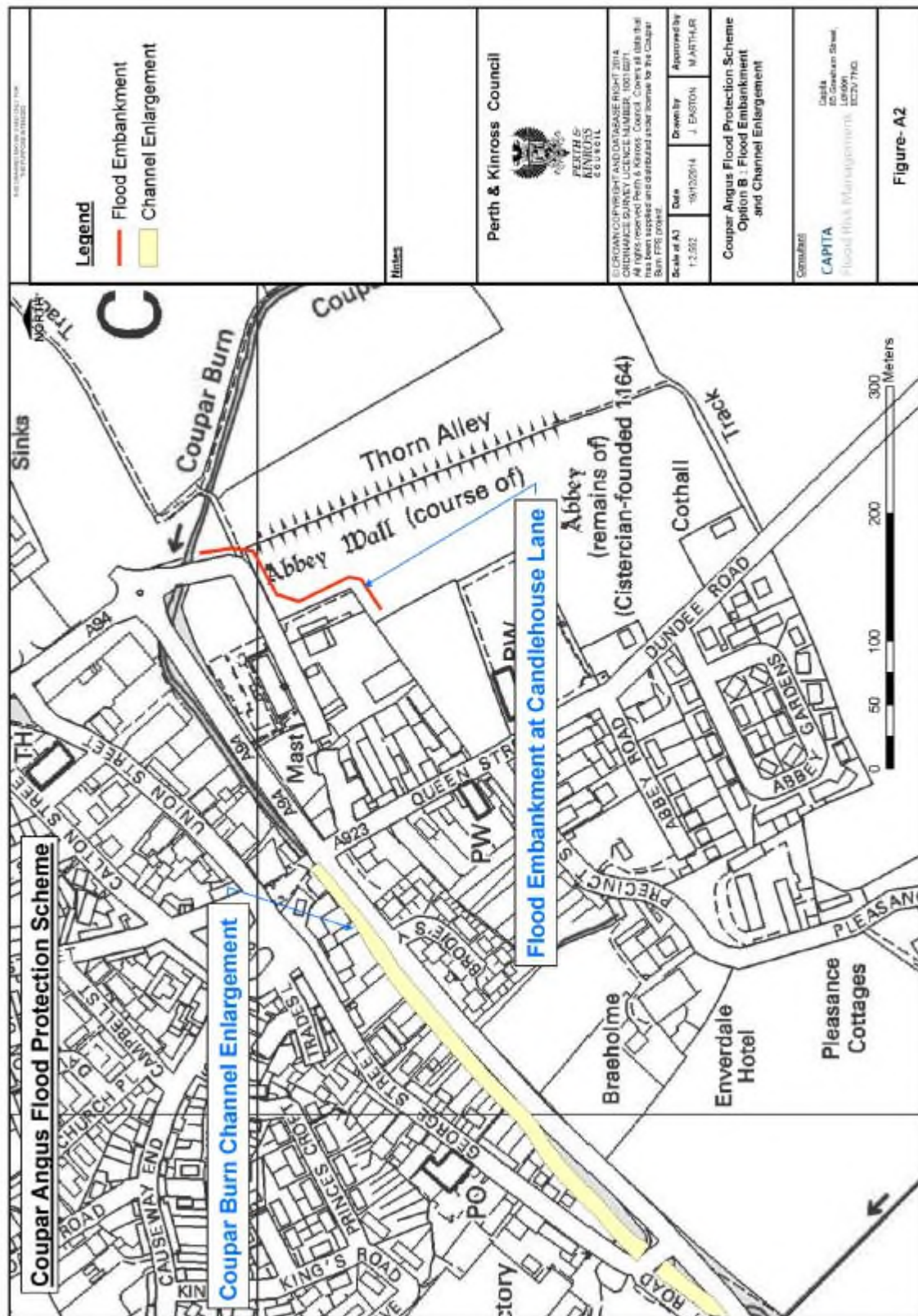
| No | Sub-Option No | Option                                                           | Estimated Cost (£) | Benefit/Cost Ratio |
|----|---------------|------------------------------------------------------------------|--------------------|--------------------|
| 0  | 0b            | Proactive Maintenance                                            | 290,373            | 0.52               |
|    | 0c            | Dredging to a depth of 0.5m                                      | 4,806,624          | 0.84               |
| 1  | -             | Conveyance/containment                                           | 13,660,266         | 0.40               |
| 2  | a1            | Tulliebelton Road Replacement + Wall (Bridge to 200yr + cc)      | 1,783,130          | 0.40               |
|    | a2            | Tulliebelton Road Replacement                                    | 1,370,364          | 0.47               |
|    | b             | Tulliebelton Road Replacement + Wall (Bridge to 50yr + cc)       | 1,601,442          | 0.42               |
| 3  | a             | Tulliebelton Bridge + Garry Relief Channel                       | 2,859,507          | 0.95               |
|    | b             | Tulliebelton Bridge + Garry Relief Channel                       | 2,899,304          | 0.94               |
|    | c             | Informal Escape Route + Tulliebelton Bridge                      | 2,346,097          | 1.10               |
|    | d             | Informal Escape Route + Engineered channel + Tulliebelton Bridge | 2,551,522          | 1.04               |
| 4  | -             | Garry Burn – upstream storage                                    | 2,925,368          | 0.89               |
| 5  | -             | Glenshauch Burn – Local Conveyance Improvements                  | 370,317            | 0.79               |
| 6  | a             | Glenshauch Burn – Upstream Storage                               | 3,386,470          | 0.51               |
|    | b             | Glenshauch Burn – Upstream Storage + Conveyance                  | 3,683,210          | 0.48               |
| 7  | a             | Glenshauch Burn – Coral Burn Storage                             | 997,469            | 0.45               |
|    | b             | Glenshauch Burn – Coral Burn storage + Conveyance                | 1,288,438          | 0.41               |
| 8  | -             | Local Improvements – Perthshire Visitors Centre                  | 289,187            | *                  |



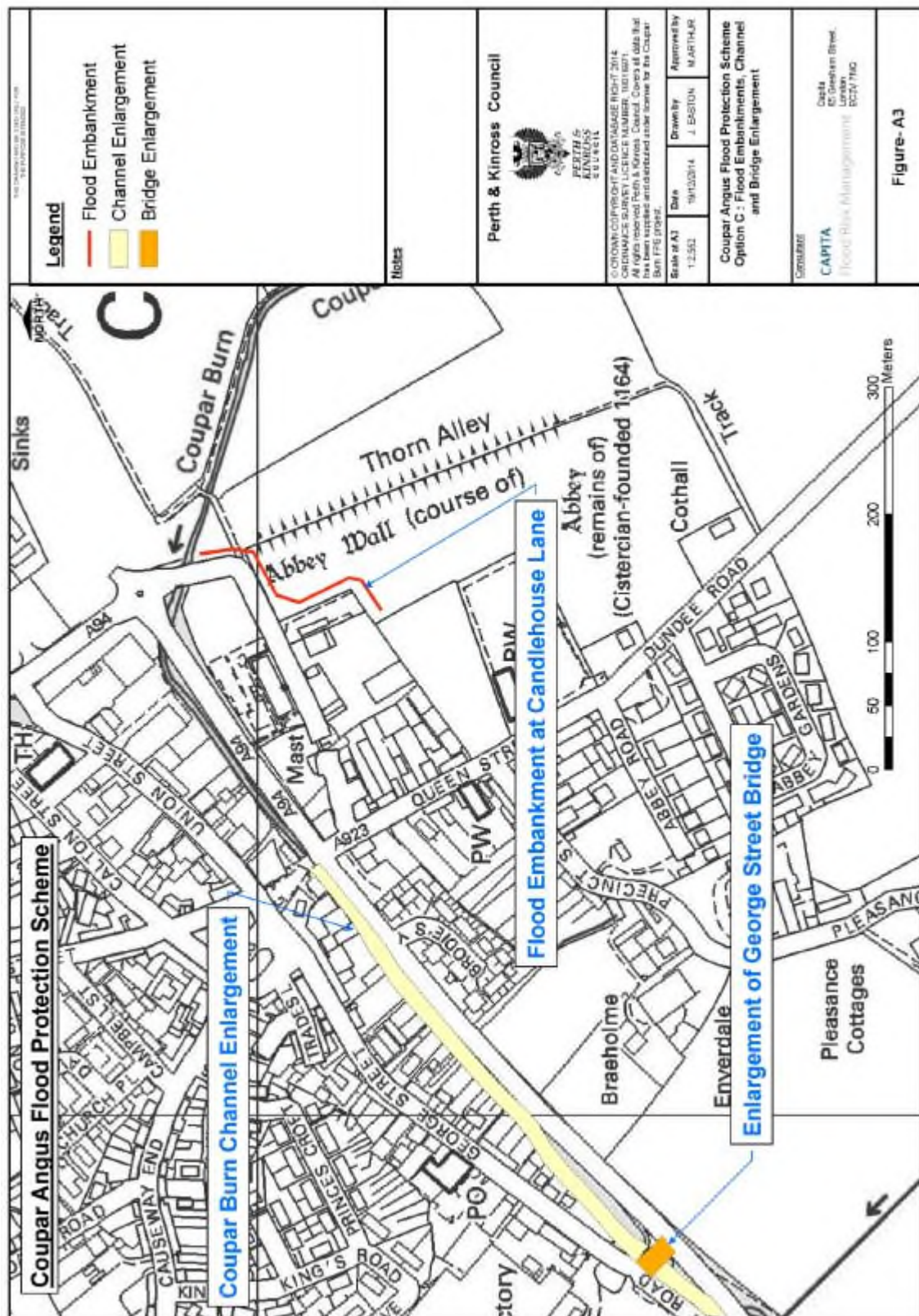
| No | Sub-Option No | Option                                                                   | Estimated Cost (£) | Benefit/Cost Ratio |
|----|---------------|--------------------------------------------------------------------------|--------------------|--------------------|
| 9  | -             | Upper and Lower Gauls Protection                                         | 385,931            | *                  |
| 10 | a             | Natural Flood Management – Reforestation of Upper Catchments             | 11,487,771         | *                  |
|    | b             | Natural Flood Management – Flood Wave Attenuation                        | 2,173,256          | 0.20               |
|    | c             | Natural Flood Management – Re-meandering and Restoration of Flood Plains | 458,147            | *                  |

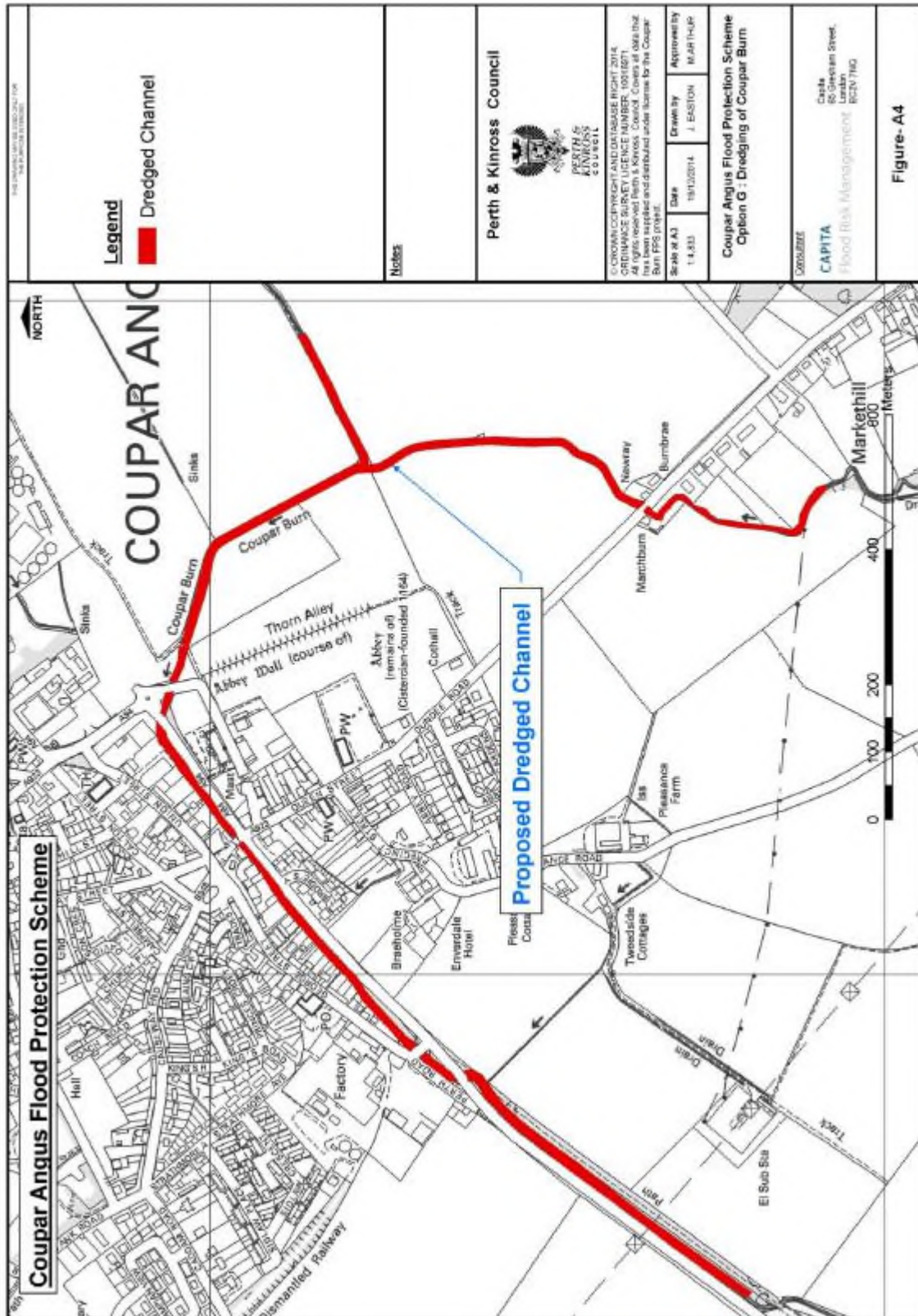
*\* Options 8, 9, 10a and 10c have not been considered as standalone options and therefore no separate appraisal of damages, potential benefits, or Benefit/Cost Ratio has been calculated.*













**PERTH AND KINROSS COUNCIL****Environment Committee****9 November 2016****Update on Actions to Promote the Red Squirrel Population on Council Land****Report by Director (Environment)**

This report updates the Committee following a further review of possible actions to promote the red squirrel population in specific locations on Council managed land.

**1. BACKGROUND/MAIN ISSUES**

- 1.1 The issues relating to the protection of the red squirrel population were first outlined in a report to the Environment Committee in November 2013 (Report No.13/543 refers). It was agreed at that Committee to undertake a series of surveys on Council owned land across Perth and Kinross to establish the location of red and grey squirrel populations.
- 1.2 The report advised that grey squirrels pose a threat to red squirrels by competing with them for food and habitat resources. In areas where red and grey squirrels coexist, the presence of grey squirrels results in reduced survival rates amongst red squirrel young, and also reduced reproductive rates, causing the gradual decline in red squirrel populations over time.
- 1.3 It also noted that targeted grey squirrel control is not the sole solution and should be considered along with other measures. These include habitat management, such as creating large areas of linked woodland habitat to favour red squirrels.
- 1.4 The feedback on the outcome of the surveys undertaken on thirteen Council managed sites, along with recommendations for action to protect the red squirrel population on land managed by the Council were reported to the Environment Committee in March 2015 (Report No.15/149 refers).
- 1.5 Only six of the sites surveyed were found to have grey squirrel populations. The six sites were in and around Perth and Crieff, with other sites in Blairgowrie and Alyth having healthy and sustainable populations of red squirrels. The report made a series of recommendations on the control of grey squirrels on the six sites and actions to support red squirrels generally. However, the report was deferred to allow for further information on two options in relation to a) the appointment of a Pest Control Contractor and b) engaging volunteers. Further work has been undertaken since March 2015 on both options as noted below:



### **Option (a) – Pest control contractor**

- 1.6 This option involves the Council employing a pest control contractor for a period of 5 years to trap and remove grey squirrels in accordance with the nationally agreed Grey Squirrel Trapping Guidelines. There would need to be 5 trapping sessions per annum over the spring and summer seasons, from March to August, when the availability of natural food sources is reduced.
- 1.7 The cost of this was previously estimated in March 2015 as being up to £22,050 per annum, based on rates from the Tayside Procurement Consortium. Since then, the Pest Control Contract was tendered in the spring this year and a new 3 year contract was let on 2 May 2016 to Graham Pest Control, a local contractor based in Blairgowrie. The tender was for all pest control activities across Perth and Kinross but included specific priced rates for grey squirrel control measures. The equivalent overall cost for just controlling grey squirrels using Graham Pest Control, if this was to be done, would amount to £16,830 per annum. There is no funding within the Environment Service, to pay for this activity.

While this is a welcome reduction on the previously estimated contract rates, it is still more than three times the amount of the funding available from the Scottish Rural Development Programme (SRDP) Forestry Grant Scheme (FGS).

- 1.8 The level of FGS grant payable for this option has increased slightly since the previous report although, being a European Union fund which is currently underwritten by the Government, it may be reviewed in due course. The grant is currently based on £200 per trap and at £5,400 per annum in total, is still significantly less than the full cost of trapping and disposal. The grant of £200 per trap is less than a third of the actual costs per trap of undertaking the control as it does not fully allow for all the associated labour and travel elements. This option is therefore not financially viable for the Council. The grant is, however, more suited to estates with directly employed staff undertaking these sorts of land management activities.
- 1.9 In order to ensure the rates are as low as possible, Saving Scotland's Red Squirrels (SSRS) undertook to have direct discussions with the new contractor to see if the methods and techniques being employed were the most effective in meeting the guidelines. Saving Scotland's Red Squirrels (SSRS) is a project that has been running since 2009 with the aim to stop the decline of Scotland's Red Squirrel population. Council officers have been in contact with SSRS on 12 occasions over this period to see if progress has been made with these discussions. They have, however, not yet been concluded and as they are essentially a private and commercially sensitive matter between SSRS and the pest control contractor, the Council has been unable to get involved.



## **Option (b) – Engaging volunteers**

- 1.10 This option involved the Council entering into an agreement to allow Perth & Kinross Red Squirrel Group (PKRSG) to trap, remove from Council land and dispatch grey squirrels, to the same standards required by the relevant guidance. PKRSG is affiliated to SSRS and is a group of likeminded individuals who want to see red squirrels return to being the dominant species in Perth & Kinross. PKRSG previously indicated that it would be too onerous to expect volunteers to reliably undertake the significant number of visits to the various sites, particularly for the full 5 years that the programme would receive FGS support. The Council would also have to invest resources to regularly monitor the volunteer activities to ensure these are carried out appropriately. As a result, there are risks that the programme would have to be stopped prematurely. As a result, this is not a feasible option to take forward now.
- 1.11 SSRS have been supporting a programme of voluntary grey squirrel trapping in private gardens in Aberdeen City by lending traps to residents and undertaking training. In addition, they have been undertaking professional trapping on sites maintained by Aberdeen City Council by agreement, although that has been funded externally. It would be up to SSRS as to whether they were able to fund and introduce such schemes in Perth and Kinross. While the Council have no objection to the scheme for residents, further details of any culling programme on public land would be required for approval.

Aberdeen City Council's direct interventions to encourage red squirrels on land they manage are mainly focused on habitat improvement and creation. They also encourage volunteers to monitor red and grey squirrel populations.

## **2. PROPOSALS**

- 2.1 As neither Option (a) the appointment of a Pest Control Contractor or Option (b) engaging volunteers appears to be viable, it is recommended that the Council continue to encourage wider habitat management, where appropriate, to support red squirrel populations. This proposal would not directly control grey squirrel populations on Council managed land, but would:
- Mitigate any future risk to the red squirrel population
  - avoid any additional costs
  - avoid potential adverse reaction from some sectors of the community, and
  - ensure no legal consequences of non-control
- 2.2 This approach can be undertaken through implementation of the Council's Forest Plan, with volunteers continuing to monitor squirrel populations on these sites using the feeders, should they wish to do so. Examples of activities that have been undertaken include the removal of non-native beech saplings on sites such as Alyth Den, the Birks of Aberfeldy and Kinnoull Hill which reduces a food source favoured by grey squirrels. New planting, for example at Piggy Lane pitches in Blairgowrie, uses tree species which will provide a good habitat for red squirrels. Grant applications have already been successfully made to the Forestry Commission and will be ongoing to continue delivering this type of work through our Forest Plan.

- 2.3 Habitat improvement is important with a recent report highlighting that the number of red squirrels in Scotland is increasing as they begin to return to their former habitats. This has been most notable in the Borders, Dumfries and Galloway, Ayrshire, and the north-east of Scotland. SSRS is also continuing to try to prevent the spread of grey squirrels and squirrelpox northwards via a programme of grey squirrel control in a zone running coast to coast along the Highland Boundary Fault.
- 2.4 Tayside is still home to widespread red squirrel populations and the work by SSRS over recent years has started to reverse the previous trend of declining numbers in this area. Analysis of trapping results has also shown both a decline in grey squirrel numbers (almost to zero in some places) and the beginnings of a recovery in red squirrel populations in many parts of Tayside. There is now no evidence of the spread of grey squirrels northwards into Highland Scotland which has been partly achieved through the SSRS red squirrel protection network. They are, however, still spreading northwards in eastern Angus, towards the border with Aberdeenshire.

### **3. CONCLUSION AND RECOMMENDATIONS**

- 3.1 The Council has obtained a new rate for grey squirrel control through a competitively tendered pest control tender. The contract has been awarded and the rate for undertaking the control to the appropriate standards has been reduced since previously reported. It is, however, not within the Environment Service budget and is still significantly more than the possible funding available through the FGS grant and therefore is not being undertaken at present.
- 3.2 The option to encourage volunteer trapping has also been looked. While this is considered to be appropriate for private ground, it is not something which could be undertaken satisfactorily on public land. The Council would not object to any initiatives by SSRS to encourage local residents to take action on their own property.
- 3.3 In the meantime, the Council is continuing to manage habitats for the benefit of red squirrels on all appropriate sites through the approved Forest Plan. In addition, the Council would welcome volunteers continuing to monitor the squirrel populations on the sites it manages, should they wish to do so.
- 3.4 It is recommended that the Committee approves:
- (a) The continued monitoring of squirrel populations on Council land through volunteers.
  - (b) Management of habitats to encourage red squirrels to colonise them naturally, and discourage grey squirrels by reducing the extent of their preferred habitats through the Forest Plan.

## Author

| Name       | Designation                      | Contact Details                                                                                    |
|------------|----------------------------------|----------------------------------------------------------------------------------------------------|
| Andy Clegg | Community Greenspace Team Leader | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

## Approved

| Name           | Designation            | Date           |
|----------------|------------------------|----------------|
| Barbara Renton | Director (Environment) | 6 October 2016 |

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

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 In terms of “Creating a Safe and Sustainable Place for Future Generations” this proposal aims to provide an enhanced and protected natural environment.

#### Corporate Plan

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

## 2. Resource Implications

### Financial

- 2.1 There is no funding available for the trapping of grey squirrels within The Environment Service budget. As funding will be sourced externally there are no financial implications arising from this report.

### Workforce

- 2.2 The proposals in this report have minor workforce issues arising from grant funding applications and monitoring and procurement and contract administration. These activities would need to be undertaken within existing staff resources.

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

- 2.3 The proposals in the report will take place on land under the control of the Council. The Head of Legal and Governance have been consulted, and have indicated agreement with the proposals.

## 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 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA

### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. 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

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

- 3.5 The proposals have been assessed in terms of the requirements to manage the Council's Greenspace assets long term in a sustainable way.

#### Legal and Governance

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

#### Risk

- 3.7 There is a risk that members of the public could witness distressed animals in traps if the approved guidelines are not followed. These risks will be eliminated by employing experienced contractors to undertake the proposals. The Council is able to support the proposals as there is a requirement under the Nature Conservation (Scotland) Act 2004 and the UK Biodiversity Action Plan to protect Red Squirrels, and the Wildlife and Natural Environment (Scotland) Act 2011 to stop the spread of Invasive non-native Species.

### **4. Consultation**

#### Internal

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

#### External

- 4.2 Saving Scotland's Red Squirrels have been consulted during the preparation of this report.

### **5. Communication**

- 5.1 Saving Scotland's Red Squirrels, Perth and Kinross Red Squirrel Group and the Council will be involved in publicising the recommendations in the report.

## **2. BACKGROUND PAPERS**

- 2.1 Report to the Environment Committee on 20 November 2013, Report Number (13/543) considers proposal to undertake surveys.
- 2.2 Report to the Environment Committee in March 2015 Report Number (15/149) considers actions to promote the red squirrel population on Council land.

## **3. APPENDICES**

- 3.1 None.

**PERTH AND KINROSS COUNCIL**

**Environment Committee**

**9 November 2016**

**PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORTING – YEAR 1**

**Report by Director (Environment)**

This report highlights progress made by the Council in accordance with the Scottish Government's public sector climate change reporting process. It also makes recommendations for further action following submission of the first mandatory report in November 2016.

**1. BACKGROUND / MAIN ISSUES**

- 1.1 Under the Climate Change (Scotland) Act 2009, the Council has a duty relating to climate change. In exercising its functions, it must act:
  - in the way best calculated to the 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.
- 1.2 Since 2008, the Council has annually reported its climate change progress to COSLA through the Scotland's Climate Change Declaration reporting process. This has now been superseded by mandatory Public Sector Climate Change Duties reporting, introduced by the Scottish Government in 2016 for all public sector 'major players' (including Local Authorities and the majority of Community Planning partners).
- 1.3 In 2014/15, Perth & Kinross Council, along with a number of other public bodies, submitted a non-mandatory trial report as part of the Scottish Government pilot for Public Sector Climate Change Duties reporting.
- 1.4 From November 2016, the Scottish Government intends to centrally collate and assess mandatory reports submitted in future to monitor progress, promote best practice and inform future policy. If compliance with the duty cannot be demonstrated successfully through the Council's annual mandatory reports, or if there are significant gaps in requested information, the Council risks reputational damage.
- 1.5 This report summarises the key findings from the first mandatory report to be submitted by Perth and Kinross Council to the Scottish Government before 30 November 2016, for the period covering 2015/16.

## 2. PROPOSALS

- 2.1 The mandatory reporting template has been completed in accordance with the Public Sector Climate Change Duties Reporting Guidance. The guidance encourages organisations to 'only report relevant information'. If no relevant information is available, sections should be left blank or marked as 'no available information' or 'not applicable'. Report information should be drawn only from the reporting year. The information has to be submitted through a Scottish Government portal.
- 2.2 With specific reference to the questions and requirements of the mandatory reporting template, the Council has made some progress in its climate change duties, particularly regarding adaptation. However, together with the other Scottish Local Authorities, there is still some way to go.

### Current position

- 2.3 The Climate Change Assessment Tool (CCAT) was developed by Resource Efficient Scotland in 2015 to assist public sector organisations in Scotland self-evaluate their capability and performance under the public sector duties of the Climate Change (Scotland) Act 2009. Based on a matrix system, a score is given for five different categories of work, along with a traffic light rating of red, amber or green for progress. Section 2g of the Scottish Government reporting template relates specifically to CCAT findings.
- 2.4 In the 2014/15 pilot, Perth & Kinross Council reported an overall CCAT score of 43%, with all five sections rated as amber for progress. This was above the overall average score (34%) for Scottish local authorities. Perth & Kinross Council also scored above the Scottish local authority average for each of the five CCAT sections.
- 2.5 In 2015/16, the overall score increased slightly to 46%, again with all five sections rated as amber for progress.

|                      | Perth & Kinross Council<br>2015/16 | Perth & Kinross Council<br>2014/15 | Scottish Local Authorities<br>2014/15 |
|----------------------|------------------------------------|------------------------------------|---------------------------------------|
| 1. Governance        | 57                                 | 50                                 | 40                                    |
| 2. Emissions         | 47                                 | 43                                 | 40                                    |
| 3. Adaptation        | 50                                 | 46                                 | 39                                    |
| 4. Behaviour         | 30                                 | 30                                 | 26                                    |
| 5. Procurement       | 44                                 | 44                                 | 24                                    |
| <b>Overall Score</b> | <b>46</b>                          | <b>43</b>                          | <b>34</b>                             |

- 2.6 Key CCAT progress to date:
- 1) The Council has good governance structures in place to assess the potential climate change impacts of current plans, policies, strategies and committee reports – through the Strategic Environmental Assessment process and use of the Integrated Appraisal Toolkit.



- 2) The Council is particularly strong within Scotland for adapting to the effects of climate change. Significant work has been done in producing plans and practical guidance for specific risks areas, including:
  - Local Flood Risk Management Plans;
  - Supplementary Planning Guidance for Flood Risk and Flood Risk Assessments, Forest & Woodland Strategy, Zero Carbon and Sustainable Construction, Green Infrastructure, and Zero Waste;
  - Sustainable Urban Drainage Systems (SUDS)
  - Community Resilience Plans within Perth & Kinross;

## 2.7 Key issues and proposed action

To address the key issues highlighted by the CCAT evaluation and the mandatory reporting process, the following actions are proposed ahead of the second mandatory reporting deadline in November 2017.

- 1) **Review the need for a corporate carbon management plan.** This will determine the best way forward for establishing and monitoring the Council's annual carbon footprint, corporate carbon reduction target(s) based on business as usual forecasts, and an annual register of carbon reduction projects. There are significant resource implications associated with this, as it will require input and commitment from various Council teams, including: energy management, street lighting, waste management, fleet management, asset management, business and staff travel. A cross-service Low Carbon Working Group was established at the start of 2016 to facilitate joint working on issues such as heat mapping, district heating, renewables and a possible Perth and Kinross wide Energy/Low Carbon Strategy. This will support the development of a corporate carbon management plan as part of any future energy/low carbon strategy for Perth and Kinross.
- 2) **Assess the future risks and opportunities for the Council and our communities of predicted climate change scenarios and impacts, and take action to adapt accordingly.** Action is already planned for 2016/17 through the Sustainability, Research and Policy Team Plan to develop a climate change adaptation strategy and risk assessment. This will also address the need for a process to review, monitor, evaluate and report the impact of climate change adaptation actions.
- 3) **Improve climate change communication throughout the Council.** A detailed climate change communication plan will be developed as part of the Climate Change Adaptation Strategy and Risk Assessment.

- 4) **Develop methods for carbon appraisal of projects within existing procurement systems.** Statutory guidance was developed in December 2015 by the Scottish Government to assist public bodies in demonstrating compliance with their sustainable procurement duties. This includes a sustainability test designed to help embed relevant and proportionate sustainability requirements in the development of procurement frameworks and contracts. A gap analysis has already been undertaken to compare the sustainability test and the Council's Integrated Appraisal Toolkit (IAT). This resulted in the IAT being updated in 2016 to account for additional information contained within the sustainability test. The Council's Corporate Procurement and Sustainability, Policy and Research Teams will continue working together to incorporate the tools into existing Council processes.
- 5) **Establish a more detailed validation process for climate change reporting.** The Council will work with the other Scottish Local Authorities and the Sustainable Scotland Network to establish detailed peer and external validation following submission of the 2015/16 mandatory report.

2.8 On the basis of actioning the key issues highlighted in section 2.7 above, it is anticipated that an improvement will be shown for all five CCAT categories before the next round of mandatory reporting in November 2017.

### **3. CONCLUSION AND RECOMMENDATIONS**

3.1 With specific reference to the mandatory reporting template, the Council has begun to make progress in its climate change duties, in particular towards adaptation. However, there is still some way to go. To continue to improve this performance, it is recommended that the specific actions outlined in section 2.7 of this report are addressed. This will also ensure the Council is better placed to complete the second mandatory climate change report due in November 2017.

3.2 It is recommended that the Environment Committee:

- (i) notes the key findings from the first Public Sector Climate Change Duties mandatory report
- (ii) notes the current position outlined in section 2.3 to 2.6 of this report.
- (iii) remits the Director (Environment) to take forward the specific actions outlined in section 2.7, and
- (iv) requests the Director (Environment) to submit another report to this Committee following the mandatory climate change reporting deadline in November 2017.

**Authors**

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|---------------|---------------------------------|----------------------------------------------------------------------------------------------------|
| Angela Harris | Sustainable Development Officer | 01738 475000<br><a href="mailto:TESCommitteeReports@pkc.gov.uk">TESCommitteeReports@pkc.gov.uk</a> |

**Approved**

| <b>Name</b>    | <b>Designation</b>     | <b>Date</b>       |
|----------------|------------------------|-------------------|
| Barbara Renton | Director (Environment) | 28 September 2016 |

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

| <b>Strategic Implications</b>                       | <b>Yes / None</b> |
|-----------------------------------------------------|-------------------|
| Community Plan / Single Outcome Agreement           | <b>Yes</b>        |
| Corporate Plan                                      | <b>Yes</b>        |
| <b>Resource Implications</b>                        |                   |
| Financial                                           | <b>No</b>         |
| Workforce                                           | <b>No</b>         |
| Asset Management (land, property, IST)              | <b>No</b>         |
| <b>Assessments</b>                                  |                   |
| Equality Impact Assessment                          | <b>No</b>         |
| Strategic Environmental Assessment                  | <b>No</b>         |
| Sustainability (community, economic, environmental) | <b>Yes</b>        |
| Legal and Governance                                | <b>Yes</b>        |
| Risk                                                | <b>No</b>         |
| <b>Consultation</b>                                 |                   |
| Internal                                            | <b>Yes</b>        |
| External                                            | <b>No</b>         |
| <b>Communication</b>                                |                   |
| Communications Plan                                 | <b>No</b>         |

### 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:

(v) Creating a safe and sustainable place for future generations

#### Corporate Plan

- 1.2 The proposals relate to the delivery of the Perth and Kinross Community Plan/Single Outcome Agreement by:

(v) Creating a safe and sustainable place for future generations.

### 2. Resource Implications

#### Financial

- 2.1 There are no implications arising from this report.

#### Workforce

- 2.2 There are no implications arising from this report.

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

- 2.3 There are no implications arising from this report.

### **3. Assessments**

#### Equality Impact Assessment

- 3.1 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the proposal is **not relevant** for the purposes of EqIA.

#### Strategic Environmental Assessment

- 3.2 The report has been considered under the Environmental Assessment (Scotland) Act 2005 and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.
- 3.3 Any future work undertaken in line with the proposed actions within this report will undergo screening for SEA.

#### Sustainability

- 3.4 Following an assessment using the Integrated Appraisal Toolkit, it has been determined that the report may have future implications regarding the following corporate sustainable development principles:
- Efficient use of resources now and in the future in the built environment and service provision (e.g. energy efficiency, land, water resources, flood defence, waste minimisation) (*Principle 2*)
  - Mitigation and adaptation to manage the impact of climate change & reduce the production of greenhouse gases (*Principle 3*)
  - Living in a way that minimises the negative environmental impact and enhances the positive impact act (e.g. recycling, walking, cycling) (*Principle 4*).
- 3.5 The report also has implications under the Climate Change (Scotland) Act 2009, in that the Council 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

- 3.6 There are no implications arising from this report.

### Risk

- 3.7 There are no further risks associated with the report which are not already addressed in the report.

## **4. Consultation**

### Internal

- 4.1 The Council's strategy and policy, energy, waste and fleet teams have all been consulted in the compilation of this report.

## **5. Communication**

- 5.1 There are no implications arising from this report.

## **2. BACKGROUND PAPERS**

- 2.1 No additional background papers have been relied on in preparing the report.

## **3. APPENDICES**

- 3.1 None.

**PERTH AND KINROSS COUNCIL**

**Environment Committee – 9 November 2016**

**Summary Report from Community Planning Community Safety and Environment Group on 19 August 2016**

**Report by Director (Housing and Community Care)**

**PURPOSE OF REPORT**

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

**BACKGROUND / MAIN ISSUES**

**1. SHOW RACISM THE RED CARD – ANNUAL ACTIVITY REPORT**

There was submitted and noted a report by D McPhee, Senior Commissioning and Contracts Officer, outlining the work which was undertaken during 2015/16 with Show Racism the Red Card to allow for early planning to take place for 2016/17 activities.

**2. PARTNERSHIP HOME SAFETY ACTIVITIES**

There was submitted a report by R Middlemiss, Group Manager, Perth and Kinross Area, Scottish Fire and Rescue Service advising on the progress of partnership home safety related activities within the Perth and Kinross area. The report also included the on-going partnership working between Scottish Fire and Rescue Service and Perth and Kinross Council's Safer Communities Team and highlighting issues and notable practices.

**3. VULNERABILITY THEME UPDATE**

There was submitted a report by Maggie Pettigrew, Police Scotland, Vulnerability Theme Lead updating on the Partnership and other activity of note that was underway or under development under the Vulnerability Theme.

**4. LOCAL OUTCOME IMPROVEMENT PLAN**

M Notman reported that the Community Planning Partnership Board was required to publish a 'Local Outcome Improvement Plan' which would focus on tackling inequalities within Perth and Kinross.

**5. GIANT HOGWEED**

A briefing note was tabled and the Convener confirmed that the Council did not treat ground that the local authority was not directly responsible for. A Clegg advised that following a recent local incident, the Perth and Kinross Council website had been updated to include the circulated briefing note -

<http://www.pkc.gov.uk/CHttpHandler.ashx?id=36957&p=0>

A Clegg also confirmed that the bodies responsible for non-native species in Scotland as; Scottish Ministers (including Marine Scotland), Scottish Natural Heritage (SNH), the Scottish Environment Protection Agency (SEPA) and the Forestry Commissioners (FCS). The Convener welcomed the inclusion of further information being available to the public via the Perth and Kinross website and requested that further discussion on this issue be deferred to the next meeting.

#### **Author(s)**

| <b>Name</b>   | <b>Designation</b>                    | <b>Contact Details</b>                                                           |
|---------------|---------------------------------------|----------------------------------------------------------------------------------|
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#### **Approved**

| <b>Name</b>                  | <b>Designation</b>                                                                                                                                                  | <b>Date</b>      |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Jim Valentine<br>John Walker | Depute Chief Executive<br>(Sustainability, Strategic and Entrepreneurial Development)<br><br>Depute Chief Executive<br>(Corporate & Community Development Services) | 04 November 2016 |