

**REPORT TO: ENVIRONMENTAL SERVICES & SUSTAINABILITY COMMITTEE  
21st MARCH 2005**

**REPORT ON: TAYSIDE AREA WASTE PLAN ANNUAL REPORT 2003-2004**

**REPORT BY: HEAD OF WASTE MANAGEMENT AND DIRECTOR OF PLANNING AND  
TRANSPORTATION**

**REPORT NO: 209-2005**

**1.0 PURPOSE OF REPORT**

1.1 To inform Members of progress made in implementing the actions identified in the Tayside Area Waste Plan, and to seek Members' endorsement of a series of new actions.

**2.0 RECOMMENDATIONS**

2.1 That the information provided is noted, and that Members agree to the new Actions 23 - 36, in the "SMART" Action Plan shown in Appendix 1 to this report.

**3.0 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications arising from this report.

**4.0 DUNDEE 21 IMPLICATIONS**

4.1 Full implementation of the Tayside Area Waste Plan will have a major impact on the following themes of the Local Agenda 21 strategy – “resources are used effectively and waste is minimised” and “health is protected by creating a safe, clean and pleasant environment”.

**5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 There are no equal opportunities implications arising from this report.

**6.0 INTRODUCTION**

6.1 The Area Waste Plan for Tayside was approved by the Environmental and Consumer Protection Committee and the Planning and Transportation Committee in October 2002, and published in March 2003. It set out a framework for the sustainable management of municipal waste produced in Tayside, with the aims of reducing the amount of waste disposed of and increasing recycling.

6.2 The Area Waste Plan contained 22 actions necessary for the full implementation of the plan. The Annual Progress Report 2003 - 2004 provides an update on the progress made on these actions and on other key parts of the plan. A copy of the Annual Progress Report has been passed to each of the Group Secretaries and is available for inspection in the members' lounge.

6.3 With this being the first report following publication of the plan, the main emphasis has been to start laying the foundations for future success. Despite this, significant progress has been made.

## **7.0 AREA WASTE PLAN IMPLEMENTATION 2003 - 2004**

7.1 For 12 out of the overall total of 22 "SMART" Actions contained in the Plan, targets have been achieved. Progress in implementing 2 "SMART" Actions is ongoing, while a further 3 have been superseded. Only 5 "SMART" Actions have seen their scheduled target missed, mainly due to the fact that the Action is dependant upon the outcome of work being carried out at a national level. The target deadlines for these "SMART" Actions will be put forward to the end of 2004/05 or an appropriate deadline set on completion of national work. The amended Area Waste Plan "SMART" Action Plan for 2004-05 is shown in Appendix 1.

### **7.2 Headline Achievements**

The key developments up to the end of financial year 2003/04 can be summarised as follows:

- The Tayside Area Waste Plan was successfully launched and warmly received by the local press and media. Further promotion of the plan is intended to coincide with the provision of new services by both the local authorities and the not for profit sector.
- Tayside Area Waste Plan promotional video was produced and circulated to interested parties, further copies will be produced to meet demands.
- Detailed Implementation Plans, produced by all the local authorities, in consultation with the Waste Strategy Area Groups, were submitted to the Scottish Executive. All three plans were successfully awarded Strategic Waste Fund support (March 2004).
- Dundee City Council purchased 17,000 brown compost bins and a collection vehicle to ensure the expansion of the existing green waste collection scheme could commence in the autumn of 2004.
- All 3 councils seconded a Waste Awareness Officer to assist in the local Waste Awareness Campaigns.
- The first steps in establishing the Tayside Environmental Network (TEN) were taken. TEN will aim to provide impartial environmental advice to businesses, and direct them to the appropriate business support which already exists on an area and national level. With this support TEN will improve Tayside business's overall environmental awareness and performance and subsequently their economic viability. The steering group met twice and have agreed its Remit and SMART Action Plan for 2004-05. The TEN logo and the website is under development.
- A Reuse and Refurbishment Working group has been established and have commissioned a consultant to scope the feasibility of an "Eco-centre" to support locally based community organisations.

## **8.0 NEW ACTIONS**

8.1 In addition to summarising progress over the 2003 -2004 period, the Annual Progress Report sets out a number of new Actions to assist the implementation of the Area Waste Plan. These new Actions are scheduled for 2004 -2005 and are set out in the SMART Action Plan shown in Appendix 1 to this report (Actions 23 - 36).

## **9.0 CONCLUSIONS**

- 9.1 Significant progress has been made in implementing the Area Waste Plan. The indicators show advances in recycling and composting, although the advance made in overall waste diversion from landfill is still relatively small. A significant number of funding awards to Local Authorities have been made in 2003/04 from the Strategic Waste Fund. It is expected that the upward trend in recycling and composting will continue and also accelerate with the roll out of kerbside schemes, and the development of new and existing recycling and composting facilities. Feasibility studies for new waste treatment facilities have also commenced and these will play a key part in diverting waste away from landfill in forthcoming years.

## **10.0 CONSULTATION**

- 10.1 Chief Executive  
Depute Chief Executive (Finance)  
Depute Chief Executive (Support Services)

## **11.0 BACKGROUND PAPERS**

- 11.1 Tayside Area Waste Plan  
Tayside Area Waste Plan Annual Progress Report 2003 -2004.

Jim Laing  
Head of Waste Management

1st March 2005

Mike Galloway  
Director of Planning and Transportation

1st March 2005

## Annex 1 : SMART Action Plan 2004/05

To ensure that implementation of the Tayside Area Waste Plan contributes towards the implementation of the National Waste Strategy, a number of key national actions have been identified and integrated in the SMART Action Plan 2004/05

No.	Action	Target	Indicator/Measure	Start Date	Finish Date	Interim Checkpoint	Responsibility	Resources
3	Develop an Area Waste Plan for Tayside that fully integrates all waste streams	Production of fully integrated Tayside Area Waste Plan	Approved by WSAG and SEPA	March 2003	April 2007	Facilitate the implementation of National Best Practice Projects at a local level	WSAC	Waste industry and producers
5	A Tayside strategy for the prevention of household waste will be produced, which will be informed by SEPA research	Production of Tayside Waste Prevention Strategy	Approval of strategy by WSAG. Publication of Waste Prevention Action Plan for Scotland / % of waste reduced / stabilise growth in waste arisings by 2010 (to reflect NWP target) (dependent on waste prevention measuring methodology)	Need new date dependent on completion of national framework/toolkit	Dependent on start date	Workshop held on scoping for local waste prevention plan for 05/06. Draft plan approved by WSAG Perth and Kinross Council to report on the effectiveness of Real Nappy Network Co-ordinator and Home Composting Officer	WSAC	SEPA, SWAG, SEPA's Waste Minimisation Initiative (WaMI) and local authorities
6	Produce a household waste prevention guide to assist householders and other stakeholders.	Produce guide. Waste prevention activities to be incorporated in SWF bids and IWMPs.	Distribute guide to Tayside householders. Number of Waste Prevention Actions.	Need new date. Dependent on completion of national framework/toolkit.	June 2005	Publication of National Waste Prevention Toolkit. Completion of SWF checklist and WSAG review of IWMP (dependent on development of SWF bids and IWMPs)	WSAC	SEPA, SWAG, WaMI and local authorities

No.	Action	Target	Indicator/Measure	Start Date	Finish Date	Interim Checkpoint	Responsibility	Resources
7	<p>To undertake a range of actions to ensure their respective organisations reduce the amounts of waste they each produce. This will include the following actions:</p> <p>1. Introducing staff training and awareness raising on waste management practice.</p> <p>2. Local councils considering means of minimising wastes generated by their in-house Direct Service and Direct Labour Operations, including building maintenance, street sweeping and roads maintenance.</p> <p>3. Examining procurement activities with a view to promoting waste minimisation, reuse and the purchase of recycled materials.</p>	<p>Production of staff training package for each waste strategy area group member.</p> <p>Produce a report.</p> <p>Produce report. Hold workshops for local authority procurement officers and waste managers on procurement practice.</p>	<p>Approval of training plan. Number of staff trained.</p> <p>Local authorities to complete internal waste audits as requested by the Scottish Executive.</p> <p>Approval of report by corporate management team of each partner organisation. Number of workshops. Number of attendees at workshop. Number of contracts awarded following best practice guidance.</p>	<p>March 2003</p> <p>April 2003</p> <p>Dependent on project led by the Scottish Executive.</p>	<p>February 2005</p> <p>April 2003</p> <p>Dependent on start date.</p>	<p>Establish baseline of what training is offered and by whom.</p> <p>Improved partnership working between Community Planning Waste subgroups/themes</p> <p>Compilation of Scottish Executive review of existing guidance.</p>	<p>See below</p> <p>Local authority/ Local Agenda 21 officers</p> <p>Perth and Kinross Council</p> <p>WSAG</p>	<p>See below</p> <p>SEPA, WaMI and local authorities</p> <p>SEPA, WaMI and local authorities</p> <p>WRAP and ReMade</p>

No.	Action	Target	Indicator/Measure	Start Date	Finish Date	Interim Checkpoint	Responsibility	Resources
11	To identify and report on markets for any compost that will be produced. Particular focus will be on securing sustainable markets in the area and the specification of product required by the customer	Produce report.	Approved by WSAG	April 2003	February 2005	Complete review by a consultant of existing market capacity within WSA.	Scottish Executive and WSAC	Waste manager, WRAP, ReMade and horticultural, agricultural sectors, etc.
13	A Tayside education and awareness group will be established to promote the aims of the AWP with an initial focus on household waste. Members of the group will include SWAG, the three Tayside local authorities and SEPA.	Production of terms of reference for group. Education and Awareness Strategy signed off by WSAG members.	Approval of terms of reference by WSAG. Strategy published on NWS website.		August 2005	NWS Education and Awareness Co-ordinator to hold workshops with WSAC's on local actions to deliver to National Strategy Actions (dependent on national strategy being delivered)	SWAG group representative	SWAG, local authorities, education, Local Agenda 21, local colleges and universities, Scottish Enterprise Tayside (SET) and Chambers of Commerce
22	Development Plans will ensure forward supply of landfill will be available in the Tayside area for inert and non hazardous wastes arising in Tayside. Consideration will also be given to other infrastructure needs to divert material from landfill when these have been determined.	Ten-year forward supply	Years of forward landfill supply with planning consent  Identify other infrastructure needs (when determined)		Annual review  Annual review	Completion of Strategic Option Review Process	Waste planning subgroup  Strategic Options Review Process	SEPA and local authorities  SEPA and local authorities

No.	Action	Target	Indicator/Measure	Start Date	Finish Date	Interim Checkpoint	Responsibility	Resources
23	Review and profile current reprocessing capacity within the WSA. Once the Scottish Market Development Strategy is published by the Scottish Executive, the WSAG will identify local market developments activities for implementation.	Increase reprocessing of recyclable materials within the WSA.	Tonnage of increased reprocessing capacity/new reprocessing facilities.	Dependent on publication of national market development strategy	Dependent on publication of national market development strategy.	Complete review of existing reprocessing and composting capacity within WSA. Review national market development strategy (if produced)	Andy Malcolm	SEPA, local authorities and the waste industry
24	Ensure that the community sector is represented on the WSAG and identify partnership opportunities working with CRNS and locally established community networks.	Formal representation of the community sector on the WSAG. Development of local community sector in partnership with other WSA stakeholders.	Number of community sector representatives on the WSAG. Number of community sector projects initiated. Amount of funding obtained for community sector projects. Tonnages of waste diverted via community sector projects. Number of people employed.	April 2004	March 2005	Community sector representative to be identified. Local development officer to be appointed (if relevant to WSA).	SEPA, (WSAC) lead, CRNS support, WSAG approval	Funding of local projects. Appointment of local development officer.
25	WSAC to identify industry by SIC code, employee numbers and whether subject to Pollution Prevention Control (PPC) regime.	Develop understanding of the NMW waste profile in the WSA to feed into the NMW data survey.	Profile complete to time.	April 2004	June 2004	None required.	WSAC, local waste data officer, local enterprise company (LEC)	Enterprise network
26	WSAC to develop a profile of local waste management services.	Develop understanding of the NMW waste profile in the WSA and identify gaps for future opportunities	Profile complete to time	April 2004	July 2004	None required	WSAC, local waste industry, LEC, local waste data officer	STEP student, Waste management licensing (WML) registrar

		and NMW framework development.						
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No.	Action	Target	Indicator/Measure	Start Date	Finish Date	Interim Checkpoint	Responsibility	Resources
27	WSAC to carry out local consultation with business and the Enterprise Network.	Develop understanding of the business issues/needs to feed into the national NMW framework consultation.	Consultation complete. Number of businesses contacted. Number of businesses that respond.	Dependent on NMW framework consultation.	Dependent on NMW framework consultation.	Consultation database identified. Framework for consultation agreed.	WSAC	Publication of surveys Web-based consultation set up.
28	Once National Best Practice Projects are published, the WSAG will identify local implementation opportunities (depending on industrial sector profile).	Ensure sustainable management of relevant NMW arisings in WSA.	Measure effectiveness of implementation via NMW data survey (biennial).	Dependent on publication of NBPPs	March 2005	Six month review dependent on publication of national best practice projects and local action implementation	WSAG, NMW Working Group	Dependent on actions identified and progress
29	Local authorities to present outline of SEF bids to WSAG before submitting them.	WSAG to ensure joint working opportunities and economies of scale are maximised.	Annual review of SWF presentations, joint bids and awards to the WSA.	(dependent on SWF bids)	(dependent on SWF bids)	Six month review of SWF bid progress against projected timescales	Local authorities (waste managers)	None
30	WSAC to review bids using SWF guidance checklist and WSAG chair to sign off.	WSAG to ensure joint working opportunities and economies of scale are maximised.	Completion of quarterly reports and annual LAWAS	(dependent on SWF bids)	Ongoing - as and when required	SWF bids submitted to WSAC	WSAC	SWF guidance and checklist
31	Community sector SWF to be presented to the WSAG.	Monitor community sector activities to enable increase partnership funding.	Number of bids presented. Number of successful bids from the WSA.	When fund commences	Until fund ends		CRNS development officer	CRNS



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No.	Action	Target	Indicator/Measure	Start Date	Finish Date	Interim Checkpoint	Responsibility	Resources
32	Local authorities to produce monitoring reports on SWF implementation and BMW reduction to landfill and send them to SEPA for collation.	Quarterly	Completion of quarterly reports and annual LAWAS	June 2004	March 2005	Quarterly submissions to waste data team	Local authorities (waste managers) SEPA waste data team	SEPA waste data team
33	WSAG to assess and monitor the development of the IWMP, including the identification of locations/sites for future waste management facilities.	Each local authority within the WSA to publish an IWMP	IWMP published	When guidance published	March 2005	Draft IWMP reviewed by WSAG	Local authorities (waste managers and planning officers)	Scottish Executive IWMP guidance. Meeting costs. Publication costs of guidance.
34	Establish a WSA Local Planning Task Group that will discuss and resolve waste related planning issues including significant waste applications and cross boundary/waste development needs. It will also draft up supplementary development control guidance to ensure local developers address design and waste minimisation issues.	Establish a WSA Planning Task Group with representatives from local authorities, SEPA (including planning liaison officers) and other relevant planning consultees in the area.	Number of meetings held per year. Completion of development control guidance on design and waste minimisation. Number of planning applications discussed (annual review)	April 2004	March 2005	Review of number of meetings and number of applications discussed. Completion of draft planning guidelines.	SEPA (WSAC) to chair group. Membership to include local authorities, SEPA (including planning liaison officers) and other relevant planning consultees in the area.	

No.	Action	Target	Indicator/Measure	Start Date	Finish Date	Interim Checkpoint	Responsibility	Resources
35	Update structure and local development plans with waste management site location information contained within SWF Implementation Plans and IWMPs ( <i>link to Action 33</i> ).	Identify future waste management facilities and potential development locations in local structure and development plans.	Number of sites identified. Number of plans reviewed.	April 2004	March 2005	Six month review of location identification and timetable for development plan review.	Waste planning group.	
36	WSA Planning Group to produce area-specific guidance to planners on identification of new waste management facilities in light of PAN63 and latest version of NPPG10	Identify future waste management facilities and potential development locations in local structure and development plans.	Completion of guidance. Number of sites identified. Number of developments in WSA.	April 2004	March 2005	Complete review of NPPG10 and PAN63. Drafting of relevant local issues for guidance.	Waste planning sub group	

## **Appendix 2 - Acronyms**

AWP	Area Waste Plan (National Waste Strategy: Scotland)
BMW	Biodegradable municipal waste
BPEO	Best Practicable Environmental Option
CoSLA	Convention of Scottish Local Authorities
CRNS	Community Recycling Network Scotland
DERL	Dundee Energy Recycling Limited
EfW	Energy from Waste
ELV	End-of-Life Vehicle
EWC	European Waste Catalogue
IWMP	Integrated Waste Management Plan
LAWAS	Local Authority Waste Arisings Survey
LEC	Local Enterprise Company
MRF	Materials Recovery Facility
MW	Municipal Waste
NBPP	National Best Practice Project
NPPG	National Planning Policy Guideline
NRWF	National Resource and Waste Forum
NWP	National Waste Plan
NMW	Non-Municipal Waste
PAN	Planning Advisory Note
RAGs	Recycling Advisory Group Scotland
ReMaDE	Recycling Market Development
SET	Scottish Enterprise Tayside
SMART	Specific, Measurable, Assignable, Realistic, Time Related
SWAC	Scottish Waste Awareness Co-Ordinator
SWAG	Scottish Waste Awareness Group
SWF	Strategic Waste Fund
TEN	Tayside Environmental Network
WaMI	SEPA's Waste Minimisation Initiative
WRAP	Waste and Resources Action Programme
WSA	Waste Strategy Area
WSAC	Waste Strategy Area Co-Ordinator
WSAG	Waste Strategy Area Group