

**REPORT TO: POLICY & RESOURCES COMMITTEE - 20 NOVEMBER 2006**

**REPORT ON: SUSTAINABILITY POLICY - ANNUAL PROGRESS REPORT**

**REPORT BY: ASSISTANT CHIEF EXECUTIVE (COMMUNITY PLANNING)**

**REPORT NO: 639-2006**

## **1.0 PURPOSE OF REPORT**

- 1.1 To inform the Committee of the work undertaken by the Council's Sustainability Policy Implementation Group in taking forward the Council's Sustainability Policy, corporate priorities and action plan.
- 1.2 To set out priorities for further developing the Council's sustainable development framework over the next year in response to the duties under Best Value.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the committee:
  - i. Note the contents of this report.
  - ii. Agree the recommended actions listed in paragraph 8.0 to further improve the Council's sustainability performance and meet the requirements of Best Value.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The Sustainability Policy Action Plan has been assessed by all Chief Officers to ensure that the actions included are contained within their respective Departmental Service Plans or have the necessary resources attributed to them in order that they can be delivered.

## **4.0 SUSTAINABILITY POLICY IMPLICATIONS**

- 4.1 As the subject of this paper relates directly to the Sustainability Policy, all ten principles will be addressed. The development of a Council framework for sustainable development, along with a Policy, Corporate Priorities and SMART action plan demonstrates progress with our overall approach to sustainable development and in fulfilling our duties of Best Value. Many of the initiatives contained within the action plan will also help to deliver the Dundee Partnership's policy framework for tackling poverty and social exclusion across its three aims.
- 4.2 As development of the Sustainability Policy commenced prior to the Environmental Assessment (Scotland) Act 2005 taking effect the report does not require Strategic Environmental Assessment (SEA). If in the future, there is likely to be a significant change to the policy then a SEA may be required.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 There is an obligation under the international sustainability agenda to promote equality of opportunity and treatment for all, regardless of gender, race or religion and that this is part of the definition of sustainability.

## **6.0 BACKGROUND**

- 6.1 The Local Government in Scotland Act 2003 introduced new statutory duties relating to Best Value and Community Planning and one of these duties specifically requires that local authorities discharge their duties in a way which contributes to the achievement of sustainable development.

- 6.2 During 2004, the Council carried out a Best Value review of its activities and, as part of this, set out its contribution to sustainable development based on an assessment of Approach, Deployment, Review and Results. This audit was carried out at the same time as the Council undertook a review of its Local Agenda 21 activity and the subsequent agreement by the Environmental Services & Sustainability Committee in December 2004 to restructure the Council's approach to sustainable development.

- 6.3 In February 2005, the Council submitted its Audit of Best Value along with a corporate Best Value Improvement Plan. Included in this was an "Area for Improvement" in which four key measures were identified in which the Council could improve its contribution to sustainable development:

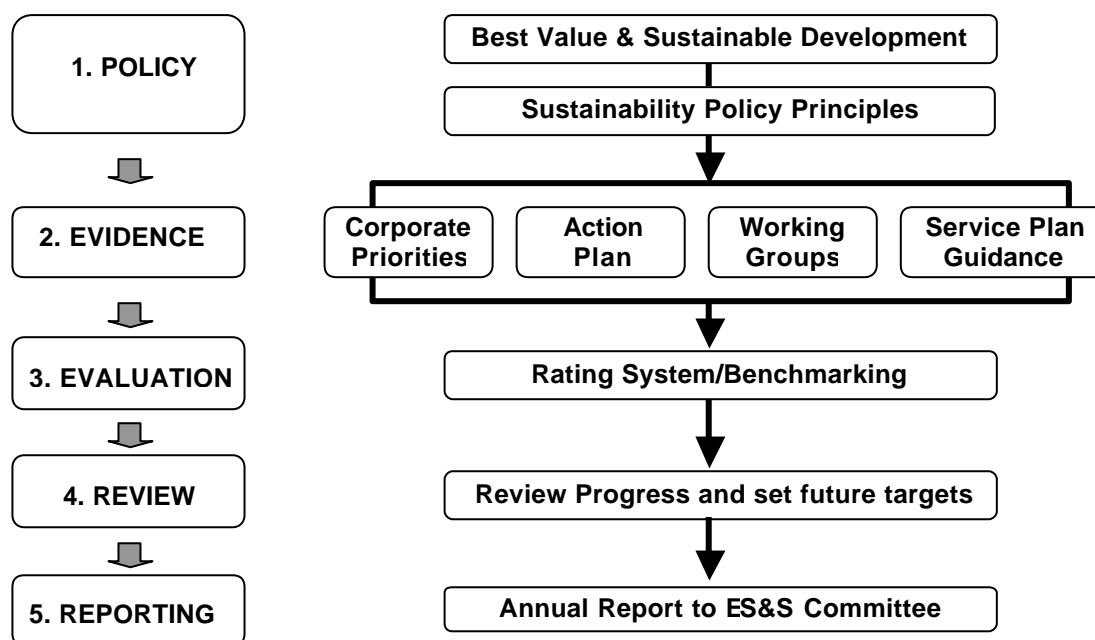
- a) A comprehensive sustainability policy framework to be developed and approved by Committee.
- b) A Sustainability Policy to be put in place following approval by Committee.
- c) Sustainability performance to be specifically monitored via the Chief Executive's Management Team, and Service Plan and Council Plan reporting procedures.
- d) Sustainability criteria to be incorporated into Council's procurement strategy.

## **7.0 PROGRESS IN IMPLEMENTING KEY MEASURES**

### **7.1 Sustainability Policy Framework**

- 7.1.1 In order to set the Sustainability Policy in context with evidence of practical action a framework is being established (see Fig 1). This framework sets the Policy Principles at the start of the process and includes four areas of evidence base, work to evaluate the Council's sustainability performance as a whole, as well a system of review and reporting.

Fig. 1: Sustainable Development Framework



## 7.2 Sustainability Policy

7.2.1 Officers from the Implementation Group met to develop the Sustainability Policy and establish a structure for monitoring, reporting and review. The Sustainability Policy was then approved by the Environmental Services & Sustainability Committee in February 2006 (see Report No 110/2006 - Sustainability Policy).

7.2.2 In adopting the Sustainability Policy, Committee Report formats were subsequently updated to incorporate a Sustainability Policy Implications Statement as well as requirements for reporting on Strategic Environmental Assessment (SEA).

## 7.3 Corporate Priorities Update

7.3.1 Sustainability is a cross cutting issue and as such a number of corporate actions were identified under each of the Sustainability Policy principles. The corporate priorities built upon those established by the Local Agenda 21 process in 2002 and reframe them under the principles of the Sustainability Policy. Appendix 1 sets out the corporate priorities progress from Feb - Sept 2006.

## 7.4 Action Plan Update

7.4.1 Actions which pertain to a specific Department or lead Department are contained within the Sustainability Policy Action Plan. The Action Plan introduces a set of actions which contribute towards sustainability. These build upon Departmental Action Plans identified by the Local Agenda 21 process from 2002-2005. Actions are grouped according to the Sustainability Policy principles and describe what each Department is doing to implement the Policy and contribute to the Council Plan and Community Plan sustainability theme. Appendix 2 sets out the action plan progress from Feb - Sept 2006.

## 7.5 Working Group Updates

7.5.1 In addition to the Sustainability Policy Implementation Group, existing internal tasked-based groups currently tackling sustainability themes are drawn together under the Sustainability Policy umbrella. This provides the benefit of pooling expertise and knowledge from various Departments. Several of the groups have been in existence for some time and have made progress within their specialist area.

7.5.2 The groups are:

- Sustainable Construction Group
- Waste Audit Group
- Energy Champions
- Strategic Environmental Assessment
- Travel Action Group
- Climate Change Action Plan (short term working group to be convened as agreed at Environmental Services & Sustainability Committee, 16th Oct - see Report No 546-2006)

Appendix 3 provides a brief outline of the work each group has taken to date.

## 7.6 Service Plan Guidance Update

7.6.1 There is a commitment in the Best Value Improvement Plan to review the overall service planning process and produce new comprehensive guidance and training on producing service plans. As part of this, service specific guidance on reporting sustainable development progress is being developed. At the same time the Sustainable Scotland Network (SSN) in conjunction with CoSLA and the Scottish Executive are drawing up Supplementary Best Value Guidance for Sustainable Development. Both of these pieces of work will enable the Sustainability Policy framework to move forward and the task of incorporating the policy into the Council's Service Planning will be assisted by the SSN guidance. It is expected that the Council's submission of a case study for this national guidance will be included in the final publication.

## 7.7 Review

7.7.1 The Sustainability Policy Review Group (officers and Elected Members) met in September 2006 to approve the annual progress and set priorities for the following year. An interim progress meeting will be held on the 26th April 2007 with the next Annual Review Group meeting taking place on the 25th October 2007. All Elected Members are invited to both meetings.

## 8.0 **ACTIONS FOR 2007**

8.1 The Sustainability Policy Review Group meeting agreed a number of areas of work as priority for action over the next year:

- a) Incorporate Sustainable Development Guidance into Corporate 'Service Planning Guidelines 2007-2010' (*evidence*).
- b) Assess suitability of using Quality of Life Indicators as reporting mechanism (*evaluation and reporting*).

- c) Incorporating sustainability criteria into Council's Procurement Strategy (*Best Value Improvement Plan Key Measure*).
- d) Assess and develop current Dept actions to be made corporate (*evidence*).
- e) Develop Climate Change Action Plan (*evidence*).

## **9.0 CONSULTATION**

The Chief Executive, Depute Chief Executive (Support Services) and Depute Chief Executive (Finance) have been consulted on this report.

## **10.0 BACKGROUND PAPERS**

Environmental Services & Sustainability Committee, 20th Feb 2006  
Report No 110/2006 - Sustainability Policy.

.....  
Chris Ward  
Assistant Chief Executive (Community Planning)

.....  
1st November 2006

## APPENDIX 1: SUSTAINABILITY POLICY - CORPORATE PRIORITIES

Policy Principle	CORPORATE PRIORITIES 2005-2008	UPDATE February 2006 - September 2006
1. <b>Compliance with Legislation</b>	<p>"Undertake the Council's duty under EC Regulations to carry out full Strategic Environmental Assessments (SEA) of the Council's plans and programmes where screening deems necessary." <sup>1</sup></p> <p><i>(Priority Action monitored through Council's SEA Assessors and Facilitators).</i></p>	<p>The Council's SEA Framework is in place and officers from each Department have received training. Updated guidance relevant to the SEA Scotland Act has also been issued to officers as well as a further SEA briefing held with officers on 23rd August. No SEA's have been identified to date.</p>
2. <b>Energy &amp; Water Consumption</b>	<p>"Implement energy action plans to reduce the Council's energy use by 10% by 2007 (from 2003 levels) and reduce water usage and associated costs through implementation of water saving initiatives." <sup>2</sup></p> <p><i>(Priority Action monitored through Council's Energy Champions Group).</i></p>	<p>Whilst there has been a reduction in energy use, it is likely that the target of 10% will not be met in 2007. The existing policy does not take account of additional properties in the Council's portfolio and extended opening times of schools. This will be rectified once the policy is reviewed.</p> <p>Although it is still not possible to monitor water consumption centrally, Departments are reporting water usage reductions, particularly Education. A review of water usage earlier in the year produced a £74,000 saving for the Council.</p>
3. <b>Purchasing &amp; Procurement</b>	<p>"Incorporate sustainability criteria into the Council's procurement procedures and seek viable solutions for the purchase of goods and services that minimise socio-economic and environmental impacts." <sup>3</sup></p>	<p>This is awaiting outcome of official Government funding. Target date for determination of this funding of mid 2006 has been delayed until the end of the year.</p>
4. <b>Transport &amp; Travel</b>	<p>"Establish and promote a Staff Travel Plan for the Council." <sup>4</sup></p>	<p>Staff travel surveys have been conducted and survey report created. Recommendations have been made with regards to moving the process forward and management support has been sought through Planning and Transportation.</p> <p>A presentation is intended for the City Council's Management Board meeting in the near future, whereby commitment from all departmental managers will be sought to establish the Travel Action Group.</p>
5. <b>Built Environment</b>	<p>"Retain ISO:14001 accreditation for the Architectural Services Division; achieve accreditation for the City Engineers and promote good environmental practices and design within the Council." <sup>5</sup></p>	<p>As a result of the last auditors inspection on 3rd February 2006, the Architects Division successfully retained its ISO:14001 accreditation. The auditors are due to return on 7th December for their next visit. As part of the continuous improvement focus of ISO:14001, the Department sets its own targets and recommendations. The latest is to take a pilot project and measure (by value) the percentage of recycled materials used - target 10%</p> <p>Dundee City Council's 'Sustainable Design Guide' launched.</p>

<b>Policy Principle</b>	<b>CORPORATE PRIORITIES 2005-2008</b>	<b>UPDATE February 2006 - September 2006</b>
6. <b>Open Spaces</b>	"Establish a framework for the future protection, enhancement, management and maintenance of open space in the city." <sup>6</sup>	The Council is currently updating the action plan for the open space strategy. A meeting on 27th September will form a working group to take forward the revision of the action plan
7. <b>Natural Heritage</b>	"Comply with the duty of the Nature Conservation (Scotland) Act 2004 to further the conservation of biodiversity." <sup>7</sup>	The Council has agreed the annual concordat with Scottish Natural Heritage for 2006-07 and a report on progress through the year has been prepared for the Council's Management Team. The Council are a major partner in Tayside Biodiversity Partnership and Chair the Tayside Urban Sub-group. Projects are taken forward under the TBP and Dundee Partnership for the Environment.
8. <b>Waste Management</b>	"Implement Phase 3 of the Council's Internal Waste Review action plan to improve the organisation's waste minimisation and recycling performance." <sup>8</sup>  <i>(Priority Action monitored through Council's through Waste Champions Group).</i>	The majority of actions outlined in the Action Programme (Phase 2) are now considered complete (Phase 3), and have led to considerable improvement in the way the Council manages its own waste. The challenge now is to maintain awareness of key waste matters among staff. To achieve this goal there are to be regular updates of the Council's 'waste aware' intranet site and presentations at internal staff training/meetings. The network of Council Waste Management Champions is also to be used to cascade corporate procedures and guidelines as new schemes, guidance and legislation is introduced.
9. <b>Minimising &amp; Remediating Pollution</b>	"Continue to review and assess air quality and where necessary declare Air Quality Management Areas (AQMAs) and produce action plans to improve air quality." <sup>9</sup>	The council has declared an Air Quality Management Area due to breaches of the National Air Quality Standard for Nitrogen Dioxide, a traffic related pollutant. The council will develop an Action Plan to improve air quality and reduce the number of people affected. The council will continue to review and assess air quality and where necessary declare new Air Quality Management Areas.'
10. <b>Education &amp; Awareness Raising</b>	"Promote sustainable development throughout the Council by raising awareness of the Sustainability Policy and action plan and encourage schools to achieve Eco-School status." <sup>10</sup>	All schools in Dundee are registered as eco-schools. To date 11 schools have gained bronze awards and 3 schools silver awards.

## Notes:

1

SEA is the process of systematically assessing the environmental effects of a strategy, plan or programme. It requires those organisations developing the strategy or plan – known as Responsible Authorities – to assess the predicted effects of the plan on a range of environmental factors, to assess alternatives to the strategy or plan, and to prepare a report of this environmental assessment which must be subject to public consultation. Until recently, the requirements for SEA of relevant strategies in Scotland was established by the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004. This statutory instrument implemented the requirements of EU Directive 2001/42/EC “on the assessment of the effects of certain plans and programmes on the environment” (commonly known as the SEA Directive). The 2004 Regulations have now been replaced by the ‘*Environmental Assessment (Scotland) Act 2005*’ for strategies, plans and programmes started on or after 20th February 2006. The implication of the change in the law is that under the new Act, a much wider range of strategies and plans now potentially require SEA than those under the former Regulations (which had a more defined range of sectors for plans needed SEA).

2

The Council launched its Energy Policy document in April 2004 which commits the organisation reduce its energy consumption through the introduction of energy efficiency measures and effective energy management to reduce the harmful impact of burning fossil fuels on the environment. Both medium and long term goals are set out in the Energy Policy document and the corporate priority action above reflects the Council's commitment to supporting those goals.

3

Incorporating sustainability criteria into the Council's Procurement Strategy has been identified in the Council's Audit of Best Value (February 2005) as one of the three key Improvement Areas for Sustainable Development. The Council is a major purchaser in the city and recognise that its purchasing decisions have major socio-economic and environmental implications, both locally and globally. Incorporating sustainability considerations into the 'modernising procurement' process can help to improve resource efficiency, reduce waste, provide cost savings and deliver best value.

4

The development of Sustainable Travel Plans for the Council, University of Dundee, Ninewells Hospital and Scottish Enterprise Tayside make up one the four priorities of the Council Plan's 'Caring for the Environment' theme as well as being a key environmental action of the Community Plan. The development of a Travel Plan for the Council over the next year is aimed at reducing the environmental impacts of Council travel and transport. By encouraging greater use of sustainable transport modes for journeys to/from and whilst at work it is hoped to reduce congestion, improve the environment and benefit general health.

5

The Chief Executive's Management Team agreed that Architectural Services Division should adopt ISO:14001 in January 2000. ISO:14001 is an internationally accepted specification for an Environmental Management System. It specifies requirements for to establish an environmental policy, determine environmental aspects & impacts of activities/services, plan environmental objectives and set measurable targets, implement programs to meet objectives & targets, and undertake review. The adoption of an EMS brings benefits in increasing efficiency and use of energy and raw materials (less waste); improved ability to meet compliance with environmental regulations and improved perception of the key environmental issues by employees and a better (sustainable) public image of the organisation. The Architectural Services Division of the Council gained accreditation to ISO:14001 for Environmental Management Procedures in January 2003.

6

This reflects advice to planning authorities in *PAN65 (Planning and Open Space)* and picks up on advice contained in the Report of the Public Local Inquiry for the Finalised Dundee Local Plan Review which recommended that the Council updates the 1995/96 open space audit, carries out a rigorous assessment of current and future needs and establishes a coherent vision for open space with clear policies and priorities for action. This should establish the scope for any development involving the loss of open space and what specific problems need to be addressed to offset any quantitative loss. It should also assess the scope for qualitative improvements and for developers to help fund these improvements.

7

Following the commencement of the *Nature Conservation (Scotland) Act 2004* on 29th November 2004, all public bodies in Scotland are now subject to a statutory duty to further the conservation of biodiversity. This new duty states that "it is the duty of every public body and office-holder, in exercising any functions, to further the conservation of biodiversity so far as is consistent with the proper exercise of those functions, having regard to the Scottish Biodiversity Strategy". The Council is committed to working alongside other partners to implement the Local Biodiversity Action Plan (LBAP) for Tayside and will continue to promote biodiversity through implementation of a wide range of policies and practical action on the ground.

8

The Council has a highly regarded record in terms of sustainable waste management and recycling. In order to further advance this reputation and promote a 'resource efficient culture' across Dundee, the Council as a major organisation within the city needs to lead by example and review the way it manages waste generated from its own internal activities. The Tayside Area Waste Plan, approved by Committee in October 2002, includes an Action Plan for Area Waste Group members. One such action commits each Local Authority to minimise the amount of waste their respective organisations produce and maximise waste recycled. The implementation of an internal Waste Management Review contributes to Dundee City Council fulfilling its responsibility as a Tayside Area Waste Group member as well as its own sustainability themes of using resources efficiently and minimising waste.

9

The Council produced its 'Detailed Assessment' of air quality earlier in 2005, which concluded that despite predicted reductions due to national measures to improve vehicle emissions, several locations in Dundee were predicted to exceed the National Air Quality Standard for Nitrogen Dioxide (NO<sub>2</sub>) target date of 31st December 2005. The Council has a statutory duty to declare an Air Quality Management Area (AQMA) and produce an action plan to try and improve air quality.

10

Eco Schools is an international programme designed to promote environmental awareness in a way that links to many curriculum subjects, including citizenship; personal, social and health education (PSHE) and education for sustainable development. It is an accredited award scheme that encourages schools to make environmental awareness and action an intrinsic part of the life and ethos of the school. National participation in the Eco Schools programme has been adopted by the Scottish Executive as a performance measure for one of their national priorities in education: 'national priority four: values and citizenship'. Local Authorities must now report on the number/percentage of primary and secondary schools within their area that are participating in the Eco Schools Award or similar accredited environmental award.



## APPENDIX 2: SUSTAINABILITY POLICY ACTION PLAN - Progress Update (as of 18th Oct 2006)

All Updates are requested twice yearly - 28/2 and 31/8

Sustainability Policy Principle:

### 1. COMPLIANCE WITH LEGISLATION

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
52	EMS in Engineers	Develop an environmental management system (EMS) for the Engineers Division and achieve ISO:14001 accreditation.		On Schedule	Requested 31/08/2006	Assessment not available
72	SQHS for all Council Stock	Achieve the Scottish Housing Quality Standard (SQHS) for all Council Stock (where SHQS defines what constitutes acceptable good quality housing).	Complete the Council's delivery plan including setting clear targets and milestones (target NHER of 5 for every house).	On Schedule	17/08/2006	SHQS Investment plan now being implemented, year one 2005/06 on target. 2006/07 investment now underway
76	Strategic Environmental Assessment	Undertake the Council's duty under EC Regulations to carry out full Strategic Environmental Assessments of the Council's Plans and Programmes where screening deems necessary.	To complete each SEA in line with plan development and within statutory timescales.	On Schedule	17/08/2006	Council's SEA Framework in place and officers trained in each Dept. SEA Briefing update for officers held on 23rd Aug. No SEA's have been identified to date.
106	Bathing Water Status	Achieve 'Identified Bathing Water' Status for Broughty Ferry Beach.	Submit Application by 30 September 2005 for decision by 1 June 2006.	Completed	27/04/2006	Achieved.

Statistic	Value
Total Number of Records	4
Completed	25%
On Schedule	75%
Ahead of Schedule	0%
Behind Schedule	0%

Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 1

Sustainability Policy Principle:

## 2. ENERGY & WATER

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
21	Public Sector Energy Efficiency Initiative	Liaise with Economic Development Dept. regarding progress on implementing energy efficiency measures for approved projects - to benefit from the Scottish Executive CEEF (central energy efficiency fund).	Utilise funding from the Scottish Executive CEEF to implement appropriate energy efficiency measures for approved projects.	On Schedule	31/05/2006	CEEF Funding for 2005/6 (£120,000) spent on boiler fuel conversion work at St Johns High School. For 2006/7 there are currently 2 proposals for CEEF at feasibility stage (McManus Galleries and a Social Work residential home). It is proposed to seek a higher level of funding - ie around £250,000 for both projects to be implemented.
50	Energy Efficient Street Lighting	Achieve Best Value in the procurement of street lighting works and optimise average unit costs for repairs by introducing more energy efficient equipment into street lighting.	28% reduction in energy loss from street lighting by 2007 (based on 2004 levels).	On Schedule	19/09/2006	As of the 17/8/2006 the energy losses associated with street lighting equipment has reduced to 13.23% a fall of 26.5% from the 2004 figure of 18%

73	Active Solar Roof Panels	Installation and monitoring of solar roof panels.	Install 30 solar roof panels as addition to roof renewal project on site in Kirkton area of city, 2004/05.	On Schedule	31/08/2006	30 solar water heating panels were, indeed, installed in Kirkton as an addition to the re-roofing works already being carried out there in 2004/5. Technical monitoring is taking longer than initially anticipated but anecdotal evidence from tenants suggests an appreciable decrease in amounts of gas being used for hot water heating. A further phase of re-roofing and solar panels comprising 21 houses was carried out in Kirkton in 2005/6 and there is a project including 32 houses currently on site as part of the 2006/7 capital programme. All of these phases of work have been done without external funding although application for SCHRI (Scottish Community & Householder Renewables Initiative) was made. The decision has now been taken that no further solar panels can be installed as part of re-roofing projects in Kirkton or elsewhere without external funding being made available. Scottish Gas has indicated that it may be willing to assist the Council in this regard and this opportunity is being actively pursued.
74	Energy Efficiency Commitment - EEC2	Work with utilities to ensure that Dundee obtains maximum monies under EEC2 to supplement Council funds and thus maximise the number of households in Dundee which can benefit from the installation of energy efficiency measures at no cost or at subsidised cost.	Submit projects and programmes for EEC2 (Energy Efficiency Commitment).	On Schedule	31/08/2006	At the end of 2005/6 the Council obtained £25,000 from Scottish Hydro for fuel switching (this is where the Council installs gas heating in houses previously heated by electric) and £56,000 from Scottish Gas for a combination of different measures - including the installation of insulated render, loft insulation, condensing boilers and thermostatic radiator valves. This income will be ploughed back into further energy-efficiency measures and may help pay for small pilot renewable projects for which there is no other funding available. In 2006/7 again all attempts will be made to maximise EEC2 revenue.
75	Feasibility Study into Alternative Heating.	Commission a feasibility study into the possibilities for district heating/CHP systems at sheltered housing developments due for heating replacement in the 2005/06 Housing Capital programme with a view to cutting fuel costs for tenants and reducing CO2 emissions.	Use results of study to inform future consideration of alternative heating at both sheltered and mainstream housing developments.	On Schedule	31/08/2006	The logistics of installing district or community heating or CHP (combined heat with power) in sheltered housing developments which can necessitate all tenants being decanted at the same time (which in turn puts huge demands on alternative sources of temporary accommodation) has meant that the installation of efficient and renewable heating systems has been slowed up. In one sheltered development, where the introduction of gas to parts of the site was restricted, electric boilers to serve a wet heating system were installed as a means of lowering tenants heating bills. Alternative heating systems using renewable technologies which reduce running costs will continue to be examined. A heating scheme comprising a central boiler linked to a gshp (ground source heat pump) for one of the sheltered developments due for heating renewal is currently undergoing a feasibility evaluation.

91	Energy management within Architectural Services Division.	Reduce and manage energy use within the Architectural Services Division.	Reduce energy used in Division by 10% over five years (note : this is also a corporate goal).	On Schedule	06/09/2006	Awareness campaign continuing - unable to measure results but random inspections of the floors show general compliance with policy of 'switching off'.
92	Water Use within Architects Dept.	Reduce and manage water usage within the Architectural Services Division.	Promote the use of systems and reduce amount of water used in Division (direct and indirect).	Completed	06/09/2006	Guidance notes issued to design staff 14/11/05. Further guidance and/or trade literature will be circulated as appropriate.
93	Run-off surface water	Promote the use of systems which reduce the amount of run-off surface water used in proposed designs.	Promote the use of systems which reduce the amount of run-off surface water used in proposed designs.	Completed	06/09/2006	Guidance notes issued to design staff 14/11/05. Further guidance and/or trade literature will be circulated as appropriate.
97	Dundee Sun City	Assist in developing of Dundee Sun City initiative as a full partner.	Establish the project and raise profile in city.	On Schedule	05/09/2006	The project has evolved into Solar Cities Scotland and continues to attract stakeholders

Statistic	Value
Total Number of Records	9
Completed	22.22%
On Schedule	77.77%
Ahead of Schedule	0.00%
Behind Schedule	0%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 0

Sustainability Policy Principle:

### 3. PURCHASING & PROCUREMENT

#### Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
8	Purchase of FSC goods	Finance Dept. to purchase goods from FSC (Forest Stewardship Council) accredited company as and when required.	A record of purchases will be maintained.	On Schedule	05/09/2006	Goods have been ordered from the company in the past but no recent purchases have been made as there has been no requirement for supplies.
9	Council Tax cards	Discontinue issue of Council Tax books and issue plastic cards.	Up and running for April 2005. Cards will last several years and eliminate the annual issue of paper Council Tax books.	On Schedule	05/09/2006	Target has been achieved with plastic cards now in use and Council Tax booklets eliminated.
10	Use of recycled paper	Use recycled paper for photocopying, letter paper and Council Tax notification within the Finance Dept.	Continuation of existing policy.	On Schedule	05/09/2006	Confidential waste now being recycled as well as other waste and aluminium cans.
11	Use of Recycled Toner cartridges	Trial the purchase and use of recycled toner cartridges within the Finance Dept.	Continuation of existing policy.	On Schedule	05/09/2006	Recycled toner cartridges are now being used as a matter of course except for new equipment. This process is cost efficient.
13	Progression of E-Works	Progress E-Works applications to reduce paper use. Internal electronic transactions replacing paper documents.	Ongoing development work underway.	On Schedule	05/09/2006	Work is on-going to reduce internal paper transactions.
14	Progression of E-Procurement	Progress E-Procurement. Electronic purchasing system replacing paper based system.	Development work required	On Schedule	31/08/2006	Decision on funding is still awaited from the Scottish Executive.
15	Use of e-mail for remittance advices.	Increase use of e-mail for remittance advices.	Underway and percentage increasing: 2002/03 = 8% 2003/04 = 11%	On Schedule	18/05/2006	E-mail remittance advice use for 2005/06 is 30% which is an improvement on the 20% of the previous year.
16	Use of BACS	Increase proportion of suppliers paid by electronic means via Bankers Automated Clearing Services (BACS).	Underway and percentage increasing: 2002/03 = 82% 2003/04 = 92%	On Schedule	18/05/2006	BACS use in 2005/06 is 90.3% which is slightly down on the previous year's figure of 93%
17	Internal Electronic Billing	Increase use of Internal Electronic Billing reducing interdepartmental paper invoices.	Further development underway to reduce internal paper invoices.	On Schedule	05/09/2006	Inter-departmental hard copy transactions continue to be reduced.

18	Electronic use for revenue payments	Increase use of Direct Debits, Credit Cards and Internet for revenue payments to Council reducing internal and external paper use.	Ongoing promotion of facility.	On Schedule	05/09/2006	Facility is now operational with on-line payments continuing to increase.
38	Discovery Smartcard Scheme (2)	Explore the feasibility of incorporating car parking transactions into the Smartcard Scheme.	Increase the number of Departmental Services to the Discovery Card from 2 to 3.	On Schedule	Requested 31/08/2006	Assessment not available
84	Database of recyclable materials	Develop database containing recyclable materials.	Investigate feasibility of establishing a database (possibly Council wide) by December 2006.	Completed	06/09/2006	Contact made with Dundee University re joint venture. Project not viable meantime due to lack of resources but could happen in the future.
86	Materials use information	Minimise the use of materials which have a detrimental effect on the environment (i.e. from their sourcing/extraction, processing/manufacture, in use or disposal).	To put in place readily available information on materials which have elements considered to reduce the detrimental effect on the environment.	On Schedule	05/09/2006	1. Sustainable Construction Design Checklists, completed for each project, highlights the need for designers to consider the effect of their material choice on the environment. 2. Product information in the office library, with environmental credentials considered positive, are marked with a green dot for ease of reference. 3. Library Sustainable Construction reference section established. Relevant publications are obtained as necessary. 4. Any information, articles, etc. on materials considered of interest, are circulated round the office.
95	Sources of timber and timber products	Specify that timber must be from sustainable sources and approved accreditation.	75% of all timber used from accredited sources by end of 2005. 100% of all timber from accredited sources by end of 2006.	Behind Schedule	06/09/2006	Target of 75% being achieved presently. Decision to increase target to 100% not yet taken - possibly by end of 2007.
61	I.T. equipment recycling	Continue with the ongoing recycling of Computer related equipment across all Council Departments. This is in conjunction with local company Computer Recycling Services.	To recycle 100% of all surplus I.T. Equipment. within Dundee City Council.	Completed	22/05/2006	All surplus I.T. Equipment is recycled through a local company, Computer Recycling Services.
77	Thin Client Technology	Continue with the implementation of thin client technology across all Council departments within the I.T. Bids program for 2005 - 2006 to reduce Total Cost Ownership (inc. reduce maintenance costs, remote management, reduce anti-virus software costs, space saving, lower recycling costs, reduce power costs).	Where appropriate, have thin client technology operating in all Council departments by April 2006.	Completed	17/05/2006	Thin client technology where appropriate, is operational across all Council departments.

78	Consolidation of existing File Servers	Consolidation of existing File Servers to a Central processing and storage operation incorporating Blade Server technology to reduce Total Cost Ownership (inc. save space , remote management, central backup of data, lower recycling costs, reduce power costs).	To replace 90% all Tower filer servers by April 2006.	Completed	05/06/2006	Blade server technology with central processing and storage has replaced 90% of all Tower file servers.
79	Network and duplex printing	Continue with the implementation and convergence of network and duplex printing across all council departments to reduce power costs, reduce paper & consumable costs.	80% of all printing to be network by April 2006.	Completed	17/05/2006	Network printing is now standard across all departments and the target of 80% has been met.
80	TFT Flat Panel Monitors	Purchase TFT Flat Panel Monitors - only with new purchases in the I.T. Bids 2005-2006 to reduce power costs, space saving.	Replace approx 20% of CRT Monitors in 2005.	Completed	17/05/2006	A minimum 20% of CRT Monitors have been replaced by TFT Monitors.

Statistic	Value
Total Number of Records	19
Completed	31.58%
On Schedule	63.16%
Ahead of Schedule	0%
Behind Schedule	5.26%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 1

Sustainability Policy Principle:

## 4. TRANSPORT & TRAVEL

### Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
22	Transportation - Social Inclusion	Ensure transport meets the needs of all in society.	1) Maintaining current concessionary fare schemes to current participants and fare levels. 2) Ensuring all public transport vehicles meet the requirements of the Disability Discrimination Act 1995 within the required timescale.	On Schedule	18/10/2006	Travel Dundee have been 100% low floor operator since 2004 (first City in UK), Stagecoach vehicles are being renewed and further route developments will see enhancements to service level and vehicle type. The Scotland Wide Free Travel scheme was launched on 01 April 2006 and is no longer a Dundee City Council responsibility
23	Walking	Make it easier and safer to get around locally by walking.	To increase the modal share of people walking to work within the city to 22% by 2011 (based on 2001 levels)	On Schedule	12/09/2006	Existing signalised junctions with pedestrian facilities, as well as signal controlled pedestrian crossings, are maintained to high standards and refurbished when required. Dens St / Victoria St junction signals refurbishment commenced. Clepington Rd / Strathmartine Rd targeted for Nov/Dec.
24	Cycling	Develop a safe, convenient and cohesive infrastructure that encourages and facilitates cycling.	To double the level of cycling in Dundee by 2011 (based on 2001 levels).	On Schedule	05/09/2006	Two western city cycle routes completed. "Greenways" links of the Green Circular implemented with signage and promotional maps available. 8 Secure cycle lockers installed in Broughty Ferry Esplanade July 2006. Future routes planned; however awaiting funding.
25	Bus Journeys	Provide an efficient and reliable quality bus service that is accessible to all.	To increase the level of use for buses for journeys to work within Dundee to 33% by 2011 (based on 2001 levels).	On Schedule	18/10/2006	With regard to passenger growth no measurement has been undertaken and none planned in foreseeable future
26	Voluntary Community Transport	Provide a vital transport service to people who would otherwise be excluded from society.	1) Consult with local communities to identify lack of access to public transport and examine the feasibility of alternative methods of service delivery such as Dial-a-Ride and flexible routed services. 2) Establish an agency to provide facilities for brokerage of local authority and voluntary sector vehicles.	On Schedule	12/09/2006	Software (Shaunsoft) is now in place to allow for "brokerage" of vehicles within the local authority and the voluntary sector - discussions ongoing to take this forward
27	Rail Journeys	Advocate for more frequent and convenient local services and to ensure proper integration with all forms of transport.	Double the amount of travel to work journeys by train by 2011 (based on 2001 levels).	On Schedule	12/06/2006	Tay Estuary Rail Study completed and submitted to Scottish Executive/Transport Scotland and meeting/workshop involving all stakeholders to be held prior to decision being made at time of National Rail Strategy completion during Autumn 2006.



28	Traffic Management	Maximise the efficiency and safety of the existing transport network, particularly toward benefits for walking, cycling and to create road space for a reliable public transport provision, whilst minimising the need for new road build.	1) To embark on a programme to provide bus priority signalised junctions city-wide by 2006. 2) To assess pedestrian and vehicular conditions with a view to installing suitable pedestrian facilities.	On Schedule	12/09/2006	1)Traffic management at signalised junctions is being adapted to support bus priority which will be introduced on an area basis, the first being the north east corridor. 2)Sites where pedestrians have difficulties crossing the road are investigated,prioritised and measures introduced within budget allowances.Pedestrian refuge islands are proposed at six locations.
29	Road Safety	Improve the safety of all travellers, giving emphasis to the safety of vulnerable road users, particularly children.	To achieve casualty reductions that at least equal the national targets.	On Schedule	12/09/2006	Dundee City Council has achieved a 45% reduction in people killed or seriously injured in comparison to the 1994-1998 average. This is ahead of the national target which is to achieve a 40% reduction by 2010. However, having met this target, casualties are continuing to occur and Dundee City Council continues to implement measures to further reduce the likelihood of road casualties
30	Bus & Rail Interchanges	Ensure journeys are "seamless" and that public transport operates as a true network.	Upgrade Bus and Rail Interchange Facilities by 2006.	On Schedule	Requested 31/08/2006	Assessment not available
31	Road Network Maintenance (1)	Maintain the existing road system to a standard that ensures the safe movement of vehicular and pedestrian traffic.	Road Network - Reduce personal injury/damage incidents on the road network by 10% based on 1995/96 figures. Winter Maintenance - Reduce personal injury incidents by 10% based on 1995/1996 figures.	On Schedule	Requested 31/08/2006	Assessment not available
32	Travel Awareness	Raise public awareness of the consequences of the travel decisions they make and to ensure such decisions are informed.	To promote at least one travel awareness campaign/event per annum. To have roadside information for public transport at 100% by 2006.	On Schedule	28/09/2006	Extensive marketing campaigns have been conducted to promote travel choice to the general public. "Go on...Get on the Bus!" "Go on...Get cycling" and so on have been promoted by various mediums and will continue to do so. In 2006, national liftshare day and national bike to work week were promoted. As a result of these campaigns, Dundee City Council has been nominated for a Scottish Transport Award this November. Public transport information will feature at all bus stops by end 2006.
33	Travel Plans	Encourage the adoption of travel plans by all major employers.	To establish and implement a Staff Travel Plan for Dundee City Council by 2006/07.. To encourage at least three major employer to develop a Travel Plan by 2005/6.	On Schedule	28/09/2006	Four major employers in the city are now committed to adopting a travel plan: Ninewells Hospital, The University of Dundee, Scottish Enterprise Tayside and Dundee City Council. DCC's travel habits survey has been conducted with staff - a presentation to the Management Board from P&T is planned autumn 2006. A Travel Action Group (TAG) with reps from all dept will be in place by the end of 2006.
34	Travel to School	Increase the number of pupils walking and cycling to school.	To assist at least one school per year to develop a safer routes to school initiative.	On Schedule	12/06/2006	Exemplar Travel Plan pack being produced by Education Department with assistance from Planning and Transportation Department. Also all new schools (PPP) required to produce school Travel Plan within one year of opening.

35	Traffic Reduction	Reduce the forecast rate of growth in peak hour traffic in central Dundee.	To ensure traffic does not increase by more than 25% in Dundee Central area by 2021 during AM and PM peak periods (based on 1996 levels).	On Schedule	Requested 31/08/2006	Assessment not available
58	Winter Maintenance Operations	Conduct review and rationalise the provision of winter maintenance service including gritting routes, use of grit bins, number of gritters, techniques and materials, and method of paying standing charges.	Reduce the number of formal complaints received per citywide snow event (specific target to be established).	On Schedule	Requested 31/08/2006	Assessment not available
59	Local Transport Strategy	Monitor existing Local Transport Strategy and publish a revised Dundee Local Transport Strategy.	Revised Local Transport Strategy available online.	On Schedule	12/06/2006	LTS monitor being undertaken with a view to providing input into TACTRAN RTS. LTS will be updated once RTS completed.
60	Supplementary policy documents on transportation	Prepare supplementary strategy documents on cycling, walking, road safety, public transport and freight.	Completion of documents.	On Schedule	12/06/2006	Supplementary strategy documents will follow on from TACTRAN RTS and updated LTS. Therefore likely to be 2008/09 before completed.
112	Cycle Centre	Promotion of the cycle centre at Camperdown Country Park.	To increase the numbers of users at the centre, and to develop a safe, convenient and cohesive infrastructure that encourages and facilitates cycling.	On Schedule	Requested 31/08/2006	Assessment not available
127	Cyclathon	To host an annual cyclathon, set up working group for cyclathon 2006.	Increase the number of cyclists in Dundee and attract more visiting cyclists. Link with other organisers of other big cycle events to develop proposals for Dundee.	On Schedule	05/09/2006	The cyclathon is still being run by Claverhouse Rotary Club. Access Officer to continue to liaise with organisers.

Statistic	Value
Total Number of Records	19
Completed	0%
On Schedule	100%
Ahead of Schedule	0%
Behind Schedule	0%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 5

Sustainability Policy Principle:

## 5. BUILT ENVIRONMENT

### Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
42	Strategic Planning Framework	Commence preparation of the Dundee City Region Plan in conjunction with neighbouring planning authorities.	100% of the population of the city is covered by a Structure Plan which has been finalised or approved within the last five years.	Completed	12/06/2006	Completed
44	Dundee City Centre	Promote and supervise public realm and infrastructure improvements at Albert Square to improve Dundee city centre's attractiveness as a regional centre.	Albert Square Environmental Improvements complete.	On Schedule	Requested 31/08/2006	Assessment not available
45	Ambassador Route	Environmental Improvements at west entry area at Riverside Drive.	West entry area improvements at Riverside Drive complete by April 2006.	Completed	12/06/2006	Completed
46	Central Waterfront Masterplan (1)	Prepare and promote briefs for Olympia relocation.	Olympia relocation brief approved by Committee.	On Schedule	Requested 31/08/2006	Assessment not available
47	Cultural Quarter	Implement environmental improvements at Westport.	Westport Environmental Improvements complete.	Completed	12/06/2006	Completed
48	Stobswell Regeneration	Implement the Stobswell Masterplan including ongoing clearance of derelict land, promotion of new housing development and a programme of tenement common repair.	Target to be agreed.	On Schedule	14/04/2006	10 derelict sites dealt with;4 housing assoc.devs complete 1 on site and 1 private housing developemnt on site and 2 about to start;1 back court improvement complete 8 committed and awaiting funding; Clean Close Co. established - 141 closes under contract;environmental improvement programme Dura St imp complete, on schedule.
49	Regeneration Strategies	Ongoing regeneration and improvement projects in Ardler, Trottick, Kirkton, Whitfield, Hilltown, Mill O'Mains and Mid Craigie	Finalised Whitfield Masterplan approved by Committee.	On Schedule	12/06/2006	Work to progress regeneration strategies for communities across the city ongoing.
53	Central Waterfront Masterplan (2)	Complete Stage 1 proposals of the Central Waterfront Masterplan (western road realignment).	Western road realignment complete.	Completed	12/06/2006	Completed

54	Biennial flooding reports	Develop proposal and arrange for biennial flooding reports to be placed onto internet together with available flood mapping.	Biennial flooding reports and available flood mapping available from Council's internet.	Completed	07/04/2006	Completed
55	Coastal protection works	Secure external funding for coastal protection works at locations including Broughty Ferry, Douglas Terrace and Riverside.	External funding for coastal protection works secured by end March 2006.	On Schedule	Requested 31/08/2006	Assessment not available
89	Sustainable Construction Group	Chair Sustainable Construction Group meetings and keep record of 'achievements'.	Try to implement environmental initiatives on projects we have 'influence'. Keep records but it is recognised that a measurable target is not feasible.	On Schedule	06/09/2006	Last meeting held 16/8/06 - next meeting to be 27/9/06
96	Sustainable Construction Development Guide for Designers	Develop a Sustainable Development Guide for issue to prospective developers.	Prepare a Draft Guide for consideration by Council by November 2005.	On Schedule	05/09/2006	The Sustainable Guide and Policy was approved by Council in June 2006 and is available to all developers and agents.
132	City centre improvements	Continue to improve the quality of the city centre by maintaining existing provision and improve the level of amenity value – hanging baskets, floral displays.	Increase the number of businesses involved in the hanging basket scheme.	On Schedule	20/09/2006	4 thistles awarded 1 beautiful scotland in bloom awards 2006, discussions on going with city centre manager re increasing uptake in hanging basket scheme
137	Accessible Environments	Use best practice in the design and implementation of inclusive environments. Maintain a current library of best practice guidance. Develop and provide best practice in inclusive design.	Maintain a current library of best practice guidance. Develop and provide best practice in inclusive design.	On Schedule	18/08/2006	City Architectural Services houses an expert library of good practice guidance on the provision of inclusive design. This is maintained and updated on an ongoing basis. The library is also a source of reference for other departments.

Statistic	Value
Total Number of Records	14
Completed	35.71%
On Schedule	64.29%
Ahead of Schedule	0%
Behind Schedule	0%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 3

Sustainability Policy Principle:

## 6. OPEN SPACES & WOODLANDS

### Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
41	Supplementary Guidance on open space	Update the 1995/96 open space audit and assess the results to identify issues relating to the supply and quality of open space in Dundee, to inform preparation of Supplementary Guidance for the Dundee Local Plan Review 2005.	Open space audit and assessment recommendations are available on a corporate electronic map based system to improve access to spatial information.	On Schedule	15/09/2006	Open Space Audit Working Group now established and update of 1995/96 Audit commenced.
114	Greater Balgay Park	Greater Balgay park – implementation of environmental improvements, picnic areas, improved access, providing information boards. Restoration of bridge and lighting scheme.	Increase visitor enjoyment and participation. Link in green circular city network cycle route.	On Schedule	1st assessment due 28/02/2007	Assessment not due
115	Regeneration Strategies	Regeneration strategies – playground improvements to Mill O'Mains, Milnbank, Stirling St, Baxter Park.	To increase user participation in city parks by providing improved facilities.	On Schedule	11/04/2006 Requested 31/08/2006	Play areas at Mill O Mains, Milnbank and Stirling Street are now complete. The Play Area at Baxter Park is due for complete refurbishment commencing August 2006. Committee Approval will be sought in June. Completion is anticipated by November 2006.
116	Broughty Ferry Esplanade development plan	Broughty Ferry Esplanade development plan – to develop interpretative materials towards creating educational resources linked to the redevelopment project, to improve the areas biodiversity and habitats, provide seating.	Engage local people in their environment, to provide an improved visitor experience for educational and community groups and for tourists.	On Schedule	20/09/2006	Discussions ongoing on development plan update , inteperation material to be implented through green circular improvements .BRoughly in bloom and Broughty garden competition have started to engage local comunity in environment issues, brouhgty won BSIB bio diversity award

113	Country Parks development plan	Camperdown, Templeton & Clatto Country Parks development plan – redesign on trail heads, develop existing network and trails, produce map of paths for visitors, improve facilities for those with disabilities, develop Templeton Arts Strategy and Cycle Strategy.	Increase the use and perception of those using the park.	On Schedule	29/09/2006	Templeton Woods New visitors Car Park Completed with W.I.A.T funding 22/08/06. All abilities Access project completed 16/09/06. inc 200m resurfaced footpaths. four new seating areas created. New artwork installation- a XYLOPHONE completed in August06. 12 project related or public events held in Templeton over the summer months attendance approx 200. 5 "Woodland" waymarkers refurbished along main roads to site. Ministerial visit by Rhona Brankin MSP August 06. Favourable press coverage on 8/9 occasions during the April/August06 period.
118	Core Path Network	Core path network is to provide a framework of routes for the exercise of access rights and can include any form of path or waterbody. To be incorporated into the local plan and local community plans.	To be in place by Feb 2008. Draft plan, maintenance and promotion ongoing.	On Schedule	05/09/2006	First round of map based consultation carried out between 25th March and 30th October through attendance at 27 different local events and community meetings. Questionnaire surveys also in use with 32 responses to date. Second round of map based consultation to commence March 2007.
119	Green Circular	Green circular's ongoing improvements and maintenance, upgrade signage. A new map to be developed within financial year 2005/06.	Green circular raises awareness of routes in and around Dundee for walkers, cyclists and horse-riders.	On Schedule	05/09/2006	Updated map is in print and due to be distributed by the end of September. This action was delayed due to funding. Proposal to update and replace information boards around the Green Circular by March 07. Funding to be identified to install more way markers around the route in 2007/08.
120	Promoting Health Walks	Training events, promoting health walks and increasing public awareness of walking operations by producing a calendar of events.	Through appointing a health walk co-ordinator to develop and co-ordinate health walk schemes.	On Schedule	05/09/2006	Health walk group details on Dundee City Council website. 1st Urban Walking Festival held in Dundee during Summer Festival attracted over 150 walkers and promoted local groups. Packs of walking cards produced to raise awareness of local walks and health benefits of walking. Training for 16 walk leaders took place in Kirkton Community Centre in June. Ongoing support groups organised. Funding for co-ordinator not identified.
122	Link Routes	City network routes to link commuter routes to city centre using links between and within parks and open spaces.	To develop off road routes that are safe, attractive and usable by all members of the community (5 identified).	On Schedule	05/09/2006	The first two routes in the west of Dundee have been established. The £220,000 project was funded by Transforming Your Space Lottery Fund, Dundee City Council and Cycling Walking and Safer Streets. A new route map is to be made available at the end of September. Funding is to be identified to complete the 3 other suggested routes in 07/08 and 08/09.
123	Local Access Forum	Local access forum to assist with core path planning and advising on access issues.	Statutory duty, quarterly meetings.	On Schedule	05/09/2006	The Local Access Forum has a core group which meets quarterly. There have been 6 meetings so far and the group has become constituted.

124	Stobswell/Baxter Park	Stobswell area/Baxter park- to create an environmental and arts development resource to support community involvement and compliment the Baxter park regeneration project.	Direct involvement by the community in many practical aspects of the park refurbishment process. Sense of ownership by the community.	On Schedule	28/09/2006	CRF project funding achieved for 3 yr "Environment Artist: Stobswell" project, now in its second year. Year 1 targets for community engagement met, while 'additionality' funding contributions & bids continue to support a range of community-based partnership projects and events. Further creative community engagement projects, currently in development, will have permanent physical effects on the park environment, in the run-up to completion of the Baxter Park refurbishment project and beyond.
125	Middleton Community Woodland	To assist Middleton community woodland management group in creating an amenity woodland on the north boundary of the city.	To promote environmental and recreational activities within the Middleton wood management group and raise awareness of the site with local residents.	On Schedule	13/10/2006	A new Website for Middleton is up and running with over 1000 hits in the first few weeks. Branded events posters and a new information leaflet have been created and distributed. This work has been funded through the WIAT grant. Support for the work of the community based management group has been strengthened by the appointment of an Urban Ranger for the North East area of the city. Public events through 2006 have attracted 20-30 people on average with Tree planting, litter picking and bug hunts proving popular. An activity day in May had 50 people involved. Maintenance works were carried out on paths. Liason with the Police over motorcycles using the woods continues to be necessary.
126	Community paths challenge project	Community paths challenge project where physical and developmental projects are being undertaken through ideas submitted by community members on access issues.	To include members of the local community in developing paths within their communities.	Behind Schedule	05/09/2006	Some of the Community Paths Challenge projects in the Outdoor Access Strategy have been taken forward as part of other projects. Others are unlikely to be achieved unless funding can be identified. New community projects are likely to be identified by the Local Access Forum or through the Core Path Planning process.

Statistic	Value
Total Number of Records	13
Completed	0%
On Schedule	92.31%
Ahead of Schedule	0%
Behind Schedule	7.69%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 0

**7. NATURAL HERITAGE**

## Action Plan

<b>Id</b>	<b>Title</b>	<b>Action</b>	<b>Targets (2005-2008)</b>	<b>Status</b>	<b>Assessment</b>	<b>Progress September 2006</b>
62	Tayside Biodiversity Action Fund	Assist in third party contribution towards the Tayside Biodiversity Action Fund in order to lever out funding to support biodiversity projects in Dundee over the next three years.	To promote the fund across the city to ensure that applications are submitted and that approximately £100,000 is allocated over the next three years for biodiversity projects in Dundee.	On Schedule	17/08/2006	DCC has agreed to contribute £2900 per annum (2005/06 to 2007/08) as contribution to lever landfill tax funding for the Tayside Biodiversity Action Fund. Three Dundee projects have been awarded funding since Oct 2005 totally £13,600 (BFEP FLOW Project, Eco House Demo Garden, Dundee Red Squirrel Project). Two applications are awaiting assessment for the Aug round of funding.
110	DCC/Scottish Natural Heritage Concordat	Implement and annually review the Council's Concordat with Scottish Natural Heritage (SNH) that sets out a joint programme of action to promote the natural heriatge of Dundee.	Implement the sixteen actions contained in the 2005/06 Concordat.	On Schedule	16/10/2006	Report to Management Team in September 06 - highlighting key projects and including updated concordat
98	Broughty Ferry Environmental Project 1	Continue to attract external funding to ensure this project is sustained over the next 3 years.	Secure funding for ongoing project.	On Schedule	12/09/2006	Funding secured from SNH for 1 year for project worker 20 hrs per week
99	Broughty Ferry Environmental Project 2	Continue to develop the understanding and knowledge of this project within the communities Dept and across the whole Council. Continue to encourage local groups outwith Broughty Ferry to examine the BFEP with a view to replicating this project across the city.	Attract funding from the CRF and other funding streams to roll out the initiative in one other part of Dundee.	Unlikely to be achieved	14/09/2006	CRF applications made in 2 other areas. These applications were unsuccessful.



117	Red Squirrel Strategy	Red Squirrel Strategy – promote and enhance populations of red squirrels in Dundee and to raise awareness and promote education in the community of the conservation of the red squirrel and its associated habitats.	To raise awareness and involve the local community in conservation projects across the city. To enhance the red squirrel population.	On Schedule	11/10/2006	Significant progress in all areas of this project. Recruitment of a Project Officer funded through a Scottish Executive biodiversity action grant for a two year period commencing October 05. There are now 20 registered Squirrel surveyors across the city. Partnership working with NHS Tayside, S.E.T. Crop Research Inst., Downfield Golf Club, Woodland Trust and Dundee University with regard to both population monitoring and control issues. Baseline population figures for Red And Grey Squirrels have been produced. Over 20 talks/presentations have been given to schools and community groups with a resulting increase in volunteer participation. Advice and support has been given to Red Squirrel groups in Fife and Angus.
128	Swift nest sites	Monitor and record swift nest sites in Dundee (identified action from Tayside Local Biodiversity Action Plan).	To establish a network of recorders to collect and collate the survey information, to involve community groups in making and establishing swift nesting boxes in Dundee, to ensure that established swift nest sites are recognised by the statutory planning process in Dundee.	On Schedule	13/10/2006	A leaflet promoting Swifts in Dundee and encouraging people to become involved has been produced and distributed. Reports from the network of Surveyors in 2005 and 2006 have been collated. Negotiations with Housing Associations to protect current nest sites and provide more are progressing well. The Countryside Rangers attended a Tenants information day to encourage participation. Liaison with similar projects across Scotland has helped progress.
130	Trottick Mill Ponds LNR	Trottick Mill Ponds Local Nature Reserve - to implement identified works from the site management plan.	Successful completion of all works identified for relevant year and annually recurring tasks. Involvement of local residents/volunteers, promotion of site as an area for passive recreation and environmental education.	On Schedule	13/10/2006	revised management plan for the period 2006 to 2009 has been produced. Attempts to secure funding for the removal of silt from the ponds continue to prove problematic. Grassland management waterway maintenance and path maintenance have been carried out per the normal annual cycle. Community support for the work of the Ranger Service at Trottick continues with regular litter sweeps carried out, reporting of issues such as wildlife concerns, motorcycles on site or other anti-social behaviour. Two summer events held at Trottick had an attendance of 105 people.
131	Broughty Ferry LNR	To manage Broughty Ferry Local Nature Reserve for the benefit of nature conservation and for the citizens of Dundee.	Successful completion of work identified from management plan and annually recurring tasks. To develop the interpretative provision for the site through events and activities.	On Schedule	13/10/2006	A new management plan for the period 2006 to 2009 has been produced. Identified grassland management works invasive species removal and path maintenance has been completed. The site was visited by Beautiful Scotland in Bloom judges in August. Four volunteer sessions were held during the winter/spring. A public event in July was attended by 30 people. Partnership working with Broughty Ferry Environment Project has resulted in improvements for wildlife and for visitors to the site.

Statistic	Value
Total Number of Records	8
Completed	0%
On Schedule	87.5%
Ahead of Schedule	0%
Behind Schedule	0%
Unlikely to be Achieved	12.5%
Abandoned	0%

Assessments not available = 0

Sustainability Policy Principle:

## 8. WASTE MANAGEMENT

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
4	Building Waste	Increase the recycling of building waste.	20% of building waste to be recycled by 2007.	On Schedule	30/06/2006	An estimated 5108 tonnes of waste was generated by the activities of Dundee Contract Services in 2005/06. Almost all of this waste is handled by Waste Management's Baldovie facility. Using the monthly recorded outputs of that facility, and adding the quantities of directly recycled glass, metal and wood, it is estimated that 9% of building waste was recycled in 2005/06. In addition, 69.7% of waste handled through Baldovie in 2005/06 went to DERL as fuel stock.
5	Materials recycling	Recycling of other materials of lesser quantities, e.g. scrap metal, paper, fluorescent tubes, ink cartridges etc..	Further recycling programme by 2008.	On Schedule	19/05/2006	Quantities are not yet being measured but arrangements are in place for the recycling of waste paper, aluminium cans, fluorescent tubes and toner / ink cartridges.

6	Staff Awareness in Finance	Promote Council training initiatives on recycling of waste materials, utilisation of recycled materials and waste minimisation. Incorporate onto Finance Intranet site.	Extend the use of recycled materials and reduce energy consumption - 2005-2008.	On Schedule	05/09/2006	recycling policies continue to be stressed. Information to be set up on the front page of the new Intranet homepage.
12	Shreddings and Furniture	Shreddings and used furniture from the Finance Dept. sent to Tayside Recyclers. Service used as and when required.	Continuation of existing policy.	On Schedule	05/09/2006	Surplus furniture continues to be sold off to staff or sent to recycling company.
20	Aluminium can recycling in Finance	Collect disused aluminium cans for recycling.	Ongoing procedure.	On Schedule	05/09/2006	Aluminium cans continue to be recycled.
56	Road Network Maintenance (2)	Conduct review of national best practice against current DCC practice in recycling techniques and prepare report recommending future actions.	Increase use of recycled materials by 25% over the Plan period (baseline to be established).	On Schedule	Requested 31/08/2006	Assessment not available
57	Re-tread Trials	Identify sites and conduct trials into the further use of the 'Re-tread' process including unmade footpaths.		On Schedule	Requested 31/08/2006	Assessment not available
81	Reduce paper use in Architects Dept.	Reduction of paper usage in the Architectural Services division.	Reduce quantity used by 10% within two years.	Completed	06/09/2006	Double sided printers and photocopiers in place. Drawings and other correspondence issued electronically. Analysis of paper usage shows reduction in line with target.
83	Waste from construction sites	Reduce landfilling of waste from construction sites.	Within one year consider waste management, design and contract specifications to reduce amount of waste arising on site.	On Schedule	05/09/2006	1.75% target set for volume of site waste to be recycled. 'Waste from Construction Sites' form introduced for completion by Contractors on a monthly basis for each Contract highlighting volume, type and quantity of waste recycled. 2. Sustainable Construction Design Checklists, completed for each project by designers, highlights waste management as an issue to be considered during the design process. 3. Contractors' waste management obligations stated in Bill of Quantities Preliminaries
85	Lamp disposal	Lamp disposal, improvements and recommendations	To develop recommendations within three months for disposal of exhausted lamps.	Completed	11/09/2006	The policy on lamp disposal has been approved by Council in 2005 and issued to all Departments. The disposal of lamps is being operationally managed by Waste Management.
94	Information on volumes of site waste	Develop a system for collection of information on volumes of site waste.	Prepare pro-forma for contractors' use and develop a database which can record and analyse results so that performance can be measured.	Completed	06/09/2006	Data being collected for all projects over £50K. Target set for 75% recycling of waste and this is generally being achieved.
63	Recycling points	Promote a resource efficient culture by providing the facilities for communities to participate in recycling.	Increase the number of recycling points across the city from 22 to 30 by December 2006.	On Schedule	31/08/2006	Site provision programme ongoing.

64	DCC Waste Aware Intranet site	Improve staff awareness of the "reduce, re-use, recycle" message by developing a Waste Aware site on the Council's Intranet to provide information on facilities available and guidance on best practice.	Site to be up and running by the end of April 2006 to coincide with the implementation of recycling facilities and services.	Completed	28/08/2006	A "Waste Aware" site providing guidance and advice to Council staff on how to reduce, reuse and recycle their waste has been developed and is now on the Council intranet. Council staff have been made aware of the site via an all-staff email.
65	Kerbside collection of dry recycle	Promote a resource efficient culture by introducing a kerbside collection for dry recyclates to 6000 properties.	Introduce collection infrastructure by April 2005.	Completed	31/08/2006	Trial scheme (6000 properties) now extended to a further 10,000 properties & service adopted by department
66	Internal Waste Review	Improve the way in which the Council deals with waste generated through its internal activities by carrying out an Internal Waste Review.	Recommendations of Review to be implemented by April 2006.	Completed	28/08/2006	All recommendations made in the Waste Audit have been taken forward. Several actions and initiatives have been implemented that have led to considerable improvement in the way the Council manages its own waste. The Waste Management department will continue to monitor waste management within the Council and take further action as required.
67	Tayside Reuse and Refurbishment Working Group	Establish partnerships with community groups and the not for profit sector to develop a model for the reuse and refurbishment of items such as furniture and white goods.	Submit a strategic bid to the "Increase" fund on behalf of the Tayside Reuse and Refurbishment Working Group by April 2006.	Completed	18/08/2006	A Development Officer was appointed using INCREASE funding to pull together a strategic bid on behalf of the group, however, due to tensions and disagreements between group members, no consensus could be reached, and no bid was submitted. It was decided to disband the 5R's group, and establish a voluntary forum in its place which did not require any formal commitment or membership. This took the form of the Tayside Community Forum, and meets every 6 months, facilitated by CRNS.
68	Partnership Waste Aware Initiatives	In partnership with the Scottish Waste Aware Group and SEPA, develop targeted awareness raising initiatives to minimise waste production and maximise resource recovery within the City.	Achieve zero waste growth by 2010.	On Schedule	31/08/2006	Ongoing, pending further funding
69	Kerbside collection of waste paper	Promote a resource efficient culture by expanding the existing kerbside collection service for waste paper to cover a minimum of 26000 properties.	Introduce collection infrastructure by August 2005.	Completed	31/08/2006	Action Completed
70	Kerbside collection of green waste	Promote a resource efficient culture by expanding the existing kerbside collection service for green waste to cover a minimum of 30000 properties.	Introduce collection infrastructure by June 2005.	Completed	31/08/2006	Action completed

71	Paper & cardboard collection for businesses	Promote a resource efficient culture by introducing a separate collection for paper and cardboard from commercial premises.	Introduce collection infrastructure by June 2005.	Completed	31/08/2006	Action completed
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Statistic	Value
Total Number of Records	20
Completed	50%
On Schedule	50%
Ahead of Schedule	0%
Behind Schedule	0%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 2

Sustainability Policy Principle:

## 9. MINIMISING & REMEDIATING POLLUTION

Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
43	Vacant Land	Promote reuse of vacant land in Dundee to remove blight and promote environmental justice.	20% reduction in 2003 Scottish Vacant and Derelict Land Survey figures for Dundee by 2007.	On Schedule	15/09/2006	£4 million spent from Vacant and Derelict Land Fund between 2004-06 that will result in over 50 hectares of land being removed from the Vacant and Derelict Land Register.
51	Street Lighting and Light Pollution	Minimise the adverse impact that the street lighting function has on the environment as a result of new development.	Guidance for Planning Division on the control of light pollution from external lighting within new developments published.	Completed	17/08/2006	The Scottish Office have now published their guidance note. The ILE have also issue a guidance note which is available on their web page

133	Sustainable redevelopment of contaminated land	Promote the use of sustainable remedial technologies by raising awareness amongst developers and architects.	Ensuring the provision of up to date information on the Councils Contaminated Land web page by end of March 2006. Prepare guidance for developers with respect to developing on contaminated land by end of March 2006.	On Schedule	Requested 31/08/2006	Assessment not available
134	National Air Quality Strategy Framework (1)	Declare an Air Quality Action Area (AQMA) for NO <sub>2</sub> and work in partnership with relevant stakeholders to reach the national objective targets through the introduction and implementation of Action Plans.	AQMA declared and action plan in place.	On Schedule	Requested 31/08/2006	Assessment not available
135	National Air Quality Strategy Framework (2)	Undertake further assessment of PM <sub>10</sub> to establish if the 2010 objective will be exceeded and declare an AQMA if required.	Assessment of PM <sub>10</sub>	On Schedule	Requested 31/08/2006	Assessment not available

Statistic	Value
Total Number of Records	5
Completed	20%
On Schedule	80%
Ahead of Schedule	0%
Behind Schedule	0%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 3

Sustainability Policy Principle:

## 10. EDUCATION & AWARENESS RAISING

### Action Plan

Id	Title	Action	Targets (2005-2008)	Status	Assessment	Progress September 2006
111	DCC Sustainability Policy and Action Plan	Implement the Council's Sustainability Policy throughout the organisation and review progress through the Action Plan.	Communicate the Sustainability Policy to all Councillors, Chief Officers, employees and stakeholders to help mainstream the principles in the everyday work of the organisation.	On Schedule	17/08/2006	Policy adopted in Feb 2006 and action plan being implemented and monitored through SPMD. Guidance Note on completing 'Sustainability Policy Implications Statement' of Committee Reports due end of Aug 2006 and "Best Value & Sustainability Guidance Notes" to be incorporated into new Corporate Service Plan Guidance.
1	Environmental Education in Schools	Promote sustainability by informing and encouraging schools to be aware of the importance of sustainability in the lives of their pupils and the wider community.	The majority of schools will gain environmental and health awards.	On Schedule	31/08/2006	15 schools have now gained health awards and 15 have gained environmental awards
2	Staff Awareness in Schools	Improve staff awareness of the links within the DCC programmes between Environmental Studies, Citizenship, Enterprise and Health to Sustainability.	All staff aware of the common themes and working to implement across the curriculum.	On Schedule	31/08/2006	All staff aware of common themes and linking to the ethos of A Curriculum for Excellence. Further in-service to be offered.
3	DCS Sustainability Policy	Write a Departmental Policy on sustainability.	Policy to be agreed by May 2005.	Completed	19/05/2006	A Sustainability Plan for Dundee Contract Services was introduced in April 2005.
7	Advise on resources to promote environment	Participate in relevant Working Groups and advise on resources available to promote Caring for Dundee Environment.	Account for resources utilised and ensure all relevant grant claims are made.	On Schedule	05/09/2006	Membership of working group continues and grant funding continues to be maximised.
19	SHAW award in Finance	Achieve SHAW silver award in the Finance Dept. to promote the benefits of a healthy lifestyle to staff.	Bronze award achieved and progressing towards achieving silver award.	On Schedule	05/09/2006	Progress continues to be made with a schedule of events prepared over the coming months.
36	Dundee Sun City Demonstration House	Develop Energy Efficient Demonstration House highlighting renewable energy sources.	Open to public and use as teaching aid by February 2006.	On Schedule	05/09/2006	The project is progressing and remains on target.

107	Discovery Smartcard Initiative (1)	Implement Discovery Smartcard Initiative.	70,000 card holders and 7 applications by end 2007.	On Schedule	07/09/2006	There are approx 44,000 Dundee Discovery Cards in circulation. The first targets have been achieved as there are 10 services on the card plus 87% of 12-19 yr olds have a discovery card and 85% over 60s. The next focus is all young people up to 26. Abertay University for example are now using the discovery card as their matriculation card. The card is now co - branded as the national entitlement card. To get to 70,000 card plans are being made to promote the card to all library users.
108	Dundee Partnership communication	Manage Dundee Partnership communication through website.	All administration through website by March 2007.	On Schedule	06/09/2006	Dundee Partnership website has been redesigned. Corporate Planning ensuring minutes of management and coordinating meetings and other key documents are on the site. Theme leaders have been encouraged to make full use of their own sections on the site.
109	Dundee Partnership for the Environment	Promote Dundee Partnership for the Environment.	Maximise awareness through DP communication strategy in 2006/7.	On Schedule	06/09/2006	Communication strategy being developed and will encompass all themes including the Environment
100	Community Learning	Promote Community Learning activity across the city.	Continue to support a wide range of Community Based Adult Learning (CBAL) relating to environmental issues from 6 Community Centres, 3 projects, 13 community Libraries and the Central Library.	On Schedule	05/09/2006	Developmental work is progressing across the 3 areas involving local staff from adult learning and library and information.
101	Learning Opportunities	Provide a range of learning opportunities specifically designed to raise awareness of the environment/ health issues/ energy issues etc.	Attract funding from the CRF to maintain the Learning around project across the city.	On Schedule	14/09/2006	CRF funding for learning around delivery successful in 3 areas across the city for 1 year
102	Community Regeneration	Promote Community Regeneration and collective action through the Neighbourhood Partnership Network (NPN) and the community officer's/ regeneration workers coordinating role.	Continue to ensure that regeneration/ collective action projects are identified by/with local people.	Completed	06/09/2006	Neighbourhood Partnership Network Review complete. Local community engagement strategies agreed between the NPN and Community Stakeholder Groups.
103	Community Regeneration Forum Clusters	Provide support to the 5 CRF clusters. Assess the small grants awards on behalf of the CRF clusters. Train local people to ensure their contribution towards the CRF process is consistent and informed.	Ensure that the community planning themes are addressed within the local community plans and to encourage collective action to address local issues - including environmental issues.	Completed	06/09/2006	Systems established, training underway, project complete.



104	Children and Environmental Education	Encourage children and young people to be critically aware of their environment and examine, with them, ways they can take direct action in their communities to address environmental issues.	Through engagement with young people in a variety of settings, educate them in the issues that directly relate to them in terms of the environment and provide opportunities for them to be more critically aware of the issues and their relationship to these issues.	On Schedule	15/09/2006	Dundee's Youth Work Strategy is currently under review in line with consultation about a national strategy. Environmental Education will be considered as part of a wider strategy development. The updated Youth Work Strategy for Dundee should be complete in Spring 2007.
105	Youth Work	Provide project based and drop in youth work in a variety of settings. Provide a range of children's work across the City.	Ensure that the environmental agenda is made available to the youth and children's groups. ensure staff are adequately trained and aware of the suitable approaches available to them to encourage environmental awareness and the best methodology to develop this awareness.	On Schedule	15/09/2006	This will be considered in the strategic review of Youth/Childrens Work in Dundee which is currently taking place in line with consultation about a national Youth Work Strategy.
136	Staff Awareness in EHTS	Provision of mini recycling centre for use of EHTS employees at Claverhouse West Industrial Park and ongoing awareness raising and encouragement of all staff to participate in DCC recycling initiatives.	Increased recycling levels as part of the Councils Waste Audit.	On Schedule	1st assessment due 28/02/2007	Assessment not due

Statistic	Value
Total Number of Records	17
Completed	17.65%
On Schedule	82.35%
Ahead of Schedule	0%
Behind Schedule	0%
Unlikely to be Achieved	0%
Abandoned	0%

Assessments not available = 0

TOTAL

Statistic	Value
Total Number of Records	128

Completed	21.88%
On Schedule	75.78%
Ahead of Schedule	0%
Behind Schedule	1.56%
Unlikely to be Achieved	0.78%
Abandoned	0%

Total Assessments not available = 15 (12%)

## **APPENDIX 3: SUSTAINABILITY POLICY: WORKING GROUP UPDATES**

### **DUNDEE CITY COUNCIL - SUSTAINABLE CONSTRUCTION GROUP**

The Sustainable Construction Group was set up by the then Chief Architectural Services Officer (CASO), John Porter in June 1999. At the time it was acknowledged that, although there were several groups within the Council dealing with the environment and sustainability in general (LA21, Energy Management etc.), a group should be set up to look specifically at the building industry and so was born the Sustainable Construction Group.

The group has been meeting at approximately six weekly intervals ever since. The group comprises predominantly construction designers along with representatives from the various client departments such as Housing, Social Work and Education and between ten and twenty people attend each meeting.

*(Due to the success of the group it was agreed to extend the concept to include members from other local authorities and public bodies and thus the Scottish Sustainable Construction Forum was formed. This is a nationwide forum which is so successful that the Scottish Executive currently provides funding each year for incidental and administrative expenses. CASO chairs this group.)*

#### **Achievements / Progress**

The group is a knowledge sharing forum and its value is in the dissemination of information between departments. The main achievement is the fact that the group is still going strong.

Recent topics/events have included a visit to the Earthship in Fife and we have had a presentation on 'Planning Gain' by a member of the Planning and Transportation Department. The Disability Discrimination Act is on the agenda as are Waste Management and Energy Management.

**Stuart Brown (Architectural Services) 19/9/06**

## **DUNDEE CITY COUNCIL - WASTE AUDIT GROUP**

Implementation of the proposals contained in the Council's Waste Audit Report in 2004 led to a cross-departmental working group being established to produce an Action Programme to progress 24 recommendations identified in the report.

In November 2004 the Scottish Executive announced £2 million to support local authority internal waste audits. The Executive allocated £62,500 (expenditure to be incurred in either 2004-05 or 2005-06) to each local authority. As Dundee City Council were ahead of all other local authorities in undertaking a Council wide audit, the Council used the funding available to progress initiatives set out in the Action Programme. The Waste Management department have subsequently been responsible for coordinating and monitoring implementation of the actions/initiatives identified in the Action Programme.

The majority of actions outlined in the Action Programme are now considered complete, and have led to considerable improvement in the way the Council manages its own waste. The challenge now is to maintain awareness of key waste matters among staff. To achieve this goal there are to be regular updates of the Council's 'waste aware' intranet site and presentations at internal staff training/meetings. The network of Council Waste Management Champions is also to be used to cascade corporate procedures and guidelines as new schemes, guidance and legislation is introduced.

### **Achievements / Progress**

Below is a summary of some of the actions and initiatives that have been implemented as a result of the internal waste management review.

- Each Council department now has a "Waste Management Champion". All of the Waste Champions attended a training course and were awarded the CIWM Waste Awareness Certificate.
- All Dundee City Council sites are now offered a separate recycling collection for waste paper and cardboard (desk-side recycling boxes have been distributed to offices).
- All Dundee City Council sites are now offered a separate recycling collection for aluminium can & plastic bottle collections.
- All DCC departments have been made aware of the requirement for separate disposal of waste fluorescent tubes. All waste fluorescent tubes generated from Dundee City Council premises now are processed separately and approximately 97% of each tube is recovered for recycling.
- A furniture audit of Tayside House has been completed and the implementation of a long-term strategy for the sustainable procurement and management of furniture is currently ongoing.
- All schools are now offered a recycling collection for waste paper, cardboard, aluminium cans and plastic bottles (jute bags have been issued to classrooms for collection of waste paper).
- A "Waste Aware" web site is now on the Council intranet to provide advice and guidance to Council staff (staff have been informed of the site via an all-staff email).
- Waste minimisation promotional posters have been distributed to Council sites (and are available on the Waste Aware intranet site), and presentations have been delivered at department team meetings.

Dundee City Council's Internal Waste Management Review has been viewed as a case study for other local authorities and the project has been awarded a Green Apple award.

The Internal Waste Management Review has led to considerable change in the way the Council manages its own waste and further benchmarking exercises will be undertaken to

document progress that has been made. This information can then be used to further the promotion of waste minimisation and recycling among the Council's commercial customers and other major organisations within the city as demonstration of best practice.

**Stewart Ball (Waste Management Department)**

## **DUNDEE CITY COUNCIL - ENERGY CHAMPIONS GROUP**

This group meets on a monthly basis with a summer recess and in theory all departments should be represented. Group members are nominated by their own directors.

The purpose of the group is to encourage and maintain awareness on energy issues, promote good-housekeeping measures, distribute posters and stickers on the importance of energy saving measures and to keep all informed on energy contract price trends.

An additional group, the Best Value Energy Management Working Group, chaired by Chief Executive - Alex Stephen, meets on a quarterly basis and to discuss and promote various energy strategies.

### **Achievements / Progress**

The Group has been involved in water saving initiatives through an Agreement with the UCA consultants. While in force, initiatives with Scottish Water resulted in refunds of about £74,000 to the Council.

The Energy Champions Group also assisted in setting up training courses run by SCARF (Save Cash and Reduce Fuel) for caretakers, wardens etc. Energy saving ideas resulting from these courses has been put forward to the Architectural Services for feasibility costing. A report is expected in the near future

Further SCARF energy awareness courses for building managers are being set up during September / October.

### **Energy Consumption**

Although the Council has reduced its energy usage over the last 3 years, failures of the existing policy to take account of new build projects and management of existing buildings, has resulted in a smaller than anticipated reduction. This situation will be reviewed and may result in a revision of the Energy Policy to take account of additional factors and drivers not contained in the original policy.

### **Water Consumption**

Unlike the logging of Energy consumption and costs into a corporate database, the monitoring of water consumption is carried out by individual departments. An accurate corporate picture is therefore not possible at present. The Education Department have reported that they have made considerable progress in reducing water usage and costs.

**David Duncan (Economic Development Department)**

## **DUNDEE CITY COUNCIL - STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)**

SEA is the process of systematically assessing the environmental effects of a strategy, plan or programme. It requires those public bodies (i.e. Dundee City Council) developing the strategy or plan - known as Responsible Authorities - to assess the predicted effects of the plan on a range of environmental factors, to assess alternatives to the strategy or plan, and to prepare a report of this environmental assessment which must be subject to public consultation.

Until recently, the requirements for SEA of relevant strategies in Scotland was established by the Environmental Assessment of Plans and Programmes (Scotland) Regulations 2004. This statutory instrument implemented the requirements of EU Directive 2001/42/EC “on the assessment of the effects of certain plans and programmes on the environment” (commonly known as the SEA Directive). The 2004 Regulations have now been replaced by the ‘*Environmental Assessment (Scotland) Act 2005*’ for strategies, plans and programmes started on or after 20th February, 2006.

The implication of the change in the law is that under the new Act, a much wider range of strategies and plans now potentially require SEA than those under the former Regulations (which had a more defined range of sectors for plans needed SEA).

### **Achievements / Progress**

#### **Training and Guidance**

To ensure that SEA is effectively mainstreamed and properly integrated into the plan preparation process, the Council has developed an Implementation Framework for SEA that includes Officer representation from each Department and a stage by stage process which sets out what is required of Depts at each stage.

Training was provided to officers and comprehensive guidance was drawn up in 2005. The Guidance was redrafted in June 2006 to take account of the implications of the new act and a further briefing session was held for officers.

The guidance is designed to assist relevant officers in undertaking SEA through a stage by stage process and sets out what is required of Depts at each stage. Guidance includes:

- Introduction and summary of SEA process
- Implementation Framework (highlighting the role of Assessors and Facilitators).
- Seven stages of undertaking SEA.
- Checklist
- Links to further information
- Appendices (proformas)

#### **Committee Reports**

At the Environmental Services & Sustainability Committee (Feb 2006) it was agreed that all future Committee reports include any applicability to the Council's duties under Strategic Environmental Assessment as part of the new 'Sustainability Policy Implications' statement.

If the subject of the Committee Report concerns the preparation of a Strategy, Plan or Programme, then it must include reference to Strategic Environmental Assessment (SEA), specifically whether the subject of the report:

- a) requires SEA and the assessment is being prepared/complete;
- b) has been screened and does not require SEA; or
- c) falls outwith the scope of SEA.

This is to take effect from October 2006 and a reports format has been issued by Committee Services.

**Bryan Harris (Waste Management) 19/09/06**



## **DUNDEE CITY COUNCIL - TRAVEL ACTION GROUP**

Dundee City Council's Travel Plan requires a "Travel Action Group" (TAG) to be established in order to strategically discuss and implement the plan. It is intended that a presentation is made to the City Council's Management Team in the near future, whereby commitment from all departmental managers will be sought to establish the TAG. It is proposed that the TAG would meet between 4 - 6 times a year, although this may be more frequent in the first instance. Key milestones would also be identified for the group.

To date, staff surveys have been conducted and survey report created. Recommendations have been made with regards to moving the process forward and management support has been sought through the Planning and Transportation Department.

### **Proposed Travel Action Group (TAG)**

#### **Role of the TAG:**

- Provide the management support required to take ideas forward and make strategic decisions, i.e. to agree revisions to company policy.
- Steer the travel plan in the desired direction and address any issues that may arise.
- Set tasks, priorities and work programmes for the travel plan co-ordinator and provide assistance as necessary.
- Agree any necessary funding required to take travel plan forward.
- Monitor and review progress and identify realistic targets for the travel plan.
- Ensure that the work of the travel plan is coordinated with other activities of Dundee City Council.
- Lead by example.

#### **Representation:**

The travel action group should not be too large - ideally no more than six or eight people. The group should include:

- A Director or similar level management representative.
- One member of management from each key department.
- Travel Plan Co-ordinator
- Others such as public transport operators, trade union reps, bicycle user group (BIG) reps can be invited along to the meetings as and when necessary.
- Ad hoc sub meetings with others who may need to be involved can also be held.

It is also recommended that employees are involved in the TAG through departmental representatives.

**Merry Scott (Planning and Transportation Department)**