

Zero Waste Scotland Programme Board Meeting

Tuesday 14th June 2011, Edinburgh Training and Conference Centre, 16 St. Mary's Street, Edinburgh

Minutes

Present: Ian Mitchell (Chair); Iain Gulland; George Eckton; Fiona Moriarty; Tony Rose; Colin Clark; Teresa Bray; Dan Barlow; Stephen Thomson; Kenny Boag (deputising for Calum Macdonald)

In attendance: Peter Stapleton (SG); Stuart Greig (SG); Gary Walker (SEPA); Jon Molyneux (ZWS – minutes)

Item	Note of meeting	Action
1	Welcome and introductions IM welcomed everyone to the meeting and ask for round-table introductions. He outlined the agenda for the meeting.	
2	Apologies Received from: Michael Tracey; Colin Paterson; Andrew Faulk; John Mundell.	
3	Approval of minutes and matters arising The minutes were approved without comment Matters arising to be picked up in ZWS or SG presentations with one exception: <ul style="list-style-type: none"> • Programme Board members had been asked to follow up with IG where and how they can 'champion' issues within the ZWS programme. IG will arrange to meet Board members individually to discuss. Action: IG. It was noted that some core messages or 'script' would be helpful on a regular basis to Board members. Action: ZWS to circulate key messages and regular updates. 	IG ZWS
4	Zero Waste Scotland update and forward look IG introduced a presentation on the ZWS Q4 progress report and subsequent actions and priorities for 2011/12. IG highlighted the following key points: <ul style="list-style-type: none"> • The ZWS transition year was successfully completed and it is now a fully integrated single programme. • Key highlights of Q4 delivery in the Transition year included: <ul style="list-style-type: none"> ○ Organics capital grants have installed 167,000 tonnes of food waste capacity – enough for 50% of LA-collected food waste in Scotland; ○ Carbon metric report is a landmark development; ○ Business Resource Efficiency support has delivered interim savings to business of £17m. Potential benefits if actions were mainstreamed could be up to £2bn ; ○ Halving Waste to Landfill – Transport Scotland and Scottish Futures Trust signing up has potential to influence £millions worth of construction projects to be more resource efficient • Other 'in progress' activities include: making some headway with concerns over compost and digestate use on land – further work with Quality Meat Scotland and others is required; taking on learning from INCREASE programme in relation to Third Sector support; C&I Waste Research; Kerbside best practice work; Textiles recovery campaigns; Product Research Forum which will change the products on high street 	

	<p>shelves.</p> <ul style="list-style-type: none"> • Since April ZWS has issued and assessed tenders for its SME Resource Efficiency support; Planned the first Recycle Week in Scotland; Started receiving and assessing applications for support under the Food Waste Programme; engaged 17 local groups in the ZWS Volunteer Programme • Priorities for the rest of 2011 include: Delivery of the food waste programme; progressing plastics infrastructure projects; developing waste prevention activities including the Accredited Reuse and Repair Network (ARRN); and generally picking up the pace of activities. <p>The following points were made by Board members:</p> <ul style="list-style-type: none"> • There may be a gap in support to the Third Sector between support for the ARRN, the Volunteer programme and Business Development support. The Third Sector is an important partner for ZWS in delivering action and influencing opinion. However, it needs to be clear what is appropriate for ZWS and what is appropriate for existing Third Sector support bodies. ZWS' focus should be to support robust organisations with capacity to deliver on zero waste targets. As well as evaluation of INCREASE projects, lessons could also be drawn from Climate Challenge Fund IM asked ZWS to convene a short-life group to look at the potential gaps around the Third Sector provision and scope for broader 3rd sector involvement across ZWS programmes; to meet and report back with a clear plan by the end of August. Action: IG • The potential for sub-groups was discussed but it was noted that at the last meeting the Board had expressed a preference for task-and-finish groups. These type of operational issues could be covered at the next meeting (see Developing the Board below). • There had not been obvious promotion of Recycle Week by ZWS. This is because delivery of Recycle Week is primarily at local level – this year (first in Scotland) there are 8 LAs, 13 community groups and 5 businesses taking part. • More detail on the Business Resource Efficiency programme which has been tendered would be useful. IG explained that it had been tendered and won by AEA Technology, who are currently in a mobilisation period with launch expected later this month. Action: IG to circulate briefing outlining the Business Support offering to Board members. • It would be helpful to have a rolling activity planner shared with the Board so they are aware of upcoming announcements and can support through their own channels. Action: JM to share upcoming PR opportunities calendar with Board members. • IM shared a note of key achievements delivered since the launch of the Zero Waste Plan. It was requested that this be amended to make clear that impacts were attributable across partners not just to ZWS. It was agreed that this was a useful document and key achievements should be shared with the Board. Action: IM to share with the Board and to update on a periodical basis. • It was however agreed that reports to Board meetings would of course do more than just highlight success and provided an opportunity to identify areas where Board members and their collective knowledge/influence could add value and help to overcome barriers. 	<p>IG</p> <p>IG</p> <p>JM</p> <p>IM</p>
--	---	---

	<p>Similarly a more visual reporting format may be helpful – TR offered to share the SFT's. Action: IG/TR to review reporting format.</p> <ul style="list-style-type: none"> • ST mentioned that he was aware that NISP would be contacting SG further in relation to the decision to withdraw funding. 	IG
5	<p>Policy update from Scottish Government</p> <p>PS and SG gave a joint presentation on proposed milestones in delivery of the Zero Waste Plan. Key points included:</p> <p><u>2011</u></p> <ul style="list-style-type: none"> • MSW recycling targets are slowing and need reinvigorated focus • Waste Prevention Programme for consultation later in 2011. This will cover a range of issues including: Producer responsibility; Reuse; Behaviour change; Design; Business support. • A Business and Regulatory Impact Assessment and position statement on the Zero Waste Regulations will be ready in the autumn, and will be followed by a further period of engagement with stakeholders. • Work to develop revised recycling targets in response to the carbon metric is underway by ZWS and will report in the Autumn. • Zero Waste Regulations will be laid before Parliament. <p><u>2012</u></p> <ul style="list-style-type: none"> • Landfill Tax proposals will be reviewed following enactment of the Scotland Bill. • Issue Waste Prevention Programme • Collections best practice guidance will be issued. • Recycling campaign (provisional). <p><u>2013</u></p> <ul style="list-style-type: none"> • Lay Landfill Tax proposals before Parliament. • Updating carbon metric to include C&I waste. • Food waste campaign (provisional). <p>Comments or points raised by Board members included:</p> <ul style="list-style-type: none"> • FM requested clarity as to whether there would be scope to refine manifesto commitments on bags and deposit-return. • The food waste campaign will benefit from long lead and multi-agency backing given that it is aligned with the regulatory framework. • DB asked if the Waste Prevention Programme would include quantitative targets. • GE asked if the presentation could be circulated with the minutes. NB: Milestones outlined above in minutes • GE said that it would be helpful to put MSW targets in context of 32 LAs with a range of demographics and not to single out specific low-performing LAs without understanding reasoning. IG said ZWS is looking at this as part of the carbon metric targets review and will share with COSLA. • IM reiterated how important MSW targets are to the Cabinet Secretary. There is a need to come together to work towards achieving targets and to better understand what drives good performance. 	

6.	<p>Future meetings and Developing the Board</p> <p>IM presented a paper proposing a facilitated session to review the Board's operations and focus to ensure it is as productive as possible. The Cabinet Secretary is keen to introduce that meeting. He wants to up the pace of change on zero waste and reinforce why we are doing this, connecting to issues of climate change, resource use and economic opportunity. It is proposed that the facilitated session gets to the heart of delivery and policy issues and looks at whether we have the right balance of people and organisations represented.</p> <p>The proposal was agreed. FM commented that the Board has 5 years to deliver and needs to move beyond specific interests. She also felt that the Board is light on business representation and offered to lever support from 'Big 6' business representatives. The 2020 Group provides a focus on business activity but the Programme Board also plays an important, broader role.</p> <p>Action: IM to organise a date for the meeting late summer</p> <p>IM also mentioned the ZWS Annual Conference and asked for the Board to be involved in planning that event to ensure its success and focus on the important issues. Members noted the proposed timing was around a month after the planned CIWM Conference.</p> <p>Action: JM to contact Board members regarding involvement and consider the timing of the event</p>	<p>IM</p> <p>JM</p>
----	---	---------------------