

Zero Waste Programme Board

St Andrews House, Edinburgh

Friday 11th February 2011, 10am – 12.30pm

Present: Ian Mitchell (Chair), Iain Gulland, Michael Tracey, Colin Paterson, George Eckton, Andrew Faulk, Tony Rose, Calum McDonald, Colin Clark, Teresa Bray, Stephen Thomson, Stephen Pathirana, Dan Barlow, John Mundell.

In attendance: Ewan Swaffield, Felix Otton Kenny Boag, David Gee, Peter Maddox, Jonathan Lea, Betsy Reed, Charlie Devine, Marissa Lippiatt, Louise McGregor, Callum Blackburn (minutes),

Item	Note of Meeting	Action
1	Welcome and Introductions IM welcomed everyone to the meeting and asked for round the table introductions. He outlined the agenda for the meeting.	
2	Apologies Fiona Moriarty.	
3	Approval of Minutes & Matters Arising The minutes were approved by everyone in attendance. Matters Arising: <ul style="list-style-type: none">• The action on the sustainable development procurement toolkit is covered in item 4 (see below).• IM also confirmed the budget position following the last meeting, which is that the Zero Waste budget is £26.4m with £21m for Zero Waste Scotland. The balance will be used for a food waste collection and treatment support programme, and any national marketing campaigns as deemed appropriate.	
4	Zero Waste Scotland 2011 Business Plan IG introduced a presentation from the four ZWS Head of Programmes (see attached presentation) on the Business Plan programmes. IG also highlighted some key points in relation to the Business Plan: <ul style="list-style-type: none">• The programmes have been aligned to the structure within the Zero Waste Plan, however in some cases the description of the programme used has been changed in order to articulate the function better to stakeholders, for example support to businesses.• The work on Construction waste has been included under the Resource Management stream for practical reasons.• Within the plan the Third Sector does not have a specific programme, such as INCREASE. Instead the new approach is to ensure all ZWS services, as far as practicable support the sector.• The focus for addressing sustainable procurement is to build on existing guidance and provide appropriate training.• The scope of the Education and Awareness work has been increased following previous comments from the Board.• Partnership is fundamental with strong links to SEPA, Scottish	

Enterprise, SFT and delivery with, or through, other partners.

- Additional funding is being made available for food waste collection and treatment as indicated by IM (see 3 above).
- There is more work to be done to identify risks to delivery and any mitigating actions.
- Within the business plan the appendix on targets is not yet complete, however IG highlighted some broad targets in his presentation and indicated that over a five year period the ZWS targets would need to address the objectives of the Zero Waste Plan.
- The budget is based on the £21m highlighted by IM but an additional £4 Million will be made available for the Food waste collection and treatment programme.

Business Support (ML) Key Points

- Retail Supply Chain – ongoing work, expansion of Courtauld commitment, focus on SMEs in food & drink supply chain, influence design of textiles, ICT, and Home Improvement sector commitment.
- Hospitality Sector – development of commitments and assistance to tourism sector, influence procurement in public sector.
- Sustainable Procurement – influence private sector through toolkit development and training to public sector.
- Generic Business Tools & Support – in partnership with Scottish Enterprise (SE), Energy Savings Trust, Carbon Trust, provide tools, case studies, workshops/seminars etc
- Innovation Fund – working with SE and including the capture of critical materials within the Scottish economy and innovative packaging solutions. This links with the Market Development stream.

Resource Management (CD) Key Points

- Local Authorities – research and promote best practice on collection and joint working across the sector, work with SFT on treatment options, training on management, customer service and Health and Safety.
- Recycling Industry – business support, quality of materials and closed loop focus, research solutions for long term profitability.
- Third Sector – support in the same way as the recycling sector, legacy development of INCREASE projects to promote best practice, development of Accredited Reuse and Repair Network (ARRN)
- Construction – Continue ½ waste to landfill, carbon reduction effort, and creating lasting legacy of prevention of waste through sustainable procurement and design for future reuse

Market Development (LM) Key points

- Infrastructure - stimulate demand for material through providing the infrastructure and addressing any market issues such as quality (push and Pull).
- Scottish Economy – focus upon closed loop recycling to bring real benefits to the Scottish Economy.
- Key materials - food waste and plastics, with others being WEEE (rare earth elements being a focus here), textiles, paper and glass.
- Research – work and investment underpinned by research to identify opportunities to stimulate markets.

Campaigns (BR) Key Points

	<ul style="list-style-type: none"> • Vision of a long term shift in behaviour • Regional Partnerships – developing a ZWS network that can deliver local messaging and awareness raising to communities and act as conduit for national campaigns • Zero Waste zones - an award scheme creating a movement towards common goals, can be at workplace or street level. • Education – working with schools, colleges and the Ecoschools scheme. • Research – focused on waste prevention. • LFHW – supporting LAs on the rollout of collections for food waste. • National Litter campaign • Third sector – campaigns to support reuse and repair in the third sector. • LA Support – campaigns support and temporary staff to assist with the rollout of new services. <p>Board Discussion on Business Plan</p> <p>Overall the plan was accepted with some suggestions and questions responded to by IG with action noted where appropriate below:</p> <ul style="list-style-type: none"> • How do we measure of success? There needs to be appropriate focus on the process to show what has been achieved, reporting quarterly to the Board on progress. • Links to SG public engagement strategy and indicators for recycling and food waste? These will be included in the Business Plan evaluation process. • Integration of the low carbon economy within the plan needs to be strengthened and ZWS proposals and targets need to link to SG climate work; targets should be aggregated. IG confirmed that Low Carbon issue will be made more explicit and aggregated targets provided. • How is the potential for any new government programme factored in? IG stated that the Plan has been kept flexible to ensure it can be adjusted as required. • Noted the difficulty of measuring the impact of Education and Awareness interventions. IG agreed and indicated that innovative ways of engaging the public through the third sector could be considered. • Water is not specifically mentioned in the plan? Water efficiency will be part of the joined up resource efficiency service offered to businesses by SE, ZWS, EST, and the Carbon Trust. • How do we get into the detail of key topics, particularly the educational and awareness programme? Please see response from IM to this in 8 below. • Will construction sector Industrial Symbiosis work be continued? The business support programme will be an integrated programme containing business resource efficiency support and waste networking events in one integrated contract. <p>IM concluded that the final draft plan has been broadly accepted by the Board and that in addition to the completion of the actions above ZWS will make the plan public through their website.</p>	<p>IG</p> <p>IG</p> <p>IG</p>
5	<p>Transition Year Update & Q3 Report</p> <p>IG briefly talked to the Q3 report and highlighted that ZWS were coming to the end of the transition year with the restructuring of the core team for April on</p>	

	<p>track. In addition, a procurement strategy to establish contract frameworks for relevant expertise, and also contractors for programme delivery, was being undertaken to support the business plan. IG thanked DG and CB for their assistance through the transition year.</p> <p>Board Discussion on the Q3 Report</p> <p>The Board recognised that forecasting targets can be fraught with difficulties. There was comment that a number of local authorities thought the National Recycling Campaign did not adequately engage with local authorities. IM said that full analysis of the campaign's effectiveness is in hand by the Scottish Government marketing team..</p> <p>There was concern expressed about potential redundancies in the Third Sector and drift if there were no clear targets and direction going forward. IG commented that the CRNS conference in March would provide an opportunity to update community organisations on the support available.</p> <p>There was also concern that local authorities are making cost sensitive decisions now that are not in line with a long term trajectory for meeting future targets, and while understanding the need for local control, recent planning decisions could end up with schemes that do not fit the national infrastructure requirement. SP commented that planning applications are taken in a market driven environment, however the impact of the zero waste regulations and the efforts of SFT, SEPA and ZWS should ensure that overall new infrastructure is in line with a long term trajectory.</p>	<p>IM</p>
<p>6</p>	<p>Zero Waste Plan Update and Changes to Regulations for Zero Waste</p> <p>ZWP Update</p> <p>SP commented that the aim was to progress 10 Key actions over the next 3 – 5 Years and updated the Board on these:</p> <ul style="list-style-type: none"> • (1) Waste Prevention programme development (see update below from FO). • (2) Recycling Guidance Annex A drawing to a close in February. • (3) Regulations on Business Waste Data are complete and these link to the SEPA waste data strategy. • (4,6,14) Landfill Bans (see update below from KB) • (5) The Carbon Metric has proved challenging, however with input from CIWM this will help top provide clarity and DEFRA and the EU are interested in Scotland's approach to this. • (10) The Low Carbon Economy strategy is being progressed with SE links on Clean Technology and the Technical Structures Board (UK), and the work on plastics and AD infrastructure is part of this. • (15,21) Updating Annex B to assist with this and the demonstration of need for infrastructure should be helped by SEPA data, however recognised that still more to do. <p>Zero Waste Regulations</p> <p>KB updated the board on the consultation to introduce Zero Waste Regulations to support the aims of the Zero Waste Plan. The key points were:</p> <ul style="list-style-type: none"> • There have been three successful consultation events with a general consensus on the overall proposals, some debate on the detail, however a strong appetite for change from shareholders. • Emphasis is on maintaining a high quality of material throughout the process. • The aim is to provide a regulatory structure where the potential for non 	

	<p>conformance is minimised.</p> <ul style="list-style-type: none"> • Biodegradable property ban will address climate change and add value to the economy from the material recovered. • Important that the preferred type of biodegradable property ban assessment process is commented on by industry in the consultation. • Stepped process with interventions in the market at the right time - different views received on this, some saying too ambitious and other saying not ambitious enough. • Guidance on Carbon Metric to be provided next month. <p>Board Discussion</p> <p>The Board asked how will the Carbon Metric fit with Recycling Targets and will there be anything that will be a disbenefit of measuring in this way? KB and SP commented that recycling performance will be reported through the Carbon Metric and SEPA will clarify what is recovery and what is recycling. Due to the general link between embedded carbon and valuable resources there is little risk of an imbalance between recycling targets and the Carbon Metric however the priority given to some materials may change.</p> <p>There was a query about whether the approach being taken by DEFRA is different. SP commented that there will be a stakeholder meeting next month that will provide greater clarity on DEFRA's approach.</p>	
7	<p>Waste Prevention Programme Update</p> <p>FO provided a presentation on progress, the key points being:</p> <ul style="list-style-type: none"> • A key part of the Zero Waste Plan jigsaw which needs clear visibility. • This is being developed in the context of considering "all waste", the potential economic opportunities, land the low carbon agenda. • There will be a consultation on the programme in March building on the ZWP consultation in 2009 and the 2007 Household Waste Prevention Plan. • Aiming to identify initial high impact actions including those already underway as part of existing programmes. • All options being considered including, priority sectors to target, voluntary agreements, and priority materials. • A clear way of measuring the effectiveness and impact of waste prevention activity also needs to be agreed. <p>FO welcomed informed feedback from the Board.</p>	All
8	<p>AOCB</p> <p>IM raised the suggestion of potential sub committees to deal with more detailed issues than the Board can cover, however after taking views from Board Members IM felt that there was no support for sub-committees at this stage and instead felt that Board was in favour of individual Board Members engaging on key issues as required. This would also enable individual Board Members to influence, review and champion issues of interest to them on behalf of the Board. This was endorsed by the Board. IM asked Board Members to advise him of any areas of interest where they would be keen to get more involved.</p> <p>IM recognised that Board Members are busy people however he stated that it is important that Board Members are available to support Zero Waste Scotland at events, perhaps chairing or presenting where appropriate.</p>	All All

9	<p>Date of Next Meeting</p> <p>IM indicated that the next meeting would be proposed for mid June to enable the Minister responsible, following the May election, to be invited to attend. Proposed dates would be circulated by e-mail. Agenda could include:</p> <ul style="list-style-type: none">• Attendance by Minister• Confirmation of proposed Outcomes and Targets• Risk Assessments <p>IM asked Board Members to suggest topics they would like to see included.</p>	<p>All</p>
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