

Zero Waste Programme Board

Stirling Highland Hotel

Friday 29th October 2010, 9.30am – 1pm

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

In attendance: Ewan Swaffield, David Gee, Peter Maddox, Tim Chant, Jon Molyneux, Kirsty Stephen (minutes)

Item	Note of Meeting	Action
1	<p>Welcome and Introductions</p> <p>IM welcomed everyone to the meeting and asked for round the table introductions. He outlined the agenda for the meeting.</p>	
2	<p>Apologies</p> <p>Fiona Moriarty and Jan Bebbington. Maf Smith will now replace Jan at all future meetings.</p>	
3	<p>Approval of Minutes & Matters Arising</p> <p>Minutes were approved by everyone in attendance.</p> <ul style="list-style-type: none"> • The risk assessment in relation to the Zero Waste Plan has been developed and is work in progress. • ZWS have developed an extranet for all Board members. Agendas, minutes and reports will be posted on here. All papers to be posted 10 working days prior to the meeting. 	
4	<p>Update on ZWP</p> <p>SP provided the Board with a Zero Waste Plan (ZWP) update noting the Government's aspirations in this respect. Discussions took place and the key points are noted below:</p> <ul style="list-style-type: none"> • It was noted that a different mindset on resource use and recycling is needed. Closed loop recycling and recognition of the value of resources is important. Closed loop recycling represents an economic opportunity for Scotland. • There is a need for more work on waste prevention as well as recycling. • The Regulatory Framework Consultation will take place in mid November for 3 months and lots of effort will be required to secure this going through the parliament process. Whether this will be complete before or after the elections is yet to be decided. • There will be fiscal constraints which is a challenge. Continuing to support the public sector through this will be important • The public view on waste and resource is a mixed bag of opinions. We need to change the thinking of the public. Recycling rates need to increase but we also need to raise awareness of the value of resources and of the need to minimise consumption and manage in a closed loop as far as possible. • The legislative framework should to be strong and clear about the outcomes that need be achieved. Local Authorities and private sector can then make better informed investments. 	
5	<p>Transition Year Update & Q1 Report (paper A)</p> <p>IG provided the Board with an update on the transition year and Q1 report.</p> <ul style="list-style-type: none"> • Q2 report has been completed and a meeting with Scottish Government will take place on the 25th November. • IG was asked about work being done on the acceptability of outputs from organic waste treatment. IG gave an overview of current work on compost, as well as PAS 100 and PAS 110. 	

	<ul style="list-style-type: none"> • Questions were put to IG regarding the time lapse between the Q1 and Q2 report. It was agreed that quarterly reports would be available for the Board following approval from Scottish Government and no later than the conclusion of the quarter that follows. But there had been a time lag in relation to Q1 report owing to the setting up of ZWS in the first place. • IG to provide feedback in relation to the development of a sustainable procurement toolkit at the next meeting. • IG was asked if the underspend was systematic. He explained that it was not, it was due primarily to delays in getting programmes, in particular the Plastics capital, work, started. • IG was asked if the reporting could illustrate the value added by ZWS. The Board was told that this would form part of reporting going forward.. • IG was asked about the work of ZWS on residual waste treatment, which he said would now form part of the advice that ZWS will offer. • Should the Board have any further questions regarding this update, they were asked to contact IG or IM directly within the next week. 	IG
6	<p>Business Plans</p> <p>DG provided the Board with an update on the ZWS summary business plan for 2011 onwards.</p> <p>PM provided the Board with an update on the WRAP business plan for 2011 onwards.</p> <p>The Board were split into 2 discussion groups. The purpose of this was to have feedback and guidance from the Board regarding the ZWS Business Plan.</p>	
7	<p>Workshop Groups</p> <p>Some key conclusions drawn from the workshops in the plenary sessions:</p> <ul style="list-style-type: none"> • Broadly speaking it was not felt that there is anything significant missing from the draft plan. • Need to place more emphasis on the waste prevention, and education and awareness elements of the programme plans. • Need specific targets and outcomes. • The Board needs more evidence on which to base future decisions about priorities. Programme proposals put to the Board should be supported with a summary of the evidence base. • Seek to reduce capital spend where markets are already improving such as AD. • Focus on collections especially for food waste • Possible increase focus on R&D especially around markets • Retain support for community sector but need for different relationship in terms of funding support and recognition of their wider role • ZWS support for Local Authorities could focus on helping to improve the performance of existing services through measurement, benchmarking, and case studies. • SME support should be tailored to suit different SME sectors not just a generic programme. • Use links already established with partner organisations – Board members as ambassadors for Zero Waste Scotland. 	ZWS
8	<p>AOCB</p> <p>Questions were raised about the spending review and whether there would be a risk assessment in place. IM predicted there would be a possible 10-15% reduction of the overall budget for Zero Waste Scotland. The ZWS business plans were being developed on the assumption of a 10% reduction and the need for flexibility.</p>	